

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

No. 58(2)-PMI/HRD Cell/NHA/18/137 Islamabad, the December 20, 2018

Circular

Subject: **Nomination of NHA Officers (HQ Only) for Participation in the Training Courses Scheduled for the Month of January, 2019 at Pakistan Manpower Institute (PMI), Islamabad**

Pakistan Manpower Institute (PMI), Ministry of Federal Education & Professional Training, Islamabad is organizing following training courses at Islamabad and has invited suitable nominations of NHA officers of BS 17 & above:

Sr. #	Name of Training	Duration	Timing	Eligibility	Venue
a).	Sustainable Development Goals (SDGs)	December 31, 2018 to January 02, 2019	0830 hours to 1330	All NHA Officers posted at HQ only	Pakistan Manpower Institute (PMI), Shahrah-e-Suhrawardy Near Zero Point, Islamabad. Ph# 051-9252554 051-9252595
b).	Diversity & Inclusion at work place	January 07-09, 2019			
c).	Conflict Management at work place	January 14-16, 2019			
d).	Improving Personal Effectiveness	January 21-23, 2019			
e).	Creating Time Efficiency & Managing Multiple Priorities	January 28-30, 2019			

2. Addressees are requested to kindly forward suitable nominations of officers posted at HQ only for the training courses which are relevant to their job assignments and who have not been nominated / attended above training course so far latest by **December 25, 2018** with their full address, contact/cell number and email. The nominations may be forwarded with the approval of concerned Member. The nominations received without approval of concerned Member or after the prescribed date will not be entertained.

(AZRA BIBI)

Dy. Director (HRD)
Ph: 051-9032652

Copy to:-

All Members, HQ

Director (Estab/Reg/MIS/Legal/Recruit/Pers/Coord/PR/Environment)

AD MIS → To be uploaded on NHA's Website