

Diary No: 1018
Date: 15-01-15
Time:

No. 4(16) Trg/PD&R/13



No. 5/54/2014-C/MSW/Lhr
Government of Pakistan
Establishment Division
Management Services Wing

Director General
Phone: 051-9211537
Fax: 042-99205257

Islamabad, the 12th January, 2015

Subject:- WORKSHOP ON INTER PERSONAL SKILLS & SELF DEVELOPMENT

Dear Mr. Secretary,

As you are aware, Management Services Wing of the Establishment Division provides a broad spectrum of Management Consultancy Services to the Public Sector Organizations and also trains the Government functionaries in Modern Management Techniques in order to enhance their managerial skills and capabilities as assigned to it under the Federal Rules of Business 1973. In line with its charter of duties, the Management Services Wing, Lahore is organizing a four day Workshop on "Inter Personal Skills & Self Development" from 9th to 12th February 2015 for the Officers from Federal and Provincial Governments/ Organizations including the Government of Azad Jammu & Kashmir (AJ&K) as well as Officers from the Armed Forces of Pakistan with the following objectives:-

- helping in understanding one self;
- grooming for self presentation;
- developing positive attitude as a habit;
- helping in reducing stress & conflict at workplace.
- managing Emotional Intelligence at workplace.

2. Detailed program of the workshop is placed at Annex-I. Officers in BPS-18 & above (or equivalent) are eligible to attend the Workshop. It would be appreciated if such officers are nominated for this Workshop who could subsequently act as Master Trainers/Resource Persons, on the subject.

MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(16)/Trg/PD/2013

Islamabad, the 19th January, 2015

The nomination should reach this Section latest by 30th January, 2015.

(Muhammad Maqsood Ali)
Section Officer

Member(Dev.Communications) is requested to enter/display the subject circular on Planning Commission's website

Office of the Secretary
Dy. No: 986
Date: 13-01-2015

Additional Secretary Office
No: 9226
Date: 13-01-2015

Joint Secretary
Dy. No: 470
Date: 14-01-2015

(ASB)
No: 1517
Date: 14-01-2015

Member(Dev. Communications)
Dy. No: 265
Dated: 19-1-2015