

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

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "WORKPLACE STRESS MANAGEMENT" FROM 08-09-2025 TO 12-09-2025**

With reference to STI letter F.No. 3-8/2025-26-EP dated 18<sup>th</sup> July, 2025 on the subject cited above. STI is organizing subject training course from 8.9.2025 to 12.9.2025 on part time basis. The course shall be held daily from 9:00 to 11:30 hours or as notified otherwise. Details are as follows:-

**Target Audience/ Group:**

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

**Course Objectives:**


A future-ready professional can adapt to change and excel in a hyper-technologically advancing VUCA (volatility, uncertainty, complexity and ambiguity) work environment or an uncertain, rapidly changing future. They also have the skills and the mindset to help them thrive in a change-driven, innovative organizations culture.

This short course on Workplace Stress Management aims to enhance the professional capacity of existing Government professionals, senior and emerging leaders equipping them with a growth mindset and glimpse of future-ready human skills.

**Major Contents/Outline:**

<b>Day-1: Foundations of Workplace Behaviour Readiness</b> <ul style="list-style-type: none"><li>• Understanding Workplace behaviour Readiness</li><li>• Workplace Culture Needs</li><li>• How Emotionally intelligent are you.</li></ul>	<b>Day-2: Foundations of WBR</b> <ul style="list-style-type: none"><li>• Adaptability Quotient</li><li>• Growth Mindset vs fixed Mindset.</li><li>• (Values Alignment) Personal &amp; Organizational</li></ul>
<b>Day-3: Advanced Behavioural Readiness and Practical Tools</b> <ul style="list-style-type: none"><li>• Adaptive Leadership</li><li>• Communicate to Collaborate.</li><li>• Stakeholder Management</li></ul>	<b>Day-4: Advanced Behavioural Readiness and Practical Tools</b> <ul style="list-style-type: none"><li>• Professionalism 2.0</li><li>• Design your Personal Ethics Manifesto.</li><li>• DE&amp;I in the workplace.</li></ul>
<b>Day-5: Advanced Behavioural Readiness and Practical Tools</b> <ul style="list-style-type: none"><li>• Workplace Stress Management</li><li>• Action Plan Review</li></ul>	

2. Interested Officers of this Division are requested to forward their nominations for above mentioned course duly recommended by the Head of the Wing concerned, to QA-I Section by 28.8.2025.

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

All Officers (BS 17 to 19), Finance Division, Islamabad  
Finance Division's U.O No.F.3 (3) QA-I/2023-24 dated 24.7.2025

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