

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(2)/2021-HR-II

Islamabad, the 7th June, 2024

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON “COMMUNICATION SKILLS” FROM 29-07-2024 to 02-08-2024.

Secretariat Training Institute (STI) is organizing subject course from 27-07-2024 to 02-08-2024. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience / Group:

This course is designed for BPS 11-16.

Course objective:

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

Course Contents/Outlines:

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

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Division / Department and Organizations may reach the institute latest by 19-07-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 29-07-2024 at 09:00 hours. No registration shall be allowed after 09:00 hours.

3. The interested officials of the **Main Ministry**, may forward their nomination, duly approved by their reporting officer to **HR-II** section latest by **14-07-2024** positively. Nominations received after the deadline will not be entertained.


(Syed Asghar Shah)
Section Officer (HR-II)

- i. Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Notice Board (A-Block)