



SNGTI TRAINING SCHEDULE

JULY, 2021



TECHNICAL SKILLS COURSES					
Sr.#	COURSE TITLE	DEPARTMENT	FY 2021-22	TRAINERS	DATES
1	Budget Preparation & Control (cancel)	Finance	01 st	To be decided by GM (Finance)	01 st & 02 nd
2	Oracle Financial Accounts Payable	Finance	01 st	To be decided by GM (IT/MIS)	01 st & 02 nd
3	Certification Course on Welding (API 1104) Sub-ordinates	Distribution	01 st	To be decided by GM (QA)	05 th to 07 th
4	Litigation Case System	Law	01 st	Mr. Asif Shah Sr. Officer (Law) Mr. Usman Munir Officer IT/MIS	05 th & 06 th
5	Project Management	Distribution	01 st	Mr. Kashif Saleem Butt DCE (HSE)	06 th & 07 th
6	Advanced Pipeline Design And Simulation	Projects	01 st	Mr. Saulat Rashid Lone DCE (LPG/LNG)	07 th & 08 th
7	Hands on Training – P.E in Distribution (D2513) for Subordinates	Distribution	01 st	Mr. Talat Mehmood Sr. Engineer (QA)	12 th to 14 th
8	Risk Management Framework of SNGPL	Risk Management	01 st	To be decided by GM (Risk Management)	14 th & 15 th
9	PPRA Rules	Procurement	01 st	To be decided by GM (Procurement)	15 th & 16 th
10	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	01 st	Syed Fahad Ali Sr. Engineer (UFG)	26 th & 27 th
11	Merit List Of Survey Program	BD Retail	01 st	Ghulam Dastighir Executive officer (IT/MIS)	28 th
12	Calibration ,Flow Proving & Measurement Technologies Used in Gas Meters & EVCS	Metering	01 st	Mr. Faisal Ali Sadiq DCE (Metering)	28 th & 29 th
13	License of SNGPL	RA	01 st	Mr. Liaqat Ali Nehra Incharge (RA)	30 th
IT/MIS COURSES					
14	MS Word (Executives)	IT/MIS	01 st	Mr. Ayyaz Sr. Officer (IT/MIS)	12 th & 13 th
15	MS Excel (Executives)		01 st	Mr. M. Rizwan Sr. Officer (T&D)	26 th & 27 th
16	Advance MS Excel (Executives)		01 st	Mr. M. Rafiqat Exec. Officer (IT/MIS)	29 th & 30 th
SOFT SKILLS COURSES					
17	Leadership Skills	SNGTI	01 st	Mr. M. Usman Ifrikhar Sr. Officer (T&D)	08 th & 09 th
18	Business Communication I (Subordinates)		01 st	Mr. Ali Raza Awan Executive Officer (T&D)	12 th & 13 th
19	Business Communication II		01 st	Mr. Usman Salim Officer (T&D)	14 th & 15 th
20	Leadership Skills		01 st	Mr. M. Usman Ifrikhar Sr. Officer (T&D)	26 th & 27 th
21	Principle of Management		01 st	Mr. Usman Salim Officer (T&D)	26 th & 27 th
22	Conflict Management		01 st	Mr. Waqas M. Qureshi GM (T&D)	28 th & 29 th

* Lesson Plans of two new courses "Litigation case system & Merit list survey program" are not available

* No Courses have been planned in third week of July subject to appearance of Moon and Eid-Ul-Azha Holidays

In view of the ongoing pandemic, preventive measures related to personal hygiene and social distancing are required to be followed in letter and spirit to control the spread of the infectious disease. Following measures are recommended for participants while attending Training at SNGTI.

1. Wash hands several times a day & Avoid contact of your hands with face.
2. Avoid contact with other employees (shaking hands, hugging etc.)
3. Keep a distance of 1.8 m from other employees.
4. Observe the instruction of using handkerchief and crook of arm when coughing/ sneezing.
5. Use/wearing of face mask.
6. In case of having temperature, participants shall not be allowed to attend any course