



SNGTI TRAINING SCHEDULE JANUARY, 2020



TECHNICAL SKILLS COURSES

Sr.#	Course Title	SME From	Sessions 19-20	Trainers	Dates
1	Gas Regulators in Distribution	Dist	03 rd	Mr. Muhammad Khurram DCE (Dist)	01 st & 02 nd
2	Advance Pipeline Design & Simulation	Project	02 nd	Mr. Saulat Rashid Lone DCE LNG/LPG	01 st & 02 nd
3	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	06 th	Mr. Rehan Amjad DCE (Q.A)	01 st & 02 nd
4	Training for PMDU Dash Board Handlers	CS	05 th	Mr. Adnan Khalid (Executive Officer IT/MIS) Mr. Hafiz Azam Dy. Chief Officer (Sales)	06 th & 07 th
5	Meter Reading / Inspection for meter readers and field metering staff	Metering	07 th	Mr. Omer Mohi-ud-din DCE (Metering)	06 th & 07 th
6	HSE Manual	HSE	06 th	Ms. Asma Maqbool Sr. Engineer (HSE)	08 th & 09 th
7	UFG Controllable & Uncontrollable Factors for Sub-ordinates	UFG-C	07 th	Syed Fahad Ali Executive Engineer (UFGC)	08 th & 09 th
8	Certification Course on Welding (API 1104) For Subordinates	Q.A	07 th	To be Decided by GM (Q.A)	07 th to 09 th
9	Defensive Driving	HSE	07 th	Mr. Rizwan Nasim Sr. Engineer (HSE)	10 th
10	Calibration , Flow proving & Measurement Technologies used in Gas Meters EVCs	Metering	04 th	Mr. Faisal Ali Sadiq DCE (Metering)	13 th & 14 th
11	CC & B Billing	Billing	02 nd	Mr. Sajid Javed DCE (Billing)	13 th & 14 th
12	Plumbing for Distribution	M.C	07 th	Rao Javid Iqbal DCE (M.C)	14 th & 15 th
13	Distribution Manual	Distribution	06 th	Mr. Kashif Javed DCE	15 th & 16 th
14	Customer Services Department Personnel Training Program	CS	07 th	Mr. Navied Ashraf CE (CS-South)	17 th
15	Project Management	Project	01 st	Mr. Kashif Saleem Butt Sr. Engineer (HSE)	20 th & 21 st
16	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	04 th	Mr. Jahanzaib khan DCE -(UFGC)	20 th & 21 st
17	Hands on Training - P.E in Distribution (D 2513) for Subordinates	Q.A	07 th	Mr. Talat Mahmood Sr. Engineer (Q.A)	22 nd to 24 th
18	Fire Prevention	HSE	07 th	Mr. Hashim Senior Engineer (HSE)	24 th
19	Achieving Zero Accident Goal Through Proactive Safety	HSE	07 th	Mr. Sohaib Shahzad DCE (HSE)	27 th & 28 th
20	Certification Course on Welding (API 1104) for Executives	Q.A	07 th	Kh. Amir Hayat Sr. Engineer (Q.A)	29 th & 30 th

IT/MIS COURSES

21	Advance Excel for Executives	IT/MIS	06 th	Mr. M. Rafaqat Officer (IT/MIS)	02 nd & 03 rd
22	Oracle Inventory Module EMR/EMRV		03 rd	Mr. Mohsin Laang Officer (IT/MIS)	09 th & 10 th
23	Oracle Purchasing Module (ERP)		01 st	Mr. Saif Ullah Officer (Ops)	16 th & 17 th
24	Introduction to MS Word for Subordinates		03 rd	Mr. Ayyaz Khan Senior Officer (IT/MIS)	22 nd & 23 rd
25	Introduction to MS Excel for Subordinates		07 th	Mr. Rizwan Executive Officer (IT/MIS)	30 th & 31 st

SOFT SKILLS COURSES

26	Principles of Management	SNGTI	05 th	Mr. Usman Salim Officer (T&D)	01 st & 02 nd
27	Leadership Skills		07 th	Mr. Usman Iftikhar Sr. Officer (T&D)	06 th & 07 th
28	Business Communication I		3 rd	Mr. Usman Salim Officer (T&D)	08 th & 09 th
29	Personality Development & Social Effectiveness		01 st	Mr. Usman Iftikhar Sr. Officer (T&D)	13 th & 14 th
30	Interpersonal Skills		01 st	Mr. Waqas M. Qureshi GM (T&D)	15 th & 16 th
31	Business Communication II		06 th	Mr. Usman Salim Officer (T&D)	20 th & 21 st
32	Leadership Skills		08 th	Mr. Usman Iftikhar Sr. Officer (T&D)	22 nd & 23 rd
33	Handling Difficult People		02 nd	Mr. Usman Salim Officer (T&D)	23 rd & 24 th
34	Team Work		03 rd	Mr. Khalid Mehmood DCO (T&D)	27 th & 28 th
35	Problem Solving & Decision Making		03 rd	Mr. Usman Iftikhar Sr. Officer (T&D)	29 th & 30 th