



SNGTI TRAINING SCHEDULE August, 2018



Technical Skills Courses						
Sr.#	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	53 rd	12 th	Mr. Jahan Zaib khan DCE -UFGC	1 st & 2 nd
2	Gas Regulator in Distribution	Distribution	3 rd	3 rd	Mr. Taskin UL Islam Hashmi DCE-DIST	1 st & 2 nd
3	Certification Course on Welding (API 1104) For Subordinates	Q.A	58 th	12 th	As Decided By GM Q.A	1 st to 3 rd
4	Fire Prevention	HSE	37 th	13 rd	Mr. Hashim Sr. Engineer	3 rd
5	Customer Services Department Personnel Training Program	CS	1 st	2 nd	Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	3 rd
6	Project Management	HSE	3 rd	4 th	Mr. Kashif Butt Senior Engineer	6 th & 7 th
7	Gas Measurement Techniques	Metering	24 th	8 th	Mr. Faisal Ali Sadiq DCE Metering	6 th & 7 th
8	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	59 th	11 th	Mr. Talat Mahmood Sr. Engineer (Q.A)	7 th to 9 th
9	Achieving Zero Accident Goal Through Proactive Safety	HSE	22 th	13 th	Mr. Sohail Shahzad DCE (HSE)	8 th & 9 th
10	Pipeline Design & Construction	P&D	15 th	04 th	Mr. Imran Yousuf khan GM (P&D)	10 th
11	Defensive Driving	HSE	36 th	12 th	Mr. Rizwan Nasim Sr. Officer HSE	10 th
12	Plumbing for Distribution	M.C	25 th	13 th	Mr. Rao Javad Iqbal DCE (M.C)	15 th to 17 th
13	Customer Services Department Personnel Training Program	CS	02	3 rd	Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	17 th
14	UFG Controllable & Uncontrollable Factors for sub-ordinates	UFG-C	52 nd	11 th	Mr. Jahan Zaib khan DCE -UFGC	29 th & 30 th
15	Plumbing for Distribution	M.C	24 th	12 th	Mr. Rao Javad Iqbal DCE (M.C)	29 th to 31 th
16	Understanding Electronic Volume Corrector (EVC)	Metering	2 nd	3 rd	Miss Rabia Nisar Executive Engineer	27 th & 28 th
17	First Aid & CPR	HSE	80 th	11	Dr. Huma Tabassum OH(Consultant)	27 th to 28 th
IT/MIS Courses						
18	Oracle Inventory Module eMR/eMRV	IT/MIS	2 nd	3 rd	Mr. Mohsin Laang Officer (Ops)	1 st & 2 nd
19	CC&B Billing Perspective		20 th	3 rd	Mr. Sajid Javed Dy chief Engineer	6 th & 7 th
20	Introduction to MS Excel For Executives		61 th	13 th	Mr. M. Rafaqat Officer (IT/MIS)	8 th & 9 th
21	Advance Excel For Executive		14 th	12 th	Mr. M. Rafaqat Officer (IT/MIS)	15 th & 16 th
22	Introduction to MS Word For Subordinate		9 th	8 th	Mr. Ayyaz Senior Officer IT/MIS	27 th & 28 th
23	Oracle Inventory Module eMR/eMRV		2 nd	3 rd	Mr. Mohsin Laang Officer (Ops)	29 th & 30 th
Skills Courses						
24	Business Communication I (Sub-ordinate)	SNGTI	3 rd	4 th	Mr. Usman Salim Officer. (T&D)	1st & 2nd
25	Team Work (Subordinates)		37 th	9 th	Mr. Asad Fawad Executive Officer (T&D)	6 th & 7 th
26	Leadership Skills		29 th	9 th	Mr. Usman iftikhar Sr. Officer (T&D)	8 th & 9 th
27	Handling Difficult People		16 th	5 th	Mr. Usman Salim Officer (T&D)	9 th & 10 th
28	Business Communication 2		36 th	9 th	Mr. Usman Salim Officer (T&D)	15 th & 16 th
29	Negotiation skills		9 th	2 nd	Mr. Usman Iftikhar Sr. Officer (T&D)	15 th & 16 th
30	Interpersonal Skills		36 th	3 rd	Mr. Waqas M. Qureshi General Manager (T&D)	15th & 16th
31	Total Quality Management		3 rd	4 th	Mr. Asad Fawad Executive Officer (T&D)	17th
32	Time & Stress Management (Sub-ordinate)		3 rd	4 th	Mr. Asad Fawad Executive Officer (T&D)	27 th & 28 th
33	Presentation Skills (Subordinates)		2 nd	3 rd	Mr. Usman Iftikhar Sr. Officer (T&D)	30 th & 31 st
34	Principle of Management		19 th	7 th	Mr. Usman Salim Officer. (T&D)	30 th & 31 st
35	Professional Ethics & Moral Values		10 th	9 th	Mr. Waqas M. Qureshi General Manager (T&D)	31 st