

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2019/157

27th Mauve Area, G-9/1,
Islamabad, the February 08, 2019


Training Opportunities

Subject: **Nomination of NHA Officers/Officials (HQ Only) for (Part Time) Training Courses to be Conducted by Secretariat Training Institute (STI) at Islamabad.**

Secretariat Training Institute (STI), Islamabad is organizing following training courses at Islamabad and has invited suitable nominations of NHA officers/officials. Details of courses are given below: -

| S # | Name of Courses / Training | Detail | |
|-----|--|-------------|--------------------------|
| a. | Training Course on "Office Procedures" | Duration | 04-03-2019 to 15-03-2019 |
| | | Timing | 09:15 am to 11:15 am |
| | | Eligibility | Officials in BS-11-16 |
| b. | Training Course on "Microsoft Office 2013" (Word, Excel, Power point and Internet) | Duration | 04-03-2019 to 15-03-2019 |
| | | Timing | 09:15 am to 11:30 am |
| | | Eligibility | Officials in BS-09-16 |
| c. | Training Course on "Effective Communication & Negotiation Skills" | Duration | 11-03-2019 to 15-03-2019 |
| | | Timing | 09:30 to 11:45 am. |
| | | Eligibility | Officers in BS-17-19 |
| d. | Training Course on "Communication Skills" | Duration | 25-03-2019 to 29-03-2019 |
| | | Timing | 09:15 to 11:15 am. |
| | | Eligibility | Officials in BS-11-16 |
| e. | Training Course on "Official Urdu Language Course " | Duration | 25-03-2019 to 29-03-2019 |
| | | Timing | 09:30 to 11:45 am. |
| | | Eligibility | Officers in BS-17-19 |

2. Addressees are requested to kindly forward suitable nominations of **officers/officials posted at HQ only** for the above mentioned training courses which are relevant to their job assignments and who have not been nominated/attended above training courses so far. The nominations should reach in HRD Cell **at least 10 days prior to commencement of the specific course** with their contact/cell number and email. The nominations may be forwarded with the recommendation of concerned Member. The nominations received without recommendation of concerned Member or after the prescribed date will not be entertained, please.


(BARKAT ALI)
Director (HRD)
051-9032652

All Members, HQ

All GMs, HQ/Secretary NHA

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

Copy to: -

AD MIS/(Software Development) →

To be uploaded on NHA's Website