

# NATIONAL ASSEMBLY SECRETARIAT

[Training Branch]

No. F.1(8)/2026-Train

Islamabad, the 6<sup>th</sup> February, 2026

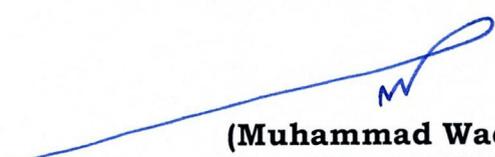
## CIRCULAR

Subject: **TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE (STI) ISLAMABAD**

The Secretariat Training Institute (STI), Islamabad is organizing the following training courses for the officers in BPS-17 to BPS-19. Details are as follows:

<b>Name of Course</b> [one week (Part-Time)]	<b>Course Contents</b>	<b>Period</b> [Daily, 9:00 a.m. to 11:30 a.m.]
Effective Communication and Negotiation Skills	<ul style="list-style-type: none"><li>➤ Fundamentals of communication and negotiation skills</li><li>➤ Improving organizational communication.</li><li>➤ Forms of Official communications</li><li>➤ Negotiation and problem-solving techniques</li><li>➤ The role information technology for improving communication skills.</li></ul>	<b>23-02-2026</b> to <b>27-02-2026</b>
ICT & E-Governance	<ul style="list-style-type: none"><li>➤ Introduction to information &amp; Communication Technology (ICT)</li><li>➤ Improving decision making using ICT</li><li>➤ Process Improving using ICT</li><li>➤ ICT AS A Cross-Cutting field</li><li>➤ ICT in Professional &amp; Daily life</li><li>➤ What is E-Governance?</li></ul>	<b>02-03-2026</b> to <b>06-03-2026</b>
Public Procurement Rules and Procedures	<ul style="list-style-type: none"><li>➤ PPRA's Authority Ordinance 2002</li><li>➤ Introduction (Ordinance 2002)</li><li>➤ PPRA Rules 2004</li><li>➤ Advertisement</li><li>➤ Pre-Qualification</li><li>➤ Methods of Procurement</li></ul>	<b>09-03-2026</b> to <b>13-03-2026</b>
Decision Making in Public Sector	<ul style="list-style-type: none"><li>➤ The nature and process of decision making and how effective decision ae making?</li><li>➤ Managerial models of decision making and criteria for analyzing alternatives</li><li>➤ Types of problems and decision-making style</li><li>➤ Difficulties in implementing of decision and evaluate results</li></ul>	<b>06-04-2026</b> to <b>10-04-2026</b>

2. Interested, officers may submit their willingness, duly endorsed by their respective reporting officers, to the undersigned by **13<sup>th</sup> February, 2026**, for onwards transmission to the STI, Islamabad.

  
(Muhammad Waqar)  
Section Officer

**All BPS 17 to 19 Officers of the**  
National Assembly Secretariat