

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

C I R C U L A R

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 17-07-2023 TO 21-07-2023**

STI is organizing subject course from 17-07-2023 to 21-07-2023. 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	Forms of Communications	ii	Correspondence with Members of Public
iii	Noting & Drafting on files	iv	Preparation of drafts / specimen of forms of draft 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 3-7-2023**.


(Madiha Rafique)
Section officer (QA-I)
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All Officials (BPS 11-16), Finance Division, Islamabad.

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

dated 7.6.2023

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