



**SNGTI TRAINING SCHEDULE JANUARY, 2019**



| TECHNICAL SKILLS COURSES |                                                                   |              |                  |                  |                                                                         |                                      |
|--------------------------|-------------------------------------------------------------------|--------------|------------------|------------------|-------------------------------------------------------------------------|--------------------------------------|
| Sr.#                     | Course Title                                                      | SME From     | Total Sessions   | Sessions 18-19   | Trainers                                                                | Dates                                |
| 1                        | 50 <sup>th</sup> EDP                                              | SNGTI        | 49 <sup>th</sup> | 05 <sup>th</sup> | SNGTI Faculty / HODs                                                    | 31 <sup>st</sup> To 24 <sup>th</sup> |
| 2                        | UFG Controllable & Uncontrollable Factors for Executives          | UFG-C        | 58 <sup>th</sup> | 9 <sup>th</sup>  | Mr. Jahanzaib khan<br>DCE -UFGC                                         | 1 <sup>st</sup> & 2 <sup>nd</sup>    |
| 3                        | Certification Course on Welding (API 1104) For Executive          | Q.A          | 13 <sup>th</sup> | 6 <sup>th</sup>  | Mr. Kh. Amir Hayat<br>Sr. Officer (Q.A)                                 | 3 <sup>rd</sup> & 4 <sup>th</sup>    |
| 4                        | Plumbing for Distribution                                         | M.C          | 29 <sup>th</sup> | 13 <sup>th</sup> | Mr. Rao Javad Iqbal<br>DCE (M.C)                                        | 7 <sup>th</sup> to 9 <sup>th</sup>   |
| 5                        | Advance Gas Measurement Techniques                                | Metering     | 29 <sup>th</sup> | 8 <sup>th</sup>  | Mr. Faisal Ali Sadiq<br>DCE Metering                                    | 9 <sup>th</sup> & 10 <sup>th</sup>   |
| 6                        | Defensive Driving                                                 | HSE          | 41 <sup>th</sup> | 12 <sup>th</sup> | Mr. Rizwan Nasim<br>Sr. Officer HSE                                     | 11 <sup>th</sup>                     |
| 7                        | Hands on Training - P.E in Distribution (D 2513) For Executives   | Q.A          | 11 <sup>th</sup> | 4 <sup>th</sup>  | Mr. Rehan Amjad<br>Sr. Engineer (Q.A)                                   | 14 <sup>th</sup> & 15 <sup>th</sup>  |
| 8                        | First Aid & CPR                                                   | HSE          | 85 <sup>th</sup> | 8 <sup>th</sup>  | Dr. Huma Tabassum<br>OH(Consultant)                                     | 16 <sup>th</sup> & 17 <sup>th</sup>  |
| 9                        | Certification Course on Welding (API 1104) For Subordinates       | Q.A          | 63 <sup>th</sup> | 13 <sup>th</sup> | As Decided By<br>GM Q.A                                                 | 16 <sup>th</sup> to 18 <sup>th</sup> |
| 10                       | Customer Services Department Personnel Training Program           | CS           | 6 <sup>th</sup>  | 6 <sup>th</sup>  | Mr. Naveed Ashraf<br>CE (CS-South)<br>Mr. Waqar Ashraf<br>CE (Cs North) | 18 <sup>th</sup>                     |
| 11                       | Oracle Finance Accounts Payable                                   | IT/MIS       | 14 <sup>th</sup> | 02 <sup>nd</sup> | Gulam Abbas<br>Officer                                                  | 21 <sup>th</sup> & 22 <sup>th</sup>  |
| 12                       | Hands on Training - P.E in Distribution (D 2513) For Subordinates | Q.A          | 64 <sup>th</sup> | 12 <sup>th</sup> | Mr. Talat Mahmood Sr.<br>Engineer                                       | 21 <sup>th</sup> to 23 <sup>th</sup> |
| 13                       | Project Management                                                | Projects     | 6 <sup>th</sup>  | 5 <sup>th</sup>  | Mr. Kashif Saleem Butt<br>Sr. Engineer (Projects)                       | 23 <sup>rd</sup> & 24 <sup>th</sup>  |
| 14                       | UFG Controllable & Uncontrollable Factors for Sub-ordinate        | UFG-C        | 58 <sup>th</sup> | 6 <sup>th</sup>  | Mr Syad Fahad Ali<br>Executive Officer UFG                              | 23 <sup>rd</sup> & 24 <sup>th</sup>  |
| 15                       | Advance Pipeline Design & Simulation                              | Projects     | 18 <sup>th</sup> | 3 <sup>th</sup>  | Mr. Saulat Rashid Lone<br>Sr. Engineer LPG/LNG                          | 28 <sup>th</sup> & 29 <sup>th</sup>  |
| 16                       | PPRA Rule                                                         | Coord        | 13 <sup>th</sup> | 4 <sup>th</sup>  | Sulaman Rasheed<br>Sr. Officer Coord                                    | 28 <sup>th</sup> & 29 <sup>th</sup>  |
| 17                       | Achieving Zero Accident Goal Through Proactive Safety             | HSE          | 27 <sup>th</sup> | 13 <sup>th</sup> | Mr. Sohail Shahzad<br>DCE (HSE)                                         | 28 <sup>th</sup> & 29 <sup>th</sup>  |
| 18                       | Fire Prevention                                                   | HSE          | 41 <sup>th</sup> | 10 <sup>th</sup> | Mr. Hashim<br>Sr. Engineer                                              | 30 <sup>th</sup>                     |
| 19                       | Plumbing for Distribution                                         | M.C          | 29 <sup>th</sup> | 12 <sup>th</sup> | Mr. Rao Javad Iqbal<br>DCE (M.C)                                        | 28 <sup>th</sup> to 30 <sup>th</sup> |
| 20                       | Gas Regulator in Distribution                                     | Distribution | 7 <sup>th</sup>  | 8 <sup>th</sup>  | Mr. Taskin UL Islam<br>Hashim<br>DCE-DIST                               | 30 <sup>th</sup> to 31 <sup>th</sup> |
| 21                       | HSE Manual                                                        | HSE          | 16 <sup>th</sup> | 4 <sup>th</sup>  | Ms. Asma Maqbool<br>Sr. Engineer (HSE)                                  | 30 <sup>th</sup> to 31 <sup>th</sup> |
| IT/MIS COURSES           |                                                                   |              |                  |                  |                                                                         |                                      |
| 22                       | Oracle Inventory Module eMR/eMRV                                  | IT/MIS       | 7 <sup>th</sup>  | 7 <sup>th</sup>  | Mr. Mohsin Laang<br>Officer (Ops)                                       | 1 <sup>st</sup> & 2 <sup>nd</sup>    |
| 23                       | Introduction to MS Word For Subordinate                           |              | 14 <sup>th</sup> | 13 <sup>th</sup> | Mr. Ayyaz<br>Senior Officer IT/MIS                                      | 3 <sup>rd</sup> & 4 <sup>th</sup>    |
| 24                       | Introduction to MS Word For Executive                             |              | 65 <sup>th</sup> | 5 <sup>th</sup>  | Mr. M. Rafaqat<br>Officer (IT/MIS)                                      | 7 <sup>th</sup> & 8 <sup>th</sup>    |
| 25                       | Advance Excel For Executive                                       |              | 19 <sup>th</sup> | 12 <sup>th</sup> | Mr. M. Rafaqat<br>Officer (IT/MIS)                                      | 9 <sup>th</sup> & 10 <sup>th</sup>   |
| 26                       | Introduction to Excel For Subordinates                            |              | 19 <sup>th</sup> | 10 <sup>th</sup> | Mr. Rizwa<br>Executive Officer (IT/MIS)                                 | 14 <sup>th</sup> & 15 <sup>th</sup>  |
| SOFT SKILLS COURSES      |                                                                   |              |                  |                  |                                                                         |                                      |
| 27                       | Leadership Skills                                                 | SNGTI        | 26 <sup>th</sup> | 7 <sup>th</sup>  | Mr. Usman iftikhar<br>Sr. Officer (T&D)                                 | 1 <sup>st</sup> & 2 <sup>nd</sup>    |
| 28                       | Business Communication I                                          |              | 7 <sup>th</sup>  | 13 <sup>th</sup> | Mr. Usman Salim<br>Officer. (T&D)                                       | 3 <sup>rd</sup> & 4 <sup>th</sup>    |
| 29                       | Conflict Management                                               |              | 18 <sup>th</sup> | 3 <sup>th</sup>  | Mr. Waqas M. Qureshi<br>General Manager (T&D)                           | 7 <sup>th</sup> & 8 <sup>th</sup>    |
| 30                       | Business Communication II                                         |              | 41 <sup>th</sup> | 13 <sup>th</sup> | Mr. Usman Salim<br>Officer (T&D)                                        | 9 <sup>th</sup> & 10 <sup>th</sup>   |
| 31                       | Time & Stress Management                                          |              | 8 <sup>th</sup>  | 12 <sup>th</sup> | Mr. Asad Fawad<br>Executive Officer (T&D)                               | 14 <sup>th</sup> & 15 <sup>th</sup>  |
| 32                       | Leadership Skills                                                 |              | 26 <sup>th</sup> | 7 <sup>th</sup>  | Mr. Usman iftikhar<br>Sr. Officer (T&D)                                 | 16 <sup>th</sup> & 17 <sup>th</sup>  |
| 33                       | Principle Of Management                                           |              | 22 <sup>th</sup> | 5 <sup>th</sup>  | Mr. Usman Salim<br>Officer (T&D)                                        | 16 <sup>th</sup> & 17 <sup>th</sup>  |
| 34                       | Team Work                                                         |              | 42 <sup>th</sup> | 13 <sup>th</sup> | Mr. Asad Fawad<br>Executive Officer (T&D)                               | 21 <sup>th</sup> & 22 <sup>th</sup>  |
| 35                       | Decision Making & Problem Solving                                 |              | 14 <sup>th</sup> | 5 <sup>th</sup>  | Mr. Usman Iftikhar<br>Sr. Officer (T&D)                                 | 21 <sup>st</sup> & 22 <sup>th</sup>  |
| 36                       | Team Work                                                         |              | 42 <sup>th</sup> | 13 <sup>th</sup> | Mr. Asad Fawad<br>Executive Officer (T&D)                               | 28 <sup>th</sup> & 29 <sup>th</sup>  |



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| Technical Skills Courses |                                                                   |              |                  |                 |                                               |                                               |
|--------------------------|-------------------------------------------------------------------|--------------|------------------|-----------------|-----------------------------------------------|-----------------------------------------------|
| Sr.#                     | Course Title                                                      | SME From     | Total Sessions   | Sessions 17-18  | Trainers                                      | Dates                                         |
| 1                        | EDP 46 <sup>th</sup>                                              | SNGTI        | 45 <sup>th</sup> | 6               | SNGTI Faculty / HODs                          | 2 <sup>nd</sup> July to 26 <sup>th</sup> July |
| 2                        | UFG Controllable & Uncontrollable Factors for Executives          | UFG-C        | 52 <sup>nd</sup> | 11              | Mr. JahanZaib khan<br>DCE -UFGC               | 2 <sup>nd</sup> & 3 <sup>rd</sup>             |
| 3                        | First Aid & CPR                                                   | HSE          | 81 <sup>th</sup> | 12              | Dr. Huma Tabassum<br>OH(Consultant)           | 2 <sup>nd</sup> & 3 <sup>rd</sup>             |
| 4                        | Certification Course on Welding (API 1104) For Subordinates       | Q.A          | 57 <sup>th</sup> | 11              | As Decided By<br>GM Q.A                       | 2 <sup>nd</sup> to 4 <sup>th</sup>            |
| 5                        | Project Management                                                | Projects     | 2 <sup>nd</sup>  | 2 <sup>nd</sup> | Mr. Kashif Butt<br>Senior Engineer            | 30 <sup>th</sup> & 31 <sup>th</sup>           |
| 6                        | Understanding Electronic Volume Corrector (EVC)                   | Metering     | 1 <sup>st</sup>  | 2               | Miss Rabia Nisar<br>Executive Engineer        | 9 <sup>th</sup> & 10 <sup>th</sup>            |
| 7                        | Defensive Driving                                                 | HSE          | 35 <sup>th</sup> | 11              | Mr. Rizwan Nasim<br>Sr. Officer HSE           | 6 <sup>th</sup>                               |
| 8                        | Gas Measurement Techniques                                        | Metering     | 23 <sup>rd</sup> | 7               | Mr. FaisalAli Sadiq<br>DCE Metering           | 9 <sup>th</sup> & 10 <sup>th</sup>            |
| 9                        | Achieving Zero Accident Goal Through Proactive Safety             | HSE          | 21 <sup>st</sup> | 12              | Mr. Sohail Shahzad<br>DCE (HSE)               | 16 <sup>th</sup> & 17 <sup>th</sup>           |
| 10                       | Hands on Training - P.E in Distribution (D 2513) For Subordinates | Q.A          | 58 <sup>th</sup> | 10              | Mr. Talat Mahmood<br>Sr. Engineer (Q.A)       | 9 <sup>th</sup> to 11 <sup>th</sup>           |
| 11                       | Fire Prevention                                                   | HSE          | 36 <sup>th</sup> | 12              | Mr. Hashim<br>Sr. Engineer                    | 6 <sup>th</sup>                               |
| 12                       | Plumbing for Distribution                                         | M.C          | 23 <sup>rd</sup> | 11              | Mr. Rao Javab Iqbal<br>DCE (M.C)              | 16 <sup>th</sup> to 18 <sup>th</sup>          |
| 13                       | Gas Regulator in Distribution                                     | Distribution | 2 <sup>nd</sup>  | 02              | Mr. Taskin UL Islam<br>Hashmi<br>DCE-DIST     | 18 <sup>th</sup> & 19 <sup>th</sup>           |
| 14                       | UFG Controllable & Uncontrollable Factors for sub-ordinates       | UFG-C        | 51 <sup>st</sup> | 10              | Mr. JahanZaib khan<br>DCE -UFGC               | 13 <sup>rd</sup>                              |
| 15                       | Pipeline Design & Construction                                    | P&D          | 02 <sup>nd</sup> | 02              | Mr. Imran Yousof Khan<br>GM (P&D)             | 18 <sup>th</sup> & 19 <sup>th</sup>           |
| IT Skills Courses        |                                                                   |              |                  |                 |                                               |                                               |
| 16                       | Oracle Inventory Module eMR/eMRV                                  | SNGTI        | 01 <sup>st</sup> | 02              | Mr. Mohsin Laang<br>Officer (Ops)             | 2 <sup>nd</sup> & 3 <sup>rd</sup>             |
| 17                       | CC&B Billing Perspective                                          |              | 19 <sup>th</sup> | 02              | Mr. Sajid Javed<br>Dy chief Engineer          | 4 <sup>th</sup> & 5 <sup>th</sup>             |
| 18                       | Introduction to MS Excel For Executives                           |              | 60 <sup>th</sup> | 12              | Mr. M. Rafaqat<br>Officer (IT/MIS)            | 9 <sup>th</sup> & 10 <sup>th</sup>            |
| 19                       | Introduction to MS Excel for Subordinates                         |              | 59 <sup>th</sup> | 12              | Mr. Rizwan Officer<br>IT/MIS                  | 11 <sup>th</sup> & 12 <sup>th</sup>           |
| 20                       | Introduction to MS Word For Subordinate                           |              | 8 <sup>th</sup>  | 07              | Mr. Ayyaz<br>Senior Officer IT/MIS            | 16 <sup>th</sup> & 17 <sup>th</sup>           |
| 21                       | Advance Excel For Executive                                       |              | 13 <sup>rd</sup> | 11              | Mr. M. Rafaqat<br>Officer (IT/MIS)            | 18 <sup>th</sup> & 19 <sup>th</sup>           |
| 22                       | Oracle Financial Account Payable                                  |              | 23 <sup>rd</sup> | 01              | Mr. Gulam Abbas<br>Officer (Ops)              | 23 <sup>th</sup> & 24 <sup>th</sup>           |
| 23                       | Indent Creation Through ERP                                       |              |                  |                 | Irfan abid                                    | 6 <sup>th</sup>                               |
| 24                       | Indent Creation Through ERP                                       |              |                  |                 | Saif Ullah                                    | 27 <sup>th</sup>                              |
| Skills Courses           |                                                                   |              |                  |                 |                                               |                                               |
| 25                       | Customer Services (Subordinates)                                  | SNGTI        | 20 <sup>th</sup> | 01              | Mr. Usman Iftikhar<br>Sr. Officer (T&D)       | 11 <sup>th</sup> & 12 <sup>th</sup>           |
| 26                       | Professional Ethics & Moral Values                                |              | 09 <sup>th</sup> | 08              | Mr. Waqas M. Qureshi<br>General Manager (T&D) | 13 <sup>rd</sup>                              |
| 27                       | Total Quality Management                                          |              | 2 <sup>nd</sup>  | 02              | Mr. Asad Fawad<br>Executive Officer (T&D)     | 20 <sup>th</sup>                              |
| 28                       | Personality Development & its Effectiveness for Sub-ordinates     |              | 28 <sup>th</sup> | 08              | Mr. Usman Iftikhar<br>Sr. Officer (T&D)       | 4 <sup>th</sup> & 5 <sup>th</sup>             |
| 29                       | Time & Stress Management Sub-ordinate                             |              | 2 <sup>nd</sup>  | 03              | Mr. Asad Fawad<br>Executive Officer (T&D)     | 16 <sup>th</sup> & 17 <sup>th</sup>           |
| 30                       | Presentation Skills For (Subordinates)                            |              | 01 <sup>st</sup> | 02              | Mr. Usman Iftikhar<br>Sr. Officer (T&D)       | 30 <sup>th</sup> & 31 <sup>th</sup>           |
| 31                       | Conflict Management                                               |              | 18 <sup>th</sup> | 07              | Mr. Waqas M. Qureshi<br>General Manager (T&D) | 25 <sup>th</sup> & 26 <sup>th</sup>           |
| 32                       | Handling Difficult People                                         |              | 15 <sup>th</sup> | 04              | Mr. Usman Salim<br>Officer (T&D)              | 30 <sup>th</sup> & 31 <sup>th</sup>           |
| 33                       | Business Communication I Sub-ordinate                             |              | 2 <sup>nd</sup>  | 03              | Mr. Usman Salim<br>Officer. (T&D)             | 11 <sup>th</sup> & 12 <sup>th</sup>           |
| 34                       | Principle of Management                                           |              | 18 <sup>th</sup> | 06              | Mr. Usman Salim                               | 23+ & 24 <sup>th</sup>                        |



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|    |                              |  |                  |    |                                           |                                   |
|----|------------------------------|--|------------------|----|-------------------------------------------|-----------------------------------|
|    |                              |  |                  |    | Officer. (T&D)                            |                                   |
| 35 | Team Work for Sub -Ordinates |  | 36 <sup>th</sup> | 08 | Mr. Asad Fawad<br>Executive Officer (T&D) | 4 <sup>th</sup> & 5 <sup>th</sup> |