



<b>TECHNICAL SKILLS COURSES</b>						
<b>Sr.#</b>	<b>Course Title</b>	<b>SME From</b>	<b>Total Sessions</b>	<b>Sessions 18-19</b>	<b>Trainers</b>	<b>Dates</b>
1	PPRA Rules	Coord	15 <sup>th</sup>	6 <sup>th</sup>	Mr. Sulaman Rasheed Sr. Officer Coord	10 <sup>th</sup> & 11 <sup>th</sup>
2	Budget Preparation & Control	Accounts	9 <sup>th</sup>	1 <sup>st</sup>	Mr. Raheel Farooq (Chief Accountant)	10 <sup>th</sup> & 11 <sup>th</sup>
3	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	63 <sup>rd</sup>	14 <sup>th</sup>	Syed Fahad Ali Executive Engineer (UFGC)	12 <sup>th</sup> & 13 <sup>th</sup>
4	Hands on Training - P.E in Distribution (D 2513) for Subordinates	Q.A	67 <sup>th</sup>	15 <sup>th</sup>	Mr. Talat Mahmood Sr. Engineer (Q.A)	12 <sup>th</sup> & 14 <sup>th</sup>
5	Fire Prevention	HSE	4 <sup>th</sup>	5 <sup>th</sup>	Mr. Hashim Senior Engineer (HSE)	14 <sup>th</sup>
6	Achieving Zero Accident Goal Through Proactive Safety	HSE	32 <sup>nd</sup>	18 <sup>th</sup>	Mr. Sohail Shahzad DCE (HSE)	17 <sup>th</sup> & 18 <sup>th</sup>
7	Gas Regulator in Distribution	Distribution	12 <sup>th</sup>	13 <sup>th</sup>	Mr. Taskeen UL Islam Hashim DCE-(DIST)	17 <sup>th</sup> & 18 <sup>th</sup>
8	Project Management	Projects	09	08	Mr. Kashif Saleem Butt Sr. Engineer (Projects)	17 <sup>th</sup> & 18 <sup>th</sup>
9	Certification Course on Welding (API 1104) For Subordinates	Q.A	68 <sup>th</sup>	18 <sup>th</sup>	To be Decided by GM (Q.A)	17 <sup>th</sup> to 19 <sup>th</sup>
10	Gas Measurement Technique	Metering	28 <sup>th</sup>	12 <sup>th</sup>	Mr. Faisal Ali Sadiq DCE (Metering)	19 <sup>th</sup> & 20 <sup>th</sup>
11	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	14 <sup>th</sup>	7 <sup>th</sup>	Mr. Rehan Amjad DCE (Q.A)	20 <sup>th</sup> & 21 <sup>st</sup>
12	Customer Services Department Personnel Training Program	CS	12 <sup>th</sup>	11 <sup>th</sup>	Mr. Navied Ashraf CE (CS-South)	21 <sup>st</sup>
13	Defensive Driving	HSE	45 <sup>th</sup>	15 <sup>th</sup>	Mr. Rizwan Nasim Sr. Engineer (HSE)	21 <sup>st</sup>
14	HSE Manual	HSE	20 <sup>th</sup>	8 <sup>th</sup>	Ms. Asma Maqbool Sr. Engineer (HSE)	24 <sup>th</sup> to 25 <sup>th</sup>
15	Plumbing for Distribution	M.C	33 <sup>rd</sup>	16 <sup>th</sup>	Rao Javaid Iqbal DCE (M.C)	24 <sup>th</sup> & 26 <sup>th</sup>
16	CC&B Billing	Billing	18	01	Mr. Sajid Javed DCE(Billing)	24 <sup>rd</sup> & 25 <sup>th</sup>
17	UFG Controllable & Uncontrollable Factors for Executive	UFG-C	63 <sup>rd</sup>	11 <sup>th</sup>	Mr. Jahanzaib khan DCE -(UFGC)	24 <sup>th</sup> & 25 <sup>th</sup>
18	Certification Course on Welding (API 1104) for Executive	Q.A	18 <sup>th</sup>	11 <sup>th</sup>	Kh. Amir Hayat Sr. Engineer (Q.A)	27 <sup>th</sup> & 28 <sup>th</sup>
<b>IT/MIS COURSES</b>						
19	Introduction to MS Excel for Subordinates		23 <sup>rd</sup>	14 <sup>th</sup>	Mr. M. Rafaqat Officer (IT/MIS)	10 <sup>th</sup> & 11 <sup>th</sup>
20	Oracle Inventory Module EMR/EMRV		13 <sup>th</sup>	12 <sup>th</sup>	Mr. Mohsin Laang Officer (IT/MIS)	12 <sup>th</sup> & 13 <sup>th</sup>
21	Introduction to MS Word for Executive		70 <sup>th</sup>	10 <sup>th</sup>	Mr. Rizwan Executive Officer (IT/MIS)	19 <sup>th</sup> & 20 <sup>th</sup>
22	Advance Excel for Executive		24 <sup>th</sup>	17 <sup>th</sup>	Mr. M. Rafaqat Officer (IT/MIS)	26 <sup>th</sup> & 27 <sup>th</sup>
<b>SOFT SKILLS COURSES</b>						
23	Presentation Skills		9 <sup>th</sup>	10 <sup>th</sup>	Mr. Usman Iftikhar Sr. Officer (T&D)	10 <sup>th</sup> & 11 <sup>th</sup>
24	Principle of Management		25 <sup>th</sup>	8 <sup>th</sup>	Mr. Usman Salim Officer (T&D)	12 <sup>th</sup> & 13 <sup>th</sup>
25	Initiative & Drive		28 <sup>th</sup>	3 <sup>rd</sup>	Mr. Asad Fawad Executive Officer (T&D)	12 <sup>th</sup> & 13 <sup>th</sup>
26	Decision Making & Problem Solving		17 <sup>th</sup>	13 <sup>th</sup>	Mr. Usman Iftikhar Sr. Officer (T&D)	17 <sup>th</sup> & 18 <sup>th</sup>
27	Conflict Management		20 <sup>th</sup>	5 <sup>th</sup>	Mr. Waqas M. Qureshi GM(T&D)	19 <sup>th</sup> & 20 <sup>th</sup>
28	Team Work		46 <sup>th</sup>	17 <sup>th</sup>	Mr. Asad Fawad Executive Officer (T&D)	19 <sup>th</sup> & 20 <sup>th</sup>
29	Business Communication I		12 <sup>th</sup>	18 <sup>th</sup>	Mr. Usman Salim Officer. (T&D)	24 <sup>rd</sup> & 25 <sup>th</sup>
30	Leadership Skills		31 <sup>st</sup>	12 <sup>th</sup>	Mr. Usman Iftikhar Sr. Officer (T&D)	26 <sup>th</sup> & 27 <sup>th</sup>
31	Business Communication II		46 <sup>th</sup>	18 <sup>th</sup>	Mr. Usman Salim Officer (T&D)	27 <sup>th</sup> & 28 <sup>th</sup>