

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 21.10.2024 to 25.10.2024.**

STI is organizing subject course from **21.10.2024 to 25.10.2024**. The training sessions will be held from 09:00 a.m. to 11:00 a.m. 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 in this filed.

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 10.10.2024.**


(Aamir Habib Abbasi)
Deputy Secretary (QA)
Ph: 9208523

All Officials (BPS 11-16), Finance Division, Islamabad.
Finance Division's U.O. No.F.3 (3) QA-I/2023 dated 16.09.2024

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