



SNGTI TRAINING SCHEDULE DECEMBER 2014



Sr.#	Course Title	Sponsor Deptt	Session	Trainers	Dates
Department Specific					
1	Executive Development Programme (EDP)	SNGTI	24 th	SNGTI Faculty/ HODs	1 st to 25 th
2	First Aid & CPR	HSE	39 th	Dr. Huma Tabassum (OH Consultant)	1 st & 2 nd
3	Distribution Manual	Dist.	7 th	SGM (D) N/S	3 rd & 4 th
4	Budget Preparation & Control	Finance	5 th	Mr. Zia Ud Din Malik GM (Finance)	8 th & 9 th
5	EVC & Data Analysis	Metering	2 nd	Mr. Rizwan Mehr Ali Engineer Gr. III	10 th & 11 th
6	Operation & Maintenance Gas Turbines	Compression	1 st (New)	Javed Ashraf Exec. Engr. (Comp)	15 th & 16 th
7	Certification Course on Welding (API 1104)	SNGTI	14 th	Mr. Ammar Faisal Exec. Engr. Projects	15 th to 19 th
8	UFG Controllable and Uncontrollable Factors	SNGTI	13 th	Mr. Jamshed Riaz Exec. Engineer	17 th & 18 th
9	CC&B Billing Perspectives	Billing	11 th	GM (Billing)	22 nd & 23 rd
10	Gas Measurement Techniques	Metering	2 nd	GM (Metering)	23 rd & 24 th
11	Hands on Training - P.E. In Distribution (D-2513)	SNGTI	18 th	Mr. Azhar Rashid DCE (Coordination)	29 th to 31 st
12	Defensive Driving	HSE	6 th	Mr. Kashif S. Butt Sr. Engr. (HSE)	31 st
Soft Skills					
13	MS Word 2007	SNGTI	20 th	Mr. Ali Abbas	1 st & 2 nd
14	Conflict Management		13 th	Mr. Waqas M. Qureshi CTO	3 rd & 4 th
15	MS Excel 2007 (For Subordinates)		22 nd	Mr. Naveed Akram	8 th & 9 th
16	Time & Stress Management		16 th	Mr. Mohammad Asim	11 th & 12 th
17	Mannerism, Etiquettes & Code of Conduct		10 th	Mr. Mohammad Asim	15 th & 16 th
18	MS Excel 2007		23 rd	Mr. M. Razzaq	17 th & 18 th
19	Team Work		19 th	Mr. Waqas M. Qureshi CTO	23 rd & 24 th
20	Presentation Skills		18 th	Mr. Waqas M. Qureshi CTO	29 th & 30 th
21	Business Communication – I		33 rd	Mr. Mohammad Asim	30 th & 31 st
Guest Speaker					
22	Identifying Managerial Competencies	SNGTI	1 st (New)	Mr. Phillip S. Lall	16 th & 17 th
23	Project Management		3 rd	Mr. Azhar Saif Ex. GM (T&D)	29 th & 30 th
Regional Training					
24	Gas Distribution Mains (Faisalabad - D)	SNGTI	6 th	Mr. Muhammad Ilyas Ex. GM (Projects)	17 th