



SNGTI TRAINING SCHEDULE JULY 2015



Sr.#	Course Title	Sponsor Deptt	Session	Trainers	Dates
Department Specific					
1	Certification Course on Polyethylene in Distribution (D 2513)	SNGTI	25 th	Mr. Azhar Rashid (CE Coordination)	1 st to 3 rd
2	Certification Course on Welding (API 1104)	SNGTI	23 rd	Mr. Talat Mahmood Exec. Engr. (QA)	6 th to 10 th
3	UFG Controllable and Uncontrollable Factors	SNGTI	19 th	Mr. Jamshed Riaz Sr. Engr. (UFG)	7 th & 8 th
4	Material Cataloging, Specification & Data Cleansing	Stores	05 th	Mr. Osman S. Mustafa Sr. Officer (Stores)	7 th & 8 th
5	Corrosion Engineering Level – I	Corr. Cont.	01 st (New)	Mr. M. Usman Sr. Engineer (Corr)	9 th & 10 th
6	Oracle Purchasing Module	IT/MIS	06 th	Mr. Irfan Abid Officer (Ops), Gr-III	9 th & 10 th
7	Fire Prevention	HSE	07 th	Mr. M. Hashim Exec. Engineer (HSE)	13 th
8	Oracle Financial – Accounts payable	IT/MIS	08 th	Mr. Ghulam Abbas Officer (Ops) Gr-III	13 th & 14 th
9	Gas Chromatography	Metering	07 th	Mr. Farhan Mahboob Sr. Engineer (D)	14 th & 15 th
10	Operation and Maintenance Manual – Metering Department	Metering	07 th	Mr. Faisal Ali Sadiq Sr. Engineer (Met.)	15 th & 16 th
11	First Aid & CPR	HSE	46 th	Dr. Huma Tabassum (OH Consultant)	23 rd & 24 th
12	Operation and Maintenance Manual – Distribution Department	Dist.	09 th	Mr. Navied Ashraf Chief Engineer (D)	29 th & 30 th
Soft Skills					
13	Handling Difficult People	SNGTI	10 th	Mr. Waqas M. Qureshi Chief Officer (T&D)	2 nd & 3 rd
14	Introduction to MS Word		25 th	Mr. Abaid Azim Chief Officer (T&D)	6 th & 7 th
15	How to Improve Morale, Motivation		02 nd	Mr. Waqas M. Qureshi Chief Officer (T&D)	22 nd & 23 rd
16	Introduction to MS Excel		27 th	Mr. Naveed Akram Officer. Grade III (Ops)	23 rd & 24 th
17	Management Skills		38 th	Mr. Mohammad Asim Dy. Chief Officer (T&D)	27 th & 28 th

Date	No. of Courses	Hall I	Hall II	Hall III	Hall IV
01.07.2015	1				Polyethylene in Distribution (D 2513)
02.07.2015	2	Handling Difficult People			Polyethylene in Distribution (D 2513)
03.07.2015	2	Handling Difficult People			Polyethylene in Distribution (D 2513)
06.07.2015	2			MS Word	Certification Course on Welding (API 1104)
07.07.2015	4	Material Cataloging	UFG Controllable and Uncontrollable Factors	MS Word	Certification Course on Welding (API 1104)
08.07.2015	3	Material Cataloging	UFG Controllable and Uncontrollable Factors		Certification Course on Welding (API 1104)
09.07.2015	3		Corrosion Engineering Level – I	Oracle Purchasing Module	Certification Course on Welding (API 1104)
10.07.2015	3		Corrosion Engineering Level – I	Oracle Purchasing Module	Certification Course on Welding (API 1104)
13.07.2015	2			Oracle Financial – Accounts payable	Fire Prevention
14.07.2015	2		Gas Chromatography	Oracle Financial – Accounts payable	
15.07.2015	2	Metering Manual	Gas Chromatography		
16.07.2015	1	Metering Manual			
17.07.2015					
20.07.2015					
21.07.2015					
22.07.2015	1	Motivation			
23.07.2015	3	Motivation	First Aid & CPR	Introduction to MS Excel	
24.07.2015	2		First Aid & CPR	Introduction to MS Excel	
27.07.2015	1	Management Skills			
28.07.2015	1	Management Skills			
29.07.2015	1	Distribution Manual			
30.07.2015	1	Distribution Manual			
31.07.2015					