

**NATIONAL HIGHWAY AUTHORITY**

Administration Wing (HRD Cell)

**"Say No to Corruption"**

No. 9(1)-STI/HRD Cell/NHA/2024/04

January 15, 2024

**Training Opportunities**

Subject: **Nomination of NHA Officers (HQ Only) for Training Course on "Improving Personal Effectiveness" to be Conducted by Secretariat Training Institute (STI) at Islamabad from 12-02-2024 to 16-02-2024.**

Secretariat Training Institute (STI), Islamabad is organizing following training course for Government servants (BS 17-19), at STI, Islamabad and has invited suitable nominations of NHA officers. Details of course is given below: -

Sr	Course Content/Outline	Detail	
i.	<ul style="list-style-type: none"><li>• How to Improve Personal Effectiveness, ethos and attitudinal change</li><li>• Managing Self and SWOT analysis</li><li>• Emotional Intelligence for Successful leaders</li></ul>	<b>Duration</b>	12-02-2024 to 16-02-2024
		<b>Timing</b>	09:00 am to 11:00 am
		<b>Eligibility</b>	BS 17-19

2. Addressees are requested to kindly forward suitable nominations of **eligible officers posted at HQ only** for the above mentioned training course and who have not been nominated/attended above training course so far. The nominations should reach in HRD Cell latest by **January 19, 2024** 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.

  
(JAHANZAB)  
Dy. Director (HRD)  
051-9032747

All Members, HQ

All GMs, HQ/Secretary NHA

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

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Director MIS →

To be uploaded on NHA's Website