

F.No.2-1/2015-EP.

Dated 6th April, 2015

MEMORANDUM

Subject: **FIVE DAYS (PART-TIME) TRAINING COURSE ON "EFFECTIVE COMMUNICATION AND NEGOTIATIONS SKILLS" FOR OFFICERS IN BS-17 TO BS-19 FROM 11-05-2015 TO 15-05-2015.**

STI is organizing subject course w.e.f 11-05-2015 to 15-05-2015. The course shall commence from 0900 to 1130 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

Federal Government Officers from BS-17 to BS-19.

Course objectives:

To generate awareness of the emerging requirements of negotiations and communication skills for effective utilization of human and material resources.

Outcome/ learning achievement:

They will be able to understand fundamentals of communication and negotiation skills to perform effectively and to overcome impediments and improve communication, resultantly overcoming conflict through proactive moves.

Course Contents / Outlines:


i)	• Fundamentals of communication and negotiation skills	iii)	• Negotiation and problem solving techniques
ii)	• Improving organizational communication	vi)	• The role of information technology for improving communication skills

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 and Organizations may reach this Institute positively by **08-05-2015**. **Late nominations will not be entertained.** Normally all nominations received by the cut off date are accepted unless otherwise intimated. Therefore, the nominee(s) may report to the Institute for registration on **11th May 2015 at 0845 hours. No registration shall be allowed after 0900 hours.**

4. Nominating agencies are requested to intimate its Phone/ Fax/ Mob Nos./ E-mail for any correspondence

5. For further information, please contact the undersigned.


(ASIF ALI ALVI)
Director (Executive Programme)
051-9265184 / 9265190

To

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)**

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

Islamabad, the 16th April, 2015

The nomination should reach this Section latest by 6th May, 2015.


(Muhammad Maqsood Ali)
Section Officer

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

Training Section

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15-04-2015