



SNGTI TRAINING SCHEDULE JULY, 2019



TECHNICAL SKILLS COURSES

Sr.#	Course Title	SME From	Total Sessions	Sessions 18-19	Trainers	Dates
1	Achieving Zero Accident Goal Through Proactive Safety	HSE	33 rd	19 th	Mr. Sohail Shahzad DCE (HSE)	1 st & 2 nd
2	Hands on Training - P.E in Distribution (D 2513) for Subordinates	Q.A	68 th	16 th	Mr. Talat Mahmood Sr. Engineer (Q.A)	1 st to 3 rd
3	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	64 th	15 th	Syed Fahad Ali Executive Engineer (UFGC)	3 rd & 4 th
4	Gas Regulator in Distribution	Distribution	13 th	14 th	Mr. Taskeen UL Islam Hashim DCE-(DIST)	3 rd & 4 th
5	Certification Course on Welding (API 1104) for Executive	Q.A	19 th	12 th	Kh. Amir Hayat Sr. Engineer (Q.A)	4 th & 5 th
6	Fire Prevention	HSE	46 th	15 th	Mr. Hashim Senior Engineer (HSE)	5 th
7	Internal Auditing Technique	Audit	0	01 st	To be Decided by SGM (Audit)	5 th
8	Project Management	Projects	10 th	09	Mr. Kashif Saleem Butt Sr. Engineer (Projects)	8 th & 9 th
9	CC&B Sales	Sales	26 th	08 th	Mr. H. Azam DCO (Sale)	8 th & 9 th
10	Certification Course on Welding (API 1104) For Subordinates	Q.A	69 th	19 th	To be Decided by GM (Q.A)	8 th to 10 th
11	HSE Manual	HSE	21 st	09 th	Ms. Asma Maqbool Sr. Engineer (HSE)	10 th & 11 th
12	Meter Reading / Inspection for meter readers and field metering staff	Metering	2 nd	03 rd	Mr Omer Mohi-ud-din DCE (Metering)	11 th & 12 th
13	Customer Services Department Personnel Training Program	CS	13 th	12 th	Mr. Navied Ashraf CE (CS-South)	12 th
14	Defensive Driving	HSE	46 th	16 th	Mr. Rizwan Nasim Sr. Engineer (HSE)	12 th
15	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	15 th	8 th	Mr. Rehan Amjad DCE (Q.A)	15 th & 16 th
16	UFG Controllable & Uncontrollable Factors for Executive	UFG-C	64 th	12 th	Mr. Jahanzaib khan DCE -(UFGC)	15 th & 16 th
17	Distribution Manual	Dist	9 th	02 nd	To be Decided by SGM (D)	17 th & 18 th
18	Gas Measurement Technique	Metering	29 th	13 th	Mr Faisal Ali Sadiq DCE (Metering)	17 th & 18 th
19	Plumbing for Distribution	M.C	34 th	17 th	Rao Javid Iqbal DCE (M.C)	22 nd to 24 th
20	Advance Pipeline Design & Simulation	Projects	21 st	06 th	Mr. Saulat Rashid Lone DCE.LPG/LNG	24 th & 25 th
21	Understanding Electronic Volume Corrector (EVC)	Metering	5 th	6 th	Miss Rabia Nisar Executive Engineer	24 th & 25 th

IT/MIS COURSES

22	Introduction to MS Excel for Subordinates		24 th	15 th	Mr. M. Rafaqat Officer (IT/MIS)	1 st & 2 nd
23	Oracle Inventory Module EMR/EMRV		14 th	13 th	Mr. Mohsin Laang Officer (IT/MIS)	3 rd & 4 th
24	Introduction to MS Word for Executive		71 th	11 th	Mr. Rizwan Executive Officer (IT/MIS)	10 th & 11 th
25	Advance Excel for Executive		25 th	18 th	Mr. M. Rafaqat Officer (IT/MIS)	15 th & 16 th

SOFT SKILLS COURSES

26	Presentation Skills	SNGTI	10 th	11 th	Mr. Usman Iftikhar Sr.Officer (T&D)	1 st & 2 nd
27	Team Work		47 th	18 th	Mr. Asad Fawad Executive Officer (T&D)	1 st & 2 nd
28	Principle of Management		26 th	9 th	Mr. Usman Salim Officer (T&D)	3 rd & 4 th
29	Time & Stress Management		29 th	4 th	Mr. Asad Fawad Executive Officer (T&D)	8 th & 9 th
30	Handling Difficult People		21 st	10 th	Mr. Usman Salim Officer (T&D)	8 th & 9 th
31	Conflict Management		20 th	5 th	Mr. Waqas M. Qureshi GM(T&D)	10 th & 11 th
32	Business Communication I		13 th	19 th	Mr. Usman Salim Officer (T&D)	15 th & 16 th
33	Decision Making & Problem Solving		18 th	14 th	Mr. Usman Iftikhar Sr. Officer (T&D)	15 th & 16 th
34	Time & Stress Management		29 th	4 th	Mr. Asad Fawad Executive Officer (T&D)	17 th & 18 th
35	Leadership Skills		32 nd	13 th	Mr. Usman Iftikhar Sr. Officer (T&D)	22 nd & 23 rd
36	Business Communication II		47 th	19 th	Mr. Usman Salim Officer (T&D)	22 nd & 23 rd