



SNGTI TRAINING SCHEDULE

February, 2021



TECHNICAL SKILLS COURSES					
Sr.#	COURSE TITLE	DEPARTMENT	FY 2020-21	TRAINERS	DATES
1	Project Management	Distribution	02 nd	Mr. Kashif Saleem Butt DCE (HSE)	01 st & 02 nd
2	Budget Preparation & Control	Finance	02 nd	To be decided by GM (Finance)	01 st & 02 nd
3	Hands on Training - P.E in Distribution (D 2513) For Executive	Distribution	01 st	To be decided by GM (QA)	03 rd to 04 th
4	Calibration ,Flow Proving & Measurement Technologies Used in Gas Meters & EVCs	Metering	01 st	Mr. Faisal Ali Sadiq DCE (Metering)	03 rd & 04 th
5	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	01 st	Syed Fahad Ali Sr. Engineer (UFG)	08 th & 09 th
6	Certification Course on Welding (API 1104) For Executive	Distribution/UFG	01 st	To be decided by GM (QA)	09 th to 10 th
7	HSE Manual	HSE	01 st	To be decided by GM (HSE)	10 th & 11 th
8	CC&B (Billing)	Billing	01 st	Mr. Sajid Javed CE (Billing)	15 th & 16 th
9	Risk Management Framework of SNGPL	Risk Management	02 nd	To be decided by GM (Risk Management)	15 th & 16 th
10	Plumbing for Distribution (Sub-ordinates)	Distribution	02 nd	To be decided by GM (QA)	16 th & 17 th
11	Customer Services	CS	02 nd	To be decided by GM (CS)	19 th
12	Revised Policy of Transfer of Gas Connection	Sales	01 st	Mr Hafiz Azam DCO (Sales)	19 th
13	Advanced Pipeline Design And Simulation	Projects	01 st	Mr. Saulat Rashid Lone DCE (LPG/LNG)	24 th & 25 th
14	License of SNGPL	RA	02 nd	Mr. Kamran Akram GM (RA)	26 th
IT COURSES					
15	MS Excel (Sub-ordinates)	IT/MIS	01 st	Mr. M. Rizwan Sr. Officer (T&D)	4 th
16	Advance MS Excel (Executives)		01 st	Mr. M. Rafaqat Exec. Officer (IT/MIS)	10 th & 11 th
17	MS Excel (Executives)		01 st	Mr. M. Rizwan Sr. Officer (T&D)	17 th & 18 th
18	MS Word (Executives)		01 st	Mr. Ayyaz Sr. Officer (IT/MIS)	22 th & 23 th
SOFT SKILLS COURSES					
19	Principles of Management	T&D	02 nd	Mr. Usman Salim Officer (T&D)	02 nd & 03 rd
20	Leadership Skills		02 nd	Mr. M. Usman Iftikhar Sr. Officer (T&D)	08 th & 09 th
21	Professional Ethics and Moral Values		01 st	Mr. M. Usman Iftikhar Sr. Officer (T&D)	12 th
22	Business Communication II		02 nd	Mr. Usman Salim Officer (T&D)	15 th & 16 th
23	Conflict Management		01 st	Mr. Waqas M. Qureshi GM (T&D)	17 th & 18 th
24	Problem Solving & Decision Making		01 st	Mr. Usman Iftikhar Sr. Officer (T&D)	22 nd & 23 rd
25	Handling Difficult people		01 st	Mr. Usman Salim Officer (T&D)	23 rd & 24 th
26	Business Communication I (Sub-ordinates)		01 st	Mr. Ali Raza Awan Executive Officer (T&D)	25 th & 26 th

In view the ongoing pandemic, preventive measures related to personal hygiene and social distancing, which are required to be followed in letter and spirit to control the spread of the infectious disease. Following measures are recommended for participants while attending Training at SNGTI.

1. Wash hands several times a day & Avoid contact of your hands with face.
2. Avoid contact with other employees (shaking hands, hugging etc.)
3. Keep a distance of 1.8 m from other employees.
4. Observe the instruction of using handkerchief and crook of arm when coughing/ sneezing.
5. Use/wearing of face mask.
6. In case of having temperature, participants shall not be allowed to attend any course