

**NATIONAL HIGHWAY AUTHORITY**

Administration Wing  
Human Resources Development (HRD) Cell

No. 56(1)-DWE/HRD/NHA/2021/ 485

27<sup>th</sup> Mauve Areas, G-9/1,  
Islamabad, the January 05, 2021

**Training Opportunities**

Subject: **Nomination of NHA Officers (HQ Only) for (Part Time) Training Courses to be Conducted by Directorate of Workers Education (DWE), Islamabad during the Months of January-February, 2021**

Directorate of Workers Education (DWE), Islamabad has circulated the schedule of following training workshops to be conducted at Islamabad and has invited suitable nominations of NHA officers. Detail of the trainings is given as below:-

Sr. #	Training Course	Duration & Timing	Venue
i.	Human Resource Development	January 12-14, 2021 9:00 am to 01:00 pm	Directorate of Workers Education, Plot No. 39, Sector H-9, Islamabad. Ph# 051-9265530
ii.	Welfare Schemes for Workers	January 19-21, 2021 9:00 am to 01:00 pm	
iii.	Time Management	January 26-28, 2021 9:00 am to 01:00 pm	
iv.	Total Quality Management (ISO-9001)	February 02-04, 2021 9:00 am to 01:00 pm	
v.	Fire Fighting Techniques & Fire Prevention Management	February 09-11, 2021 9:00 am to 01:00 pm	
vi.	Capacity Building for Employees	February 16-18, 2021 9:00 am to 01:00 pm	
vii.	Management Information System	February 23-25, 2021 9:00 am to 01:00 pm	

2. Addressees are requested to kindly forward nominations of **officers in BS-17 & above posted at HQ only** if the training is relevant / useful to their job assignments and who have not been nominated / attended subject training so far along with full address, contact number & email of the nominee latest by **January 07, 2021**. The nominations should be forwarded with the approval of concerned Member/GM. The nominations received without approval of concerned Member/GM or after the prescribed date will not be entertained.

  
(JAHANZAB)  
Dy. Director (HRD)  
051-9032710

**All Members, HQ**

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

**AD MIS/**

→ **To be uploaded on NHA's Website**