

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

CIRCULAR

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS"**

STI is organizing subject course from 26.12.2023 to 29.12.2023. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for officials of BPS 11-16.


Course Objectives:

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

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 Communication(s)
v	Check on Delays	vi	General: -Inspections. - Meetings.

2. Interested Officials are requested to forward their nominations, duly recommended by the Head of the concerned Wing, to QA-I Section by 20.12.2023.


(Aamir Habib Abbasi)
Dy. Secretary (QA/PMDU)
Ph: 9208523

All Officials (BPS 11-16), Finance Division, Islamabad.

Finance Division's U.O. No.F.3 (3) QA-I/2014

dated 19.12. 2023

⇒ Webmaster with the request to upload the circular on Finance Division's website.