

No.DWE(E&T)1(3)/2022  
GOVERNMENT OF PAKISTAN  
M/O OVERSEAS PAKISTANIS AND HUMAN RESOURCE DEVELOPMENT  
DIRECTORATE OF WORKERS EDUCATION  
PLOT NO.39, SECTOR H-9  
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Islamabad, the 22<sup>nd</sup> November, 2022

**Subject:** TRAINING WORKSHOPS SCHEDULE FOR THE MONTH OF DECEMBER, 2022.

Respected Sir/Madam,

Directorate of Workers Education (DWE) is a training organization working as an attached department of Ministry of Overseas Pakistanis and Human Resource Development, Islamabad. DWE is imparting training to the workers of Industrial/ Commercial establishments, Trade Unions and employees of public as well as private sector organizations through diversified training programmes, workshops, seminars and lectures which aimed at capacity building of workers / employees for better economic and social prosperity, for better human resource development and deployment. In addition to in-house trainings, DWE also conducts one-day programme at plant level for on-job workers.

2. For their capacity building, following training programmes are scheduled to be conducted in its premises during the month of December, 2022. Detail of proposed training workshops are as under:-

S- No.	Name of Workshop	Duration	Course Coordinator
1.	Job Orientation & on the Job Training	06 <sup>th</sup> to 08 <sup>th</sup> December, 2022	<b>M. Naqi Khan</b> Director (E&T) Ph: 051-9265530 Fax:051-9265523 Email: <a href="mailto:dweedu@yahoo.com">dweedu@yahoo.com</a>
2.	Information Security Threats	13 <sup>th</sup> to 15 <sup>th</sup> December, 2022	
3.	Transformational Leadership	20 <sup>th</sup> to 22 <sup>nd</sup> December, 2022	
4.	Occupational Safety & Health (OSH)	27 <sup>th</sup> to 29 <sup>th</sup> December, 2022	

3. All the heads of concerned public and private sector organizations are hereby requested to furnish suitable nominations (at least 3-5 participants) to attend the above said training programme / workshop. Timing of the event will be from 09:00 a.m. to 01:00 p.m. The DWE offers all training programmes free of charges. No T.A / D.A is admissible. It is, therefore, requested that the suitable nominations along with their particulars may be forwarded to this office on following format also through email or fax as early as possible.

Sr.No.	Name & Designation	Name of Course/Seminar	Organization	Contact No.	E. mail Address
1.					

**NOTE:** Covid-19 SOPs would be followed positively.

  
(Muhammad Naqi Khan)  
Director (E&T)  
Ph: 051-9265530

Copy for information to:-

1. Section Officer (Fund/DWE), M/O OP&HRD, Islamabad
2. P.A to D.G, DWE.
3. All Concerned.