

Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.2-1/2014-EP.

Dated 7th November, 2014

MEMORANDUM

Subject: **FOUR-DAY (PART-TIME) TRAINING COURSE ON "STRATEGIC MANAGEMENT" FOR OFFICERS IN BS-17 TO BS-19 FROM 16-12-2014 TO 19-12-2014**

STI is organizing subject course w.e.f 16-12-2014 to 19-12-2014. The course shall commence from 0900 to 1200 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed only for the Federal Government Officers from BS-17 to BS-19.

Course objectives:

The objective of the course will focus on the practical application of strategic management, organizational vision, mission and objectives of an organization.

Outcome/ learning achievement:

After attending the course, participants are expected to understand the overall direction of an organization and how resources are allocated.

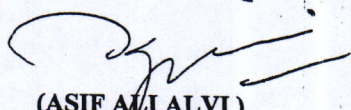
Course Contents / Outlines:

- | | |
|--|---|
| <ul style="list-style-type: none">• Nature and importance of strategic management in public sector.• How to develop organization vision, mission, and objectives. | <ul style="list-style-type: none">• Developing performance driven organization.• Best management practices at the workplace. |
|--|---|

2. The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations. **STI encourages participation of women employees.**

3. Nominations of suitable officers of the Federal Government Ministries / Divisions/ Departments/ Organizations may reach this Institute by **15-12-2014**. **Late nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on **16th December, 2014 at 0845 hours.** **No registration shall be allowed after 0900 hours.**

4. For further information, please contact the undersigned.

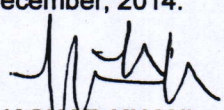

(ASIF ALI ALVI)
Director (Executive/Programme)

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1)/Trg/PD/2013

Islamabad, the 7th November, 2014

The nomination should reach this Section latest by 5th December, 2014.


(ASKAR KHAN)
Section Officer

Director General (JACC) is requested to enter/display the subject circular on Planning Commission's website

Training Section

Diary No. 851

17-11-2014

1289

13-11-14