



## SNGTI TRAINING SCHEDULE JANUARY, 2017



### Technical Skills Courses

Sr. #	Course Title	Sponsor Department	Total Sessions	Sessions 16-17	Trainers	Dates
1	33 <sup>rd</sup> Executive Development Program (EDP)	SNGTI	33 <sup>rd</sup>	01	HODs/SNGTI Faculty	02 <sup>nd</sup> – 26 <sup>th</sup>
2	First Aid & CPR	HSE	64 <sup>th</sup>	05	Dr. Huma Tabassum OH Consultant	2 <sup>nd</sup> – 3 <sup>rd</sup>
3	Plumbing for Distribution	SNGTI	4 <sup>th</sup>	02	Mr. Rao Javed Iqbal Sr. Engr. (M.C)	2 <sup>nd</sup> – 04 <sup>th</sup>
4	Achieving Zero Accident Goal Through Proactive Safety	HSE	6 <sup>th</sup>	04	Mr. Sohail Shahzad Sr. Engineer (HSE)	4 <sup>th</sup> – 5 <sup>th</sup>
5	Billing Policies & Procedures	Billing	06 <sup>th</sup>	01	Mr. Sajid Javed Dy. Chief Engineer	4 <sup>th</sup> – 5 <sup>th</sup>
6	UFG Controllable & Uncontrollable Factors	SNGTI	35 <sup>th</sup>	05	Mr. Jehanzaib Khan Sr. Engineer – UFGC	9 <sup>th</sup> – 10 <sup>th</sup>
7	Certification Course on Welding (API 1104)	SNGTI	40 <sup>th</sup>	05	Mr. Talat Mehmood Exe. Engineer (QA)	9 <sup>th</sup> -13 <sup>th</sup>
8	CC&B Billing Perspective	Billing	17 <sup>th</sup>	03	Mr. Sajid Javed Dy. Chief Engineer	11 <sup>th</sup> – 12 <sup>th</sup>
9	PPRA Rules	SNGTI	6 <sup>th</sup>	02	Mr. Asim Mir Dy. Chief Officer	11 <sup>th</sup> – 12 <sup>th</sup>
10	Fire Prevention	HSE	20 <sup>th</sup>	05	Mr. Hashim Executive Engineer (HSE)	13 <sup>th</sup>
11	Defensive Driving	HSE	19 <sup>th</sup>	02	Mr. Waheeb Iftikhar Executive Engineer	17 <sup>th</sup>
12	Hands on Training - P.E in Distribution (D 2513)	SNGTI	42 <sup>nd</sup>	05	Mr. Talat Mahmood Executive Engineer (Q.A)	16 <sup>th</sup> – 18 <sup>th</sup>
13	Urdu Drafting	IT/MIS	19 <sup>th</sup>	08	Mr. Khalid Mehmood Sr. Officer (IT/MIS)	19 <sup>th</sup> – 20 <sup>th</sup>
14	Plumbing for Distribution	SNGTI	5 <sup>th</sup>	03	Mr. Rao Javed Iqbal Sr. Engr. (M.C)	23 <sup>rd</sup> – 25 <sup>th</sup>
15	Developing Future Leaders	SNGTI	8 <sup>th</sup>	-	SNGTI Faculty / HODs	23 <sup>th</sup> to 27 <sup>th</sup>
16	Introduction & Use of HSE Database	HSE	2 <sup>nd</sup>	01	Mr. Usman Muneer Officer (IT/MIS)	30 <sup>th</sup> - 31 <sup>st</sup>

### Soft Skills Courses

17	Leadership Skills	SNGTI	13 <sup>th</sup>	0	Mr. Usman Iftikhar Executive Officer (T&D)	2 <sup>nd</sup> – 3 <sup>rd</sup>
18	Introduction of MS Word		41 <sup>st</sup>	05	Mr. Ali Abbas Officer (IT/MIS)	2 <sup>nd</sup> – 3 <sup>rd</sup>
19	Conflict Management		13 <sup>th</sup>	01	Mr. Waqas M. Qureshi Chief Officer (T&D)	4 <sup>th</sup> – 5 <sup>th</sup>
20	Introduction to MS Excel		43 <sup>rd</sup>	05	Mr. Razaqat Ali Officer (IT/MIS)	9 <sup>th</sup> -10 <sup>th</sup>
21	Principles of Management		06 <sup>th</sup>	04	Mr. Usman Salim Officer (T & D)	9 <sup>th</sup> -10 <sup>th</sup>
22	Decision Making & Problem Solving		06 <sup>th</sup>	02	Mr. Usman Iftikhar Executive Officer (T&D)	11 <sup>th</sup> – 12 <sup>th</sup>
23	Business Communication II		21 <sup>st</sup>	01	Mr. Usman Iftikhar Executive Officer (T&D)	16 <sup>th</sup> – 17 <sup>th</sup>
24	Introduction to MS Word		42 <sup>nd</sup>	06	Mr. Ali Abbas Officer (IT/MIS)	16 <sup>th</sup> – 17 <sup>th</sup>
25	Interpersonal Skills		30 <sup>th</sup>	03	Mr. Waqas M. Qureshi Chief Officer (T&D)	18 <sup>th</sup> – 19 <sup>th</sup>
26	Time & Stress Management		23 <sup>rd</sup>	05	Mr. Asad Fawad Officer (T & D)	18 <sup>th</sup> – 19 <sup>th</sup>
27	Presentation Skills		25 <sup>th</sup>	01	Mr. Usman Iftikhar Executive Officer (T&D)	23 <sup>rd</sup> – 24 <sup>th</sup>
28	Time & Stress Management		24 <sup>th</sup>	06	Mr. Asad Fawad Officer (T & D)	23 <sup>rd</sup> – 24 <sup>th</sup>
29	Business Communication -I		49 <sup>th</sup>	03	Mr.Usman Salim Officer (T & D)	25 <sup>th</sup> – 26 <sup>th</sup>
30	Auditing Integrated Management Systems in accordance with ISO 19011 Guidelines		1 <sup>st</sup>	-	Mr. Muhammad Ibrahim M/s Bureau Veritas	26 <sup>th</sup> – 27 <sup>th</sup>
31	Introduction to MS Excel		44 <sup>th</sup>	06	Mr. Razaqat Ali Officer (IT/MIS)	26 <sup>th</sup> – 27 <sup>th</sup>
32	Leadership Skills		14 <sup>th</sup>	01	Mr. Usman Iftikhar Executive Officer (T&D)	30 <sup>th</sup> -31 <sup>st</sup>

• Trainers availability are subject to approval by their respective Department HODs.