

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

C I R C U L A R

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "IMPROVING PERSONAL EFFECTIVENESS" FROM 12-02-2024 TO 16-02-2024**

The subject course is being conducted at STI Campus H-9, Islamabad from 12.02.2024 to 16.02.2024 on part time which shall be held daily from 09:00 to 11:00 hours 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:

• 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 **31-01-2024**.


(Madiha Rafique)

Section officer (QA-I)
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All Officials (BPS 17-19), Finance Division, Islamabad.

Finance Division's u.o No.F.3 (3) QA-I/2014 dated 12-01-2024

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