



**SNGTI TRAINING SCHEDULE JANUARY , 2018**



Technical Skills Courses						
Sr.#	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	42 <sup>nd</sup> EDP	SNGTI	41 <sup>st</sup>	3	SNGTI Faculty / HODs	1 <sup>st</sup> Jan to 25 <sup>th</sup> Jan,2018
2	Gas Measurement Techniques	Metering	19 <sup>th</sup>	03	Mr. Faisal Ali Sadiq Sr. Engineer (Met)	1st & 2nd
3	Achieving Zero Accident Goal Through Proactive Safety	HSE	16 <sup>th</sup>	07	Mr. Sohail Shahzad Sr. Engineer (HSE)	1st & 2nd
4	Plumbing for Distribution	M.C	18 <sup>th</sup>	06	Mr. Rao Javad Iqbal Sr. Engineer (Corr)	1st & 3rd
5	First Aid & CPR	HSE	76 <sup>th</sup>	07	Dr. Huma Tabassum OH Consultant	3rd & 4th
6	Certification Course on Welding (API 1104) For Executives	Q.A	7 <sup>th</sup>	06	Mr. Kh. Amir Hayat Exe. Engineer (QA)	4th & 5th
7	Monitoring And Maintenance For Corrosion Control	Corr	-	01	Mr. Muhammad Usman DCE (Corr)	8th & 9th
8	Certification Course on Welding (API 1104) For Subordinates	Q.A	52 <sup>nd</sup>	06	As Decided By GM Q.A	8th to 10th
9	Defensive Driving	HSE	31 <sup>th</sup>	07	Mr. Waheeb Iftikhar Executive Engineer	12th
10	Budget Preparation	Finance	08 <sup>th</sup>	01	Mr Raheel Farooq Chief (Account)	15th & 16th
11	Hands on Training - P.E in Distribution (D 2513) For Executives	Corrd	06 <sup>th</sup>	05	Mr. Rehan Amjad Senior Engineer (Q.A)	15th & 16th
12	PPRA Rule	Coord	11 <sup>th</sup>	05	Mr. Sulman Rasheed Executive Officer (Coord)	15th&16th
13	Fire Prevention	HSE	31 <sup>th</sup>	07	Mr. Hashim Executive Engineer (HSE)	19th
14	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	54 <sup>th</sup>	06	Mr. Talat Mahmood Executive Engineer (Q.A)	22th to 24th
15	Distribution Manual	Dist	08 <sup>th</sup>	01	To be decided	22th & 23th
16	Corrosion Engineering Level 2	Corr	01	01	Mr.Rashid Ishaque DCE (Corr)	29th t& 31th
17	UFG Controllable & Uncontrollable Factors	UFG-C	47 <sup>th</sup>	06	Mr. JahanZaib khan Sr. Engineer -UFGC	30th & 31st
IT Skills Courses						
18	Introduction to MS Excel For Executives	IT/MIS	55 <sup>th</sup>	07	Mr. M. Rafaqat Officer (IT/MIS)	1 <sup>ST</sup> & 2 <sup>ND</sup>
19	Introduction to MS Excel for Subordinates		55 <sup>th</sup>	07	Mr. M. Razaq Sr. Officer (IT/MIS)	4th & 5th
20	CC&B Billing Perspective		19 <sup>th</sup>	2	Mr. Sajid Javed Dy. Chief Engineer	9th & 10th
21	Introduction to MS Word For Subordinate		3 <sup>rd</sup>	02	Mr. Ayyaz Sr. Officer IT/MIS	11th & 12th
22	Advance Excel For Subordinates		5 <sup>th</sup>	05	Mr. M. Rizwan Executive Officer (IT/MIS)	17th & 18th
23	Advance Excel For Executives		8 <sup>th</sup>	06	Mr. Rafaqat Officer (IT/MIS)	22th & 23th
24	CC&B Sales Perspective		20 <sup>th</sup>	03	Mr. Azam Sr. Officer (Sales)	24th & 25th
Soft Skills Courses						
25	Business Communication - I	SNGTI	61 <sup>th</sup>	07	Mr. Usman Salim Officer (T&D)	3rd & 4th
26	Professional Ethics & Moral Values		05 <sup>th</sup>	04	Mr. Waqas M. Qureshi General Manager (T&D)	5th
27	Problem Solving & Decision Making		11 <sup>th</sup>	07	Mr. Usman Iftikhar Excretive Officer	8th & 9th
28	Change Management		29 <sup>th</sup>	04	Mr. M Waqas Qureshi General Manager (T&D)	10th & 11th
29	Time & Stress Management		55 <sup>th</sup>	06	Mr. Asad Fawad Officer (T&D)	10th & 11th
30	Time & Stress Management		56 <sup>th</sup>	04	Mr. Asad Fawad Officer (T&D)	15th & 16th
31	Principles of Management		19 <sup>th</sup>	07	Mr. Usman Salim Officer (T&D)	17th & 18th
32	Leadership Skills		24 <sup>th</sup>	05	Mr. Usman Iftikhar Exec. Officer (T&D)	17th & 18th
33	Negotiation Skills		08th	01	Mr. Usman Iftikhar Exec. Officer (T&D)	22th & 23th
34	Business Communication II		61th	07	Mr. Usman Salim Officer (T&D)	24th & 25th
35	Initiative & Drive		26 <sup>th</sup>	01	Mr. Asad Fawad Officer (T&D)	24th & 25th
36	Risk Management		03rd	04	Dr. Samnan Ali	29th & 30th