

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

C I R C U L A R

Subject: - **NOMINATIONS FOR TRAINING COURSE ON "WORKPLACE STRESS MANAGEMENT" FROM 10-02-2025 TO 14-02-2025**

The subject course is being conducted at STI Campus H-9, Islamabad from 10-02-2025 to 14-02-2025, on part time basis, which shall be held daily from (09:00 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 technological 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:

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

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 **4.2.2025**.


(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 30-1-2025.

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