



SNGTI TRAINING SCHEDULE JUN, 2018



Technical Skills Courses

Sr.#	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	Contract Management	Procurement	1 st	01	To be decided by GM Procurement	4 th & 5 th
2	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	51 st	10	Mr. Jahan Zaib khan DCE -UFGC	4 th & 5 th
3	First Aid & CPR	HSE	80 th	11	Dr. Huma Tabassum OH(Consultant)	4 th & 5 th
4	Certification Course on Welding (API 1104) For Subordinates	Q.A	56 th	10	As Decided By GM Q.A	4 th to 6 th
5	Project Management	Projects	1 st	1 st	Mr. Ammar Faisal DCE	6 th & 7 th
6	Understanding Electronic Volume Corrector (EVC)	Metering	-	01	Miss Rabia Nisar reenignE evitucexE	6 th & 7 th
7	Defensive Driving	HSE	34 th	10	Mr. Rizwan Nasim Sr. Officer HSE	8 th
8	Gas Measurement Techniques	Metering	22 nd	06	Mr. Faisal Ali Sadiq DCE (Metering)	11 th & 12 th
9	Achieving Zero Accident Goal Through Proactive Safety	HSE	20 th	11	Mr. Sohail Shahzad DCE (HSE)	20 th & 21 th
10	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	58 th	10	Mr. Talat Mahmood Sr. Engineer (Q.A)	20 th to 22 th
11	Fire Prevention	HSE	35 th	11	Mr. Hashim Sr.Engineer(HSE)	22 th
12	Plumbing for Distribution	M.C	22 nd	10	Mr. Rao Javad Iqbal DCE (M.C)	25 th to 27 th
13	Gas Regulator in Distribution	Distribution	1 st	01	Mr. Taskin UL Islam Hashmi DCE	25 th & 26 th
14	UFG Controllable & Uncontrollable Factors for sub-ordinates	UFG-C	01 st	02	Mr. Jahan Zaib khan DCE -UFGC	27 th
15	Pipeline Design & Construction	P&D	13 th	01	Mr. Imran Yousuf Khan GM (P&D)	28 th & 29 th

IT Skills Courses

16	Oracle Inventory Module (eMR/eMRV)	IT/MIS	01 st	01	Mr. Mohsin Laang Officer (Ops)	4 th & 5 th
17	CC&B Sales Perspective		24 th	07	Mr. Azam DCO (Sales)	6 th & 7 th
18	Introduction to MS Excel For Executives		59 th	11	Mr. M. Razaqat Officer (IT/MIS)	11 th & 12 th
19	Introduction to MS Excel for Subordinates		58 th	11	Mr. Rizwan Officer IT/MIS	20 th & 21 th
20	Introduction to MS Word For Subordinate		7 th	06	Mr. Ayyaz Sr. Officer IT/MIS	25 th & 26 th
21	Advance Excel For Executive		12 nd	10	Mr. M. Razaqat Officer (IT/MIS)	27 th & 28 th

Skills Courses

22	Strategic Management	SNGTI	4 th	04	Mr. Usman Iftikhar Sr. Officer (T&D)	6 th & 7 th
23	Professional Ethics & Moral Values		08 th	07	Mr. Waqas M. Qureshi General Manager (T&D)	8 th
24	Total Quality Management		1 st	2	Mr. Asad Fawad Executive Officer (T&D)	8 th
25	Personality Development & its Effectiveness for Sub-ordinates		27 nd	07	Mr. Usman Iftikhar Sr. Officer (T&D)	11 th & 12 th
26	Business Communication I Sub-ordinate		1 st	02	Mr. Usman Salim Officer. (T&D)	11 th & 12 th
27	Time & Stress Management Sub-ordinate		1 st	02	Mr. Asad Fawad Executive Officer (T&D)	20 th & 21 st
28	Presentation Skills for Sub-ordinates		-	01	Mr. Usman Iftikhar Sr. Officer (T&D)	20 th & 21 st
29	Motivational Skills		04 th	01	Mr. Usman Salim Officer. (T&D)	25 th & 26 th
30	Team Work for Sub -Ordinates		36 th	08	Mr. Asad Fawad Executive Officer (T&D)	25 th & 26 th
31	Interpersonal Skills		35 th	02	Mr. Waqas M. Qureshi General Manager (T&D)	27 th & 28 th
32	Handling Difficult People		14 th	03	Mr. Usman Salim Officer. (T&D)	28 th & 29 th