



SNGTI TRAINING SCHEDULE-DECEMBER 2015 - TENTATIVE

Sr. #	Course Title	Sponsor Deptt	Session	Trainers	Dates
DEPARTMENT SPECIFIC					
1	Operations & Maintenance Manual-Distribution Department	Distribution	10th	Akaram Arain	1st & 2nd
2	Oracle Inventory & Job Completion Form	IT/MIS	1st	Mr. Naveed Akram Officer (IT/MIS)	3rd & 4th
3	Operations & Maintenance Manual-Transmission Department	Transmission	3rd	Mr. Habib ur Rehman Sr. Engr. (Transmission)	7th & 8th
4	Oracle Financial - General Ledger	IT/MIS	6th	Mr. Saifullah Officer (Ops) Gr-III	7th & 8th
5	Billing Policies & Procedures	Billing	2nd	Mr. Sajid Javed Sr. Engr. (Billing)	10th & 11th
6	UFG controllable and Uncontrollable Factors	UFG	23rd	Mr. Jamshed Riaz Sr. Engr. (UFG)	14th & 15th
7	Certification Course on Welding (API 1104)	SNGTI	27th	Mr. Talat Mahmood Exec. Engr. (QA)	14th to 18th
8	Strategic Human Resource Management	HR	1st (New)	Mr. Shamsul Arifin Chief Office (HR)	17th & 18th
9	Defensive Driving	HSE	12th	Mr. Waheeb Iftikhar Exec. Engr. (HSE)	21st
10	Certification Course on Polyethylene in Distribution (D 2513)	SNGTI	29th	Mr. Azhar Rashid CE Coordination	28th to 30th
11	First Aid & CPR	HSE	51st	Dr. Huma Tabassum (OH Consultant)	29th & 30th
12	Trouble Shooting of TR Unit	Corrosion	4th	Mr. Ahmed Jawad Khan Dy. Chief Engr. (Corr)	30th & 31st
SOFT SKILLS					
13	Interpersonal Skills	SNGTI	25th	Mr. Waqas M. Qureshi Chief Officer (T&D)	2nd & 3rd
14	Time & Stress Management		10th	Mr. Muhammad Asim Dy. Chief Officer (T&D)	9th & 10th
15	Total Quality Management		1st	Mr. Asad Fawad Officer (T&D)	11th
16	Business Communication - II		18th	Mr. Muhammad Asim Dy. Chief Officer (T&D)	14th & 15th
17	Team Work		23rd	Mr. Waqas M. Qureshi Chief Officer (T&D)	16th & 17th
18	Business Communication - I		41st	Mr. Muhammad Asim Dy. Chief Officer (T&D)	21st & 22nd
19	Introduction to MS Word		28th	Mr. Ali Abbas Officer (Ops) Gr-III	21st & 22nd
20	Introduction to MS Excel		31st	Mr. Rafaqat Ali Officer (T&D)	30th & 31st