



SNGTI TRAINING SCHEDULE July, 2018



| Technical Skills Courses | | | | | | |
|--------------------------|---|--------------|------------------|------------------|---|---|
| Sr.# | Course Title | SME From | Total Sessions | Sessions 17-18 | Trainers | Dates |
| 1 | EDP 46 th | SNGTI | 45 th | 6 th | SNGTI Faculty / HODs | 2 nd July to 24 th July |
| 2 | UFG Controllable & Uncontrollable Factors for Executives | UFG-C | 52 nd | 11 th | Mr. Jahan Zaib Khan DCE -UFGC | 2 nd & 3 rd |
| 3 | Certification Course on Welding (API 1104) For Subordinates | Q.A | 57 th | 11 th | As Decided By GM Q.A | 2 nd to 4 th |
| 4 | Project Management | HSE | 2 nd | 3 rd | Mr. Kashif Butt Senior Engineer | 4 th & 5 th |
| 5 | Customer Services Department Personnel Training Program | CS | - | 01 st | Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North) | 6 th |
| 6 | Understanding Electronic Volume Corrector (EVC) | Metering | 1 st | 2 nd | Miss Rabia Nisar Executive Engineer | 9 th & 10 th |
| 7 | Hands on Training - P.E in Distribution (D 2513) For Subordinates | Q.A | 58 th | 10 th | Mr. Talat Mahmood Sr. Engineer (Q.A) | 9 th to 11 th |
| 8 | Fire Prevention | HSE | 36 th | 12 th | Mr. Hashim Sr. Engineer | 13 rd |
| 9 | Customer Services Department Personnel Training Program | CS | 01 | 2 nd | Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North) | 13 rd |
| 10 | UFG Controllable & Uncontrollable Factors for sub-ordinates | UFG-C | 51 st | 10 th | Mr. Rao Javad Iqbal DCE -UFGC | 16 th & 17 th |
| 11 | Plumbing for Distribution | M.C | 23 rd | 11 th | Mr. Rao Javad Iqbal DCE (M.C) | 16 th to 18 th |
| 12 | Gas Regulator in Distribution | Distribution | 2 nd | 02 nd | Mr. Taskin UL Islam Hashmi DCE-DIST | 18 th & 19 th |
| 13 | Emerging Audit Methodologies | Audit | - | 01 st | Mr. Shahzad Ahmad Awan Chief Audit Officer | 20 th |
| 14 | Achieving Zero Accident Goal Through Proactive Safety | HSE | 21 st | 12 th | Mr. Sohail Shahzad DCE (HSE) | 25 th & 26 th |
| 15 | Defensive Driving | HSE | 35 th | 11 th | Mr. Rizwan Nasim Sr. Officer HSE | 27 th |
| 16 | Pipeline Design & Construction | P&D | 14 th | 02 nd | Mr. Imran Yousuf Khan GM (P&D) | 27 th |
| 17 | Gas Measurement Techniques | Metering | 23 rd | 7 th | Mr. Faisal Ali Sadiq DCE Metering | 30 th & 31 th |
| IT Skill Courses | | | | | | |
| 18 | Oracle Inventory Module eMR/eMRV | IT/MIS | 01 st | 02 nd | Mr. Mohsin Laang Officer (Ops) | 2 nd & 3 rd |
| 19 | CC&B Billing Perspective | | 19 th | 02 nd | Mr. Sajid Javed Dy chief Engineer | 4 th & 5 th |
| 20 | Indent Creation Through ERP | | 8 th | 9 th | Mr. Irfan abid Officer (ops) | 6 th |
| 21 | Introduction to MS Excel For Executives | | 60 th | 12 th | Mr. M. Rafaqat Officer (IT/MIS) | 9 th & 10 th |
| 22 | Introduction to MS Excel for Subordinates | | 59 th | 12 th | Mr. Rizwan Officer IT/MIS | 11 th & 12 th |
| 23 | Introduction to MS Word For Subordinate | | 8 th | 07 th | Mr. Ayyaz Senior Officer IT/MIS | 16 th & 17 th |
| 24 | Advance Excel For Executive | | 13 rd | 11 th | Mr. M. Rafaqat Officer (IT/MIS) | 18 th & 19 th |
| 25 | Oracle Financial Account Payable | | 23 rd | 01 st | Mr. Gulam Abbas Officer (Ops) | 23 th & 24 th |
| 26 | Indent Creation Through ERP | | 9 th | 10 th | Mr. Saif Ullah Officer (Ops) | 27 th |
| Skills Courses | | | | | | |
| 27 | Business Communication I (Sub-ordinate) | SNGTI | 2 nd | 03 rd | Mr. Usman Salim Officer. (T&D) | 2 nd & 3 rd |
| 28 | Conflict Management | | 18 th | 07 th | Mr. Waqas M. Qureshi General Manager (T&D) | 4 th & 5 th |
| 29 | Total Quality Management | | 2 nd | 03 rd | Mr. Asad Fawad Executive Officer (T&D) | 6 th |
| 30 | Leadership Skills | | 28 th | 08 th | Mr. Usman Iftikhar Sr. Officer (T&D) | 9 th & 10 th |
| 31 | Time & Stress Management (Sub-ordinate) | | 2 nd | 03 rd | Mr. Asad Fawad Executive Officer (T&D) | 11 th & 12 th |
| 32 | Handling Difficult People | | 15 th | 04 th | Mr. Usman Salim Officer (T&D) | 16 th & 17 th |
| 33 | Business Communication 2 | | 35 th | 08 th | Mr. Usman Salim Officer (T&D) | 19 th & 20 th |
| 34 | Professional Ethics & Moral Values | | 09 th | 08 th | Mr. Waqas M. Qureshi General Manager (T&D) | 20 th |
| 35 | Principle of Management | | 18 th | 06 th | Mr. Usman Salim Officer. (T&D) | 23 th & 24 th |
| 36 | Personality Development & its Effectiveness (Sub-ordinates) | | 28 th | 08 th | Mr. Usman Iftikhar Sr. Officer (T&D) | 23 th & 24 th |
| 37 | Presentation Skills (Subordinates) | | 01 st | 02 nd | Mr. Usman Iftikhar Sr. Officer (T&D) | 30 th & 31 th |