



**SNGTI TRAINING SCHEDULE JUNE, 2017**  
**TECHNICAL SKILLS COURSES**



Sr. #	Course Title	Sponsor Department	Total Sessions	Sessions 16-17	Trainers	Dates
1	Gas Control Training - Faisalabad	SNGTI	-	-	Gas Control Executives	5 <sup>th</sup> to 16 <sup>th</sup>
2	Achieving Zero Accident Goal Through Proactive Safety	HSE	11 <sup>th</sup>	09	Mr. Sohail Shahzad Sr. Engineer (HSE)	01 <sup>st</sup> - 02 <sup>nd</sup>
3	Contract Management	Sales	01 <sup>st</sup>	-	Mr. Muhammad Azam Sr. Officer (Sales)	05 <sup>th</sup> - 06 <sup>th</sup>
4	Plumbing for Distribution	SNGTI	10 <sup>th</sup>	08	Mr. Rao Javed Iqbal Sr. Engr. (M.C)	05 <sup>th</sup> -07 <sup>th</sup>
5	First Aid & CPR	HSE	69 <sup>th</sup>	10	Dr. Huma Tabassum OH Consultant	07 <sup>th</sup> -08 <sup>th</sup>
6	UFG Controllable & Uncontrollable Factors	SNGTI	40 <sup>th</sup>	10	Mr. Jehanzaib Khan Sr. Engineer – UFGC	08 <sup>th</sup> -09 <sup>th</sup>
7	Fire Prevention	HSE	25 <sup>th</sup>	10	Mr. Hashim Executive Engineer (HSE)	09 <sup>th</sup>
8	Food Safety Management System	HSE	02 <sup>nd</sup>	01	To be Nominated by HSE	12 <sup>th</sup> - 13 <sup>th</sup>
9	Hands on Training - P.E in Distribution (D 2513)	SNGTI	47 <sup>th</sup>	10	Mr. Talat Mahmood Executive Engineer (Q.A)	12 <sup>th</sup> - 14 <sup>th</sup>
10	Urdu Drafting	IT/MIS	24 <sup>th</sup>	13	Mr. Khalid Mehmood Sr. Officer (IT/MIS)	14 <sup>th</sup> - 15 <sup>th</sup>
11	Defensive Driving	HSE	24 <sup>th</sup>	07	Mr. Waheeb Iftikhar Executive Engineer	16 <sup>th</sup>
12	CC&B Sales Perspective	Accounts	18 <sup>th</sup>	02	Mr. Muhammad Azam Sr. Officer (Sales)	19 <sup>th</sup> -20 <sup>th</sup>
13	Gas From Well Head to Burner Tip		-	-	To be Decided	19 <sup>th</sup> - 20 <sup>th</sup>
14	Certification Course on Welding (API 1104)	SNGTI	45 <sup>th</sup>	10	Mr. Talat Mehmood Exe. Engineer (QA)	19 <sup>th</sup> - 23 <sup>rd</sup>
<b>Soft Skills</b>						
15	Advance Excel		02 <sup>nd</sup>	01	Mr. Rafaqat Ali Officer (IT/MIS)	01 <sup>st</sup> - 02 <sup>nd</sup>
16	Time & Stress Management		49 <sup>th</sup>	13	Mr. Asad Fawad Officer (T&D)	01 <sup>st</sup> - 02 <sup>nd</sup>
17	Business Communication II		54 <sup>th</sup>	08	Mr. Usman Saleem Officer (T&D)	06 <sup>th</sup> - 07 <sup>th</sup>
18	Team Work		30 <sup>th</sup>	04	Mr. Waqas M. Qureshi Chief Officer (T&D)	07 <sup>th</sup> -08 <sup>th</sup>
19	Leadership Skills		19 <sup>th</sup>	06	Mr. Usman Iftikhar Exec. Officer (T&D)	08 <sup>th</sup> - 09 <sup>th</sup>
20	Advance Excel		03 <sup>rd</sup>	02	Mr. Rafaqat Ali Officer (IT/MIS)	12 <sup>th</sup> - 13 <sup>th</sup>
21	Business Communication - I		53 <sup>rd</sup>	07	Mr. Usman Saleem Officer (T&D)	12 <sup>th</sup> - 13 <sup>th</sup>
22	Decision Making & Problem Solving		08 <sup>th</sup>	04	Mr. Usman Iftikhar Exec. Officer (T&D)	13 <sup>th</sup> - 14 <sup>th</sup>
23	Team Work		31 <sup>st</sup>	05	Mr. Waqas M. Qureshi Chief Officer (T&D)	14 <sup>th</sup> - 15 <sup>th</sup>
24	Kaizan Management		05 <sup>th</sup>	02	Mr. Asad Fawad Officer (T&D)	15 <sup>th</sup> - 16 <sup>th</sup>
25	Principles of Management		12 <sup>th</sup>	10	Mr. Usman Saleem Officer (T&D)	19 <sup>th</sup> - 20 <sup>th</sup>
26	Presentation Skills		26 <sup>th</sup>	02	Mr. Usman Iftikhar Exec. Officer (T&D)	20 <sup>th</sup> - 21 <sup>st</sup>
27	Interpersonal Skills		33 <sup>rd</sup>	06	Mr. Waqas M. Qureshi Chief Officer (T&D)	21 <sup>st</sup> - 22 <sup>nd</sup>
28	Introduction to MS Word		26 <sup>th</sup>	06	Mr. Ayyaz Officer IT/MIS	22 <sup>nd</sup> -23 <sup>rd</sup>
29	Time & Stress Management		48 <sup>th</sup>	12	Mr. Asad Fawad Officer (T&D)	22 <sup>nd</sup> - 23 <sup>rd</sup>

- Trainers availability is subject to approval by their respective Department HODs.
- The courses in the last week of the month could not be planned because of sighting of moon of Ramdan and Eid Holydays.