

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

CIRCULAR

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "EFFECTIVE COMMUNICATION AND NEGOTIATION SKILLS" FROM 12-05-2025 TO 16-05-2025**

With reference to STI letter F. No.3-6/2024-25-EP dated 14th April, 2025 on the subject cited above. STI is organizing subject course from 12.5.2025 to 16.5.2025 on part time basis. The course shall be held daily from 9:00 to 11:30 hours or as notified otherwise. Details are as follows:-

Target Audience/ Group:

Officers of the Federal Government in BS-17 to BS-19.

Course Objectives:


To cater emerging requirements of negotiation and communication skills for effective utilization of human resources. Clarity in language to avoid consequences affecting organizational purpose:-

Major Contents:

<ul style="list-style-type: none">• Fundamentals of communication and negotiation skills.• Improving organizational communication.• Forms of Officials Communications.	<ul style="list-style-type: none">• Negotiation and problem solving techniques.• The role of information technology for improving communication skills.
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2. Interested Officers are requested to forward their nominations duly recommended by the Head of the concerned Wing to **QA-I Section by 5.5.2025.**

Note:- "In addition to the eligibility criteria specified for a training, all officers who are working on contract basis/fixed pay package or having less than two years continuous government service or less than three months of service in Finance Division or against whom disciplinary proceedings/inquiry is in progress, may need not apply".


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All Officers (BS-17 to BS-19) of Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/2024 dated 28.4.2025

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