

**SNGTI TRAINING SCHEDULE FEBRUARY , 2019**

TECHNICAL SKILLS COURSES						
Sr.#	Course Title	SME From	Total Sessions	Sessions 18-19	Trainers	Dates
1	Budget Preparation	Accounts	9 th	1 st	Mr. Raheel Farooq Chief (Accountant)	6 th & 7 th
2	Certification Course on Welding (API 1104) For Subordinates	Q.A	64 th	14 th	As Decided By GM Q.A	6 th to 8 th
3	Defensive Driving	HSE	42 th	13 th	Mr. Rizwan Nasim Sr. Engineer HSE	8 th
4	Advance Gas Measurement Techniques	Metering	30 th	9 th	Mr. FaisalAli Sadiq DCE Metering	11 th & 12 th
5	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	59 th	10 th	Mr. Jahanzaib khan DCE -UFGC	11 th & 12 th
6	Plumbing for Distribution	M.C	30 th	14 th	Mr. Rao Javad Iqbal DCE (M.C)	11 th to 13 th
7	First Aid & CPR	HSE	86 th	9 th	Dr. Huma Tabassum OH(Consultant)	13 th & 14 th
8	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	12 th	5 th	Mr. Rehan Amjad Sr. Engineer (Q.A)	14 th & 15 th
9	Customer Services Department Personnel Training Program	CS	7 th	7 th	Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	15 th
10	Certification Course on Welding (API 1104) For Executive	Q.A	14 th	7 th	Mr. Kh. Amir Hayat Sr. Engineer (Q.A)	18 th & 19 th
11	Gas Regulator in Distribution	Distribution	8 th	9 th	Mr. Taskin UL Islam Hashim DCE-DIST	18 th & 19 th
12	Achieving Zero Accident Goal Through Proactive Safety	HSE	28 th	14 th	Mr. Sohail Shahzad DCE (HSE)	18 th & 19 th
13	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	65 th	13 th	Mr. Talat Mahmood Sr. Engineer	20 th to 22 th
14	Fire Prevention	HSE	42 th	11 th	Mr. Hashim Sr. Engineer	22 th
15	Contract Management	Procurement	2 nd	01 st	Decided GM	20 th & 21 th
16	Project Management	Projects	7 th	6 th	Mr. Kashif Saleem Butt Sr. Engineer (HSE)	25 th & 26 th
17	Plumbing for Distribution	M.C	30 th	13 th	Mr. Rao Javad Iqbal DCE (M.C)	25 th to 27 th
18	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	59 th	7 th	Mr Syad Fahad Ali Executive Engineer UFG	25 th & 26 th
19	HSE Manual	HSE	17 th	5 th	Ms. Asma Maqbool Sr. Engineer (HSE)	25 th & 26 th
20	Distribution Manual	Dist	8 th	1 st	To be Decided by SGM (D)	27 th & 28 th
IT/MIS COURSES						
21	Oracle Inventory Module eMR/eMRV	IT/MIS	8 th	8 th	Mr. Mohsin Laang Officer (Ops)	6 th & 7 th
22	Introduction to MS Word For Subordinate		15 th	14 th	Mr. Ayyaz Senior Officer IT/MIS	11 th & 12 th
23	Introduction to MS Word For Executive		66 th	6 th	Mr. M. Razaqat Officer (IT/MIS)	18 th & 19 th
24	Advance Excel For Executive		20 th	13 th	Mr. M. Razaqat Officer (IT/MIS)	20 th & 21 th
25	Introduction to Excel For Subordinates		20 th	11 th	Mr. Rizwan Executive Officer (IT/MIS)	25 th & 26 th
SOFT SKILLS COURSES						
26	Presentation Skills	SNGTI	7 th	8 th	Mr. Usman iftikhar Sr. Officer (T&D)	6 th & 7 th
27	Business Communication I		8 th	14 th	Mr. Usman Salim Officer. (T&D)	6 th & 7 th
28	Change Management		30 th	5 th	Mr. Waqas M. Qureshi General Manager (T&D)	11 th & 12 th
29	Time & Stress Management		9 th	13 th	Mr. Asad Fawad Executive Officer (T&D)	13 th & 14 th
30	Principle Of Management		22 th	5 th	Mr. Usman Salim Officer (T&D)	13 th & 14 th
31	Team Work		42 th	13 th	Mr. Asad Fawad Executive Officer (T&D)	18 th & 19 th
32	Negotiation Skills		11 th	4 th	Mr. Usman iftikhar Sr. Officer (T&D)	20 th & 21 th
33	Business Communication II		42 th	14 th	Mr. Usman Salim Officer (T&D)	20 th & 21 th
34	Strategic Management		06 th	5 th	Mr. Usman Iftikhar Sr. Officer (T&D)	27 th & 28 th
35	Team Work		42 th	13 th	Mr. Asad Fawad Executive Officer (T&D)	27 th & 28 th



SNGTI TRAINING SCHEDULE FEBRUARY , 2019





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SNGTI TRAINING SCHEDULE FEBRUARY , 2019



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3	Certification Course on Welding (API 1104) For Executive	Q.A	14 th	7 th	Mr. Kh. Amir Hayat Sr. Officer (Q.A)	18 th & 19 th
4	Plumbing for Distribution	M.C	30 th	14 th	Mr. Rao Javad Iqbal DCE (M.C)	11 th to 13 th
5	Advance Gas Measurement Techniques	Metering	30 th	9 th	Mr. FaisalAli Sadiq DCE Metering	11 th & 12 th
6	Defensive Driving	HSE	42 th	13 th	Mr. Rizwan Nasim Sr. Officer HSE	8 th
7	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	12 th	5 th	Mr. Rehan Amjad Sr. Engineer (Q.A)	14 th & 15 th
8	First Aid & CPR	HSE	86 th	9 th	Dr. Huma Tabassum OH(Consultant)	13 th & 14 th
9	Certification Course on Welding (API 1104) For Subordinates	Q.A	64 th	14 th	As Decided By GM Q.A	6 th to 8 th
10	Customer Services Department Personnel Training Program	CS	7 th	7 th	Mr.Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	15 th
11	Budget Preparation	Accounts	9 th	1 st	Mr. Raheel Farooq Chief (Accounts)	11 th & 12 th
12	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	65 th	13 th	Mr. Talat Mahmood Sr. Engineer	20 th to 22 th
13	Project Management	Projects	7 th	6 th	Mr. Kashif Saleem Butt Sr. Engineer (Projects)	25 th & 26 th
14	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	59 th	7 th	Mr Syad Fahad Ali Executive Officer UFG	25 th & 26 th
15	Distribution Manual	Dist	8 th	1 st	To be Decide	27 th & 28 th
16	Contract Management	Procurement	2 nd	01 st	Decide GM	20 th & 21 th
17	Achieving Zero Accident Goal Through Proactive Safety	HSE	28 th	14 th	Mr. Sohail Shahzad DCE (HSE)	18 th & 19 th
18	Fire Prevention	HSE	42 th	11 th	Mr. Hashim Sr. Engineer	22 th
19	Plumbing for Distribution	M.C	30 th	13 th	Mr. Rao Javad Iqbal DCE (M.C)	25 th to 27 th
20	Gas Regulator in Distribution	Distribution	8 th	9 th	Mr. Taskin UL Islam Hashim DCE-DIST	18 th & 19 th
21	HSE Manual	HSE	17 th	5 th	Ms. Asma Maqbool Sr. Engineer (HSE)	25 th & 26 th

IT/MIS COURSES

22	Oracle Inventory Module eMR/eMRV	IT/MIS	8 th	8 th	Mr. Mohsin Laang Officer (Ops)	6 th & 7 th
23	Introduction to MS Word For Subordinate		15 th	14 th	Mr. Ayyaz Senior Officer IT/MIS	11 th & 12 th
24	Introduction to MS Word For Executive		66 th	6 th	Mr. M. Rafaqat Officer (IT/MIS)	18 th & 19 th
25	Advance Excel For Executive		20 th	13 th	Mr. M. Rafaqat Officer (IT/MIS)	20 th & 21 th
26	Introduction to Excel For Subordinates		20 th	11 th	Mr. Rizwa Executive Officer (IT/MIS)	25 th 26 th

SOFT SKILLS COURSES

27	Presentation Skills	SNGTI	7 th	8 th	Mr. Usman iftikhar Sr. Officer (T&D)	6 th & 7 th
28	Business Communication I		8 th	14 th	Mr. Usman Salim Officer. (T&D)	6 th & 7 th
29	Change Management		30 th	5 th	Mr. Waqas M. Qureshi General Manager (T&D)	11 th & 12 th
30	Business Communication II		42 th	14 th	Mr. Usman Salim Officer (T&D)	20 th & 21 th
31	Time & Stress Management		9 th	13 th	Mr. Asad Fawad Executive Officer (T&D)	13 th & 14 th
32	Negotiation Skills		11 th	4 th	Mr. Usman iftikhar Sr. Officer (T&D)	20 th & 21 th
33	Principle Of Management		22 th	5 th	Mr. Usman Salim Officer (T&D)	13 th & 14 th
34	Team Work		42 th	13 th	Mr. Asad Fawad Executive Officer (T&D)	18 th & 19 th
35	Strategic Management		06 th	5 th	Mr. Usman Iftikhar Sr. Officer (T&D)	27 th & 28 th
36	Team Work		42 th	13 th	Mr. Asad Fawad Executive Officer (T&D)	



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Technical Skills Courses						
Sr.#	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	EDP 46 th	SNGTI	45 th	6	SNGTI Faculty / HODs	2 nd July to 26 th July
2	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	52 nd	11	Mr. JahanZaib khan DCE -UFGC	2 nd & 3 rd
3	First Aid & CPR	HSE	81 th	12	Dr. Huma Tabassum OH(Consultant)	2 nd & 3 rd
4	Certification Course on Welding (API 1104) For Subordinates	Q.A	57 th	11	As Decided By GM Q.A	2 nd to 4 th
5	Project Management	Projects	2 nd	2 nd	Mr.Kashif Butt Senior Engineer	30 th & 31 th
6	Understanding Electronic Volume Corrector (EVC)	Metering	1 st	2	Miss Rabia Nisar Executive Engineer	9 th & 10 th
7	Defensive Driving	HSE	35 th	11	Mr. Rizwan Nasim Sr. Officer HSE	6 th
8	Gas Measurement Techniques	Metering	23 rd	7	Mr. FaisalAli Sadiq DCE Metering	9 th & 10 th
9	Achieving Zero Accident Goal Through Proactive Safety	HSE	21 st	12	Mr. Sohail Shahzad DCE (HSE)	16 th & 17 th
10	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	58 th	10	Mr. Talat Mahmood Sr. Engineer (Q.A)	9 th to 11 th
11	Fire Prevention	HSE	36 th	12	Mr. Hashim Sr. Engineer	6 th
12	Plumbing for Distribution	M.C	23 rd	11	Mr. Rao Javab Iqbal DCE (M.C)	16 th to 18 th
13	Gas Regulator in Distribution	Distribution	2 nd	02	Mr. Taskin UL Islam Hashmi DCE-DIST	18 th & 19 th
14	UFG Controllable & Uncontrollable Factors for sub-ordinates	UFG-C	51 st	10	Mr. JahanZaib khan DCE -UFGC	13 rd
15	Pipeline Design & Construction	P&D	02 nd	02	Mr. Imran Yousof Khan GM (P&D)	18 th & 19 th
IT Skills Courses						
16	Oracle Inventory Module eMR/eMRV	SNGTI	01 st	02	Mr. Mohsin Laang Officer (Ops)	2 nd & 3 rd
17	CC&B Billing Perspective		19 th	02	Mr.Sajid Javed Dy chief Engineer	4 th & 5 th
18	Introduction to MS Excel For Executives		60 th	12	Mr. M. Rafaqat Officer (IT/MIS)	9 th & 10 th
19	Introduction to MS Excel for Subordinates		59 th	12	Mr. Rizwan Officer IT/MIS	11 th & 12 th
20	Introduction to MS Word For Subordinate		8 th	07	Mr. Ayyaz Senior Officer IT/MIS	16 th & 17 th
21	Advance Excel For Executive		13 rd	11	Mr. M. Rafaqat Officer (IT/MIS)	18 th & 19 th
22	Oracle Financial Account Payable		23 rd	01	Mr. Gulam Abbas Officer (Ops)	23 th & 24 th
23	Indent Creation Through ERP				Irfan abid	6 th
24	Indent Creation Through ERP				Saif Ullah	27 th
Skills Courses						
25	Customer Services (Subordinates)	SNGTI	20 th	01	Mr. Usman Iftikhar Sr. Officer (T&D)	11 th & 12 th
26	Professional Ethics & Moral Values		09 th	08	Mr. Waqas M. Qureshi General Manager (T&D)	13 rd
27	Total Quality Management		2 nd	02	Mr. Asad Fawad Executive Officer (T&D)	20 th
28	Personality Development & its Effectiveness for Sub-ordinates		28 th	08	Mr. Usman Iftikhar Sr. Officer (T&D)	4 th & 5 th
29	Time & Stress Management Sub-ordinate		2 nd	03	Mr. Asad Fawad Executive Officer (T&D)	16 th & 17 th
30	Presentation Skills For (Subordinates)		01 st	02	Mr. Usman Iftikhar Sr. Officer (T&D)	30 th & 31 th
31	Conflict Management		18 th	07	Mr. Waqas M. Qureshi General Manager (T&D)	25 th & 26 th
32	Handling Difficult People		15 th	04	Mr. Usman Salim Officer (T&D)	30 th & 31 th



SNGTI TRAINING SCHEDULE FEBRUARY , 2019



33	Business Communication I Sub-ordinate		2 nd	03	Mr. Usman Salim Officer. (T&D)	11 th & 12 th
34	Principle of Management		18 th	06	Mr. Usman Salim Officer. (T&D)	23+ & 24 th
35	Team Work for Sub -Ordinates		36 th	08	Mr. Asad Fawad Executive Officer (T&D)	4 th & 5 th

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17	Achieving Zero Accident Goal Through Proactive Safety	HSE	28 th	14 th	Mr. Sohail Shahzad DCE (HSE)	18 th & 19 th
18	Fire Prevention	HSE	42 th	11 th	Mr. Hashim Sr. Engineer	22 th
19	Plumbing for Distribution	M.C	30 th	13 th	Mr. Rao Javad Iqbal DCE (M.C)	25 th to 27 th
20	Gas Regulator in Distribution	Distribution	8 th	9 th	Mr. Taskin UL Islam Hashim DCE-DIST	18 th & 19 th
21	HSE Manual	HSE	17 th	5 th	Ms. Asma Maqbool Sr. Engineer (HSE)	25 th & 26 th

IT/MIS COURSES

22	Oracle Inventory Module eMR/eMRV	IT/MIS	8 th	8 th	Mr. Mohsin Laang Officer (Ops)	6 th & 7 th
23	Introduction to MS Word For Subordinate		15 th	14 th	Mr. Ayyaz Senior Officer IT/MIS	11 th & 12 th
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SNGTI TRAINING SCHEDULE FEBRUARY , 2019





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10	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	58 th	10	Mr. Talat Mahmood Sr. Engineer (Q.A)	9 th to 11 th
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12	Plumbing for Distribution	M.C	23 rd	11	Mr. Rao Javab Iqbal DCE (M.C)	16 th to 18 th
13	Gas Regulator in Distribution	Distribution	2 nd	02	Mr. Taskin UL Islam Hashmi DCE-DIST	18 th & 19 th
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15	Pipeline Design & Construction	P&D	02 nd	02	Mr. Imran Yousof Khan GM (P&D)	18 th & 19 th
IT Skills Courses						
16	Oracle Inventory Module eMR/eMRV	SNGTI	01 st	02	Mr. Mohsin Laang Officer (Ops)	2 nd & 3 rd
17	CC&B Billing Perspective		19 th	02	Mr.Sajid Javed Dy chief Engineer	4 th & 5 th
18	Introduction to MS Excel For Executives		60 th	12	Mr. M. Rafaqat Officer (IT/MIS)	9 th & 10 th
19	Introduction to MS Excel for Subordinates		59 th	12	Mr. Rizwan Officer IT/MIS	11 th & 12 th
20	Introduction to MS Word For Subordinate		8 th	07	Mr. Ayyaz Senior Officer IT/MIS	16 th & 17 th
21	Advance Excel For Executive		13 rd	11	Mr. M. Rafaqat Officer (IT/MIS)	18 th & 19 th
22	Oracle Financial Account Payable		23 rd	01	Mr. Gulam Abbas Officer (Ops)	23 th & 24 th
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26	Professional Ethics & Moral Values		09 th	08	Mr. Waqas M. Qureshi General Manager (T&D)	13 rd
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30	Presentation Skills For (Subordinates)		01 st	02	Mr. Usman Iftikhar Sr. Officer (T&D)	30 th & 31 th
31	Conflict Management		18 th	07	Mr. Waqas M. Qureshi General Manager (T&D)	25 th & 26 th
32	Handling Difficult People		15 th	04	Mr. Usman Salim Officer (T&D)	30 th & 31 th



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33	Business Communication I Sub-ordinate		2 nd	03	Mr. Usman Salim Officer. (T&D)	11 th & 12 th
34	Principle of Management		18 th	06	Mr. Usman Salim Officer. (T&D)	23+ & 24 th
35	Team Work for Sub -Ordinates		36 th	08	Mr. Asad Fawad Executive Officer (T&D)	4 th & 5 th



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7	Defensive Driving	HSE	35 th	11	Mr. Rizwan Nasim Sr. Officer HSE	6 th
8	Gas Measurement Techniques	Metering	23 rd	7	Mr. FaisalAli Sadiq DCE Metering	9 th & 10 th
9	Achieving Zero Accident Goal Through Proactive Safety	HSE	21 st	12	Mr. Sohail Shahzad DCE (HSE)	16 th & 17 th
10	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	58 th	10	Mr. Talat Mahmood Sr. Engineer (Q.A)	9 th to 11 th
11	Fire Prevention	HSE	36 th	12	Mr. Hashim Sr. Engineer	6 th
12	Plumbing for Distribution	M.C	23 rd	11	Mr. Rao Javab Iqbal DCE (M.C)	16 th to 18 th
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15	Pipeline Design & Construction	P&D	02 nd	02	Mr. Imran Yousof Khan GM (P&D)	18 th & 19 th
IT Skills Courses						
16	Oracle Inventory Module eMR/eMRV	SNGTI	01 st	02	Mr. Mohsin Laang Officer (Ops)	2 nd & 3 rd
17	CC&B Billing Perspective		19 th	02	Mr.Sajid Javed Dy chief Engineer	4 th & 5 th
18	Introduction to MS Excel For Executives		60 th	12	Mr. M. Rafaqat Officer (IT/MIS)	9 th & 10 th
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23	Indent Creation Through ERP				Irfan abid	6 th
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Skills Courses						
25	Customer Services (Subordinates)	SNGTI	20 th	01	Mr. Usman Iftikhar Sr. Officer (T&D)	11 th & 12 th
26	Professional Ethics & Moral Values		09 th	08	Mr. Waqas M. Qureshi General Manager (T&D)	13 rd
27	Total Quality Management		2 nd	02	Mr. Asad Fawad Executive Officer (T&D)	20 th
28	Personality Development & its Effectiveness for Sub-ordinates		28 th	08	Mr. Usman Iftikhar Sr. Officer (T&D)	4 th & 5 th
29	Time & Stress Management Sub-ordinate		2 nd	03	Mr. Asad Fawad Executive Officer (T&D)	16 th & 17 th
30	Presentation Skills For (Subordinates)		01 st	02	Mr. Usman Iftikhar Sr. Officer (T&D)	30 th & 31 th
31	Conflict Management		18 th	07	Mr. Waqas M. Qureshi General Manager (T&D)	25 th & 26 th
32	Handling Difficult People		15 th	04	Mr. Usman Salim Officer (T&D)	30 th & 31 th



SNGTI TRAINING SCHEDULE FEBRUARY , 2019



33	Business Communication I Sub-ordinate		2 nd	03	Mr. Usman Salim Officer. (T&D)	11 th & 12 th
34	Principle of Management		18 th	06	Mr. Usman Salim Officer. (T&D)	23+ & 24 th
35	Team Work for Sub -Ordinates		36 th	08	Mr. Asad Fawad Executive Officer (T&D)	4 th & 5 th