

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE  
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F.No.5-2/2024-SD-II

Dated 9<sup>th</sup> September, 2024

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 21-10-2024 to 25-10-2024.

STI is organizing subject course from 21-10-2024 to 25-10-2024. The training sessions will be held from 09:00a.m. to 11:00 a.m. daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for BPS 11-16.

Course objectives:

To enhance communication skills of participants and to build professional excellence in this filed.

Course Contents/Outlines:

i)	Correspondence with Members of the Public	ii)	Correspondence with Foreign Government
iii)	Noting & Drafting on files	iv)	Preparation of Drafts/Specimen of Forms of Communications
v)	Check on Delays	vi)	General: - Inspections - Meetings

Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments and Organizations may reach this Institute latest by 17-10-2024. Late nominations will not be entertained. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its *Phone/ Fax/ Mob Nos./ E-mail for this purpose and also confirm acceptance of their nominations over telephone number* mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on 21<sup>st</sup> October, 2024 at 09:00 a.m. No registration shall be allowed after 09:15 a.m. The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. Participants must attend all modules in order to become eligible for the Certificate.

  
(Muhammad Haroq Rashied)  
Deputy Director (SD-II)

To

- Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad/ Rawalpindi.
- Heads of Attached Departments/ Subordinate Offices/ Autonomous Bodies.
- DD (IT) for uploading STI website.

Address: Plot No.7, Sector H-9, Islamabad. Fax:051-9265183 Website: www.sti.gov.pk  
Upload on dev.com please!

20/9/24

SO-11

DS (HAMI)

DS Admis

Ammad Mohsin  
Secretary (Admn)

HRM-IV Section  
Diary No. 2463  
Date: 25/09/2024

Dev. Com.