

CIRCULAR

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "IMPROVING PERSONAL EFFECTIVENESS" FROM 17-02-2025 TO 21-02-2025**

The subject course is being conducted at STI Campus H-9, Islamabad from 17.02.2025 to 21.02.2025, on part time basis, (09:00 to 11:00 hours daily) or as notified otherwise. Details of the course are as follows:-

Target Audience/ Group:

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

Course Objectives:

Improving self-awareness, confidence building, teamwork and interpersonal communication skills.

Course Contents/ Outlines:

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| • How to improve personal effectiveness, ethos and attitudinal change | • How to improve interpersonal communication skills |
| • Managing self and SWOT analysis | • Attitudinal change |
| • Emotional intelligence for successful leaders | |

2. Interested Officers are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by **12.02.2025**.

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

All Officials (BPS 17-19), Finance Division, Islamabad.

Finance Division's u.o No.F.3 (3) QA-I/2014 dated 01.01.2025

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