



SNGTI TRAINING SCHEDULE-FEBRUARY 2016

| Sr.# | Course Title | Sponsor Dept | Session | Trainers | Dates |
|----------------------------|---|--------------|------------------|--|--------------------------------------|
| Department Specific | | | | | |
| 1 | Oracle Inventory & Job Completion Form | IT/MIS | 2 nd | Mr. Naveed Akram Officer IT/MIS | 1 st & 2 nd |
| 2 | Health & Safety Manual | HSE | 8 th | Mr. Farukh Majeed Bala GM-HSE | 2 nd & 3 rd |
| 3 | UFG controllable and Uncontrollable Factors | SNGTI | 25 th | Mr. Jamshed Riaz Sr. Engr. (UFG) | 3 rd & 4 th |
| 4 | Gas Metering (EVC, Gas Pilferage Volume) | SNGTI | 5 th | Mr. Rizwan Mehar Ali Exec. Engineer | 8 th & 9 th |
| 5 | ISO 4001:2007 | HSE | 1 st | External Trainer | 8 th & 9 th |
| 6 | Defensive Driving | HSE | 13 th | Mr. Waheeb Ifthikar Exec. Engr. (HSE) | 12 th |
| 7 | CC&B Billing Perspective | Billing | 13 th | Mr. Sajid Javed Sr.Eng. (Billing) | 15 th & 16 th |
| 8 | Urdu Drafting | SNGTI | 1 st | Mr. Asad Fawad Officer (T&D) | 17 th |
| 9 | First Aid & CPR | HSE | 53 rd | Dr. Huma Tabassum (OH Consultant) | 17 th & 18 th |
| 10 | Certification Course on Polyethylene in Distribution (D 2513) | SNGTI | 31 st | Mr. Ahmad Saeed (Dy.ChiefEngLhr (D)) | 17 th to 19 th |
| 11 | Gas Measurement Techniques | Metering | 10 th | Mr. Faisal Ali Sadiq Sr. Engr. (Metering) | 22 nd & 23 rd |
| 12 | Certification Course on Welding (API 1104) | SNGTI | 29 th | Mr. Talat Mahmood Exec. Engr. (QA) | 22 nd to 26 th |
| 13 | Orientation Of Newly Inducted Executives | SNGTI | 4 th | SNGTI Faculty/HOD | 22 nd to 26 th |
| 14 | Accounts Manual | Accounts | 1 st | Mr. Athar Baig Dy. Chief Accountant | 25 th & 26 th |
| Soft Skills | | | | | |
| 15 | Business Communication-I | | 43 rd | Mr. Mohammad Asim Dv. Chief Officer(T&D) | 3 rd & 4 th |
| 16 | Time & Stress Management | | 12 th | Mr. Mohammad Asim Dv. Chief Officer(T&D) | 8 th & 9 th |
| 17 | Introduction to MS Excel | | 32 rd | Mr. Rafaqat Ali Officer Gr-II | 10 th & 11 th |
| 18 | Interpersonal Skills | SNGTI | 25 th | Mr. Waqas M. Qureshi Chief Officer(T&D)) | 10 th & 11 th |
| 19 | Business Communication-II | | 19 th | Mr. Mohammad Asim Dv. Chief Officer(T&D) | 15 th & 16 th |
| 20 | Introduction to Ms Word | | 30 th | Mr. Ali Abbas Officer (Ops) Gr-III | 18 th & 19 th |
| 21 | Presentation Skills | | 22 nd | Mr. Waqas M. Qureshi Chief Officer(T&D) | 24 th & 25 th |
| Guest Speaker | | | | | |
| 22 | Project Management | SNGTI | 11 th | Mr. Azhar Saif Ex. GM (T&D) | 11 th & 12 th |