

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**C I R C U L A R**

Subject: - **ONE WEEK (PART-TIME) TRAINING COURSE ON "COMMUNICATION SKILLS" FROM 16<sup>th</sup> to 20<sup>th</sup> OCTOBER, 2023.**

STI is organizing subject course from 16.10.2023 to 20.10.2023. 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 Communications
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 **2.10.2023**.

  
(Madiha Rafique)  
Section officer (QA-I)  
Ph: 9208523

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

Finance Division's U.O. No.F.3 (3) QA-I/2023

dated 14.9.2023

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