

GOVERNMENT OF PAKISTAN
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F. No. S-1/2018-SD-1.

Dated 1st March, 2018

MEMORANDUM

Subject: REQUEST FOR NOMINATIONS FOR TWO WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF PRIVATE SECRETARIES / ASSISTANT PRIVATE SECRETARIES" FROM 02-04-2018 TO 13-04-2018.

STI is organizing subject course from 02-04-2018 to 13-04-2018. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for Private Secretaries/Assistant Private Secretaries.

Course Objectives:

Capacity Building in required skills.

Outcome/Learning Achievement:

To improve and update knowledge regarding disposal of day to day official business & skills of Private Secretaries / Assistant Private Secretaries.

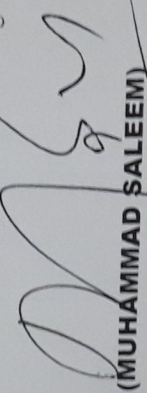
Course Contents / Outlines:

i	Duties & Responsibilities of a Private Secretary/ Assistant Private Secretary.
ii	Basics of Secretariat Instructions.
iii	Procedure for official meeting
iv	Communication skill/Forms of communication
v	Handling of classified documents
vi	Organizational Skills in the Workplace
vii	Profile of an Ideal PS/APS
viii	Secretary's time waster
ix	Secretary's office work / desk tools
x	MS Office (Word/spread sheet on Excel/power Point/Internet)
xi	Introduction to Urdu computer in-page software programme

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16-03-18

2. Nominations of suitable employees of the Federal Government Ministries/Divisions/Departments and Organizations may reach this Institute by **26-03-2018**. **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 **2nd April, 2018 at 0845 hours. No registration shall be allowed after 0900 hours.** The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating Organizations.

3. STI encourages participation of women employees.


(MUHAMMAD SALEEM)

Director (SD)
Ph: 051-9265185

To
Joint Secretary (Admn), Ministries/ Divisions,
Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at
Islamabad/Rawalpindi.
AD (IT) for up loading on web site of STI

Plot No.7 Sector H-9, Islamabad Fax: 051-9265183-9 Web: www.sti.gov.pk

STI (E)
13-3-18
A. Noman
Secretaries
13-3-18