

Government of Pakistan  
(Establishment Division)  
**SECRETARIAT TRAINING INSTITUTE**

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No.F.7-1/2014-OMG.

Islamabad, the 13<sup>th</sup> May, 2014.

**MEMORANDUM**

**Subject: FOUR-DAYS (PART-TIME) TRAINING COURSE ON "OCCUPATIONAL EMOTIONAL INTELLIGENCE" FOR OFFICERS OF BS-17 TO BS-19 FROM 03.06.2014 TO 06.06.2014.**

The subject course was planned to be conducted from 06.05.2014 to 09.05.2014. However, due to certain administrative reasons the course could not be commence in the given time period. It is now re-scheduled. It will be conducted from 03-06-2014 to 06-06-2014 (0900-1200 hrs) for the officers of BPS 17 to 19 and equivalent. The course outline is as under:-

- a. Introduction to Emotional Intelligence (EI)
  - b. Understanding Emotions
  - c. Emotional Literacy
  - d. Skills in Emotional Intelligence
2. The main objectives of the course are to:
- a. Recognize the impact of Emotional Intelligence (EI) on professional development,
  - b. Develop Key EI Skills in the participants,
  - c. Apply EI to a broad variety of workplace activities.
3. The Institute will neither charge any fee nor pay any TA/DA for participation in the course, however, if admissible TA/DA may be claimed from the respective Ministries/Divisions/Departments/Organizations.
4. Nominations of the suitable officers may reach this Institute latest by 30-05-2014. The Institute reserves the rights to reject the late nominations. **Due to excessive nominations, nominate maximum 5 persons for the course.** Nominating Agency may, intimate its Phone/Fax/Mobile Nos., for communicating change, if any. In the absence of any intimation from STI, the nominee(s) may report to this Institute for registration on 03.06.2014 at 08:30 A.M. **No registration shall be allowed after 09:00 A.M.**
5. For any further inquiry/information, the undersigned may be contacted at the Telephone No. given below.

Training Section

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(IRAM BIBI)

No.4(1-3)Trg/PD/2013

Islamabad, the 23<sup>rd</sup> May, 2014

All Sections of Ministry of Planning Development & Reform are requested to nominate officers in (BS-17 to BS-19) for the subject training course at STI, Islamabad. The nominations should reach this Section latest by 29<sup>th</sup> May, 2014.

(ASKAR KHAN)  
Section Officer  
Tel: 9206935

Chief Programmer(JACC) is requested to enter the subject circular on Planning Commission's website.