



## SNGTI TRAINING SCHEDULE-JANUARY2016



Sr.#	Course Title	Sponsor Deptt	Session	Trainers	Dates
<b>Department Specific</b>					
1	Executive Development Program	SNGTI	31 <sup>st</sup>	SNGTI Faculty/HOD'S	4 <sup>th</sup> to 28 <sup>th</sup>
2	Oracle Financial – Accounts Payable	IT/MIS	11 <sup>th</sup>	Mr. Saifullah Officer (Ops) Gr-III	4 <sup>th</sup> &5 <sup>th</sup>
3	UFG controllable and Uncontrollable Factors	SNGTI	24 <sup>th</sup>	Mr. Jamshed Riaz Sr. Engr. (UFG)	5 <sup>th</sup> &6 <sup>th</sup>
4	Fire Prevention	HSE	11 <sup>th</sup>	Mr. Muhammad Hashim Exec. Engr. (HSE)	7 <sup>th</sup>
5	Billing manual	Billing	6 <sup>th</sup>	Mr. Sajid Javed Sr. Engr. (Billing)	7 <sup>th</sup> &8 <sup>th</sup>
6	Kaizen Management	SNGTI	1 <sup>st</sup>	Mr. Asad Fawad Officer(T&D)	13 <sup>th</sup>
7	Strategic Human Resource Management	HR	2 <sup>ND</sup>	ShamusulArifin Masood Chief Officer (H.R)	14 <sup>th</sup> &15 <sup>th</sup>
8	Gas Measurement Techniques	Metering	9 <sup>th</sup>	Mr. Faisal Ali Sadiq Sr. Engr. (Metering)	18 <sup>th</sup> &19 <sup>th</sup>
9	Certification Course on Polyethylene in Distribution (D 2513)	SNGTI	30 <sup>th</sup>	Mr. Azhar Rashid (RM Shekpura)	20 <sup>th</sup> to 22 <sup>nd</sup>
10	Sales Manual	Sales	2 <sup>nd</sup>	Mr. Hafiz Azam Sr. Officer Sales	21 <sup>st</sup> &22 <sup>nd</sup>
11	Certification Course on Welding (API 1104)	SNGTI	28 <sup>th</sup>	Mr. Talat Mahmood Exec. Engr. (QA)	25 <sup>th</sup> to 29 <sup>th</sup>
12	Gas Metering (EVC, Gas Pilferage Volume)	Distribution	4 <sup>th</sup>	Mr. Rizwan Mehar Ali Exec.Engineer	26 <sup>th</sup> &27 <sup>th</sup>
13	First Aid & CPR	HSE	52 <sup>nd</sup>	Dr. Huma Tabassum (OH Consultant)	27 <sup>th</sup> &28 <sup>th</sup>
<b>Soft Skills</b>					
14	Introduction to MS Excel		31 <sup>st</sup>	Mr. Rafaqat Ali Officer Gr-II	11 <sup>th</sup> &12 <sup>th</sup>
15	Time & Stress Management		11 <sup>th</sup>	Mr. Mohammad Asim Dy. Chief Officer(T&D)	14 <sup>th</sup> &15 <sup>th</sup>
16	Introduction to Ms Word		29 <sup>th</sup>	Mr. Ali Abbas Officer (Ops) Gr-III	18 <sup>th</sup> &19 <sup>th</sup>
17	Business Communication - I	SNGTI	42 <sup>nd</sup>	Mr. Mohammad Asim Dy. Chief Officer(T&D)	21 <sup>st</sup> &22 <sup>nd</sup>
18	Conflict Management		11 <sup>th</sup>	Mr. Waqas M. Qureshi Chief Officer(T&D)	25 <sup>th</sup> &26 <sup>th</sup>
<b>Guest Speaker</b>					
19	PPRA Rules 2004	SNGTI	3 <sup>rd</sup>	Mr.NadeemAsghar Ex. SGM CSS	11 <sup>th</sup> &12 <sup>th</sup>
20	Project Management	SNGTI	10 <sup>th</sup>	Mr. AzharSaif Ex. GM (T&D)	28 <sup>th</sup> &29 <sup>th</sup>