

**SNGTI TRAINING SCHEDULE AUGUST, 2019**

TECHNICAL SKILLS COURSES						
Sr.#	Course Title	SME From	Total Sessions	Sessions 18-19	Trainers	Dates
1	Achieving Zero Accident Goal Through Proactive Safety	HSE	34 th	20 th	Mr. Sohail Shahzad DCE (HSE)	1 st & 2 nd
2	Certification Course on Welding (API 1104) for Executive	Q.A	20 th	13 th	Kh. Amir Hayat Sr. Engineer (Q.A)	1 st & 2 nd
3	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	65 th	16 th	Syed Fahad Ali Executive Engineer (UFGC)	5 th & 6 th
4	Hands on Training - P.E in Distribution (D 2513) for Subordinates	Q.A	69 th	17 th	Mr. Talat Mahmood Sr. Engineer (Q.A)	5 th to 7 th
5	Gas Regulator in Distribution	Distribution	14 th	15 th	Mr. Taskeen UL Islam Hashim DCE-(DIST)	5 th & 6 th
6	Billing Policies & Procedure	Billing	09 th	02 nd	Mr. Sajid Javed DCE (Billing)	19 th & 20 th
7	Certification Course on Welding (API 1104) For Subordinates	Q.A	70 th	20 th	To be Decided by GM (Q.A)	19 th & 21 st
8	HSE Manual	HSE	23 rd	10 th	Ms. Asma Maqbool Sr. Engineer (HSE)	19 th & 20 th
9	Meter Reading / Inspection for meter readers and field metering staff	Metering	03 rd	04 th	Mr Omer Mohi-ud-din DCE (Metering)	21 st & 22 th
10	Customer Services Department Personnel Training Program	CS	14 th	13 th	Mr. Navied Ashraf CE (CS-South)	23 rd
11	Defensive Driving	HSE	46 th	16 th	Mr. Rizwan Nasim Sr. Engineer (HSE)	23 rd
12	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	16 th	9 th	Mr. Rehan Anjad DCE (Q.A)	26 th & 27 th
13	UFG Controllable & Uncontrollable Factors for Executive	UFG-C	65 th	13 th	Mr. Jahanzaib khan DCE -(UFGC)	26 th & 27 th
14	Understanding Electronic Volume Corrector (EVC)	Metering	6 th	7 th	Miss Rabia Nisar Executive Engineer	26 th & 27 th
15	Plumbing for Distribution	M.C	35 th	18 th	Rao Javaid Iqbal DCE (M.C)	28 th to 30 th
16	Budget Preparation & Control	Accounts	10 th	02 nd	Mr. Raheel Farooq (Chief Accountant)	28 th & 29 th
17	Gas Measurement Technique	Metering	29 th	13 th	Mr Faisal Ali Sadiq DCE (Metering)	28 th & 29 th
18	Internal Auditing Technique	Audit	01 st	02 nd	To be Decided by SGM (Audit)	30 th
19	Fire Prevention	HSE	46 th	15 th	Mr. Hashim Senior Engineer (HSE)	30 th
IT/MIS COURSES						
20	Introduction to MS Excel for Subordinates	IT/MIS	25 th	16 th	Mr. M. Rafaqat Officer (IT/MIS)	1 st & 2 nd
21	Oracle Inventory Module EMR/EMRV		15 th	14 th	Mr. Mohsin Laang Officer (IT/MIS)	5 th & 6 th
22	Introduction to MS Word for Executive		72 nd	12 th	Mr. Rizwan Executive Officer (IT/MIS)	7 th & 8 th
23	Advance Excel for Executive		26 th	19 th	Mr. M. Rafaqat Officer (IT/MIS)	22 th & 23 rd
SOFT SKILLS COURSES						
24	Presentation Skills	SNGTI	11 th	12 th	Mr. Usman Iftikhar Sr.Officer (T&D)	1 st & 2 nd
25	Principle of Management		27 th	10 th	Mr. Usman Salim Officer (T&D)	1 st & 2 nd
26	Interpersonal Skills		30 th	07 th	Mr. Waqas M. Qureshi GM(T&D)	7 th & 8 th
27	Business Communication I Sub-ordinate		7 th	1 st	Mr. Usman Salim Officer (T&D)	7 th & 8 th
28	Business Communication II		48 th	20 th	Mr. Usman Salim Officer (T&D)	19 th & 20 st
29	Decision Making & Problem Solving Sub-ordinate		-	1 st	Mr. Usman Iftikhar Sr. Officer (T&D)	21 th & 22 nd
30	Time & Stress Management		30 th	05 th	To be Decided by GM (T&D)	26 th & 27 th
31	Team Work		48 th	19 th	To be Decided by GM (T&D)	29 th & 30 th