

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

No. 58(2)-PMI/HRD Cell/NHA/19/ 156

Islamabad, the February 08, 2019

Circular

Subject: **Nomination of NHA Officers (HQ Only) for Participation in the Training Courses Scheduled for the Month of March, 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).	Effective Decision Making Skills	March 04-06, 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).	Effective Team Management at Workplace	March 11-13, 2019			
c).	Women Empowerment	March 18-20, 2019			
d).	MS Excel, MS Word	March 19-21, 2019			
e).	Building Self Confidence & Assertiveness Skills	March 25-27, 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 **February 25, 2019** 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.


(BARKAT ALI)
Director (HRD)
Ph: 051-9032510

All Members, HQ,

All GMs, HQ/Secretary NHA

Dirs (Estb/Reg/MIS/Legal/Rectt/Pers/Coord/PR/Env/Complaints)

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