



SNGTI TRAINING SCHEDULE JUNE, 2021



TECHNICAL SKILLS COURSES					
Sr.#	COURSE TITLE	DEPARTMENT	FY 2020-21	TRAINERS	DATES
1	Certification Course on Welding (API 1104) Sub-ordinates	Distribution	02 nd	To be decided by GM (QA)	07 th to 09 th
2	HSE Manual	HSE	03 rd	To be decided by GM (HSE)	07 th & 08 th
3	Calibration ,Flow Proving & Measurement Technologies Used in Gas Meters & EVCs	Metering	03 rd	Mr. Faisal Ali Sadiq DCE (Metering)	09 th & 10 th
4	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	02 nd	Syed Fahad Ali Sr. Engineer (UFG)	14 th & 15 th
5	Advanced Pipeline Design And Simulation	Projects	03 rd	Mr. Saulat Rashid Lone DCE (LPG/LNG)	14 th & 15 th
6	Contract Management	Procurement	01 st	To be decided by GM (Procurement)	14 th & 15 th
7	Project Management	Distribution	03 rd	Mr. Kashif Saleem Butt DCE (HSE)	16 th & 17 th
8	License of SNGPL	RA	04 th	Mr. Kamran Akram GM (RA)	18 th
9	Understanding Electronic Volume Corrector (EVC)	Metering	01 st	To be decided by GM (Metering)	21 st & 22 nd
10	Risk Management Framework of SNGPL	Risk Management	04 th	To be decided by GM (Risk Management)	21 st & 22 nd
11	Hands on Training – P.E in Distribution (D2513) for Subordinates	Distribution	02 nd	Mr. TalatMehmood Sr. Engineer (QA)	21 st to 23 rd
12	First Aid and CPR	HSE	02 nd	Dr. HumaTabassum OH(Consultant)	23 rd & 24 th
13	Customer Services	CS	03 rd	To be decided by GM (CS)	28 rd
IT COURSES					
14	MS Excel (Executives)	IT/MIS	03 rd	Mr. M. Rizwan Sr. Officer (T&D)	07 th & 08 th
15	MS Excel (Sub-ordinates)		03 rd	Mr. M. Rizwan Sr. Officer (T&D)	11 th
16	Advance MS Excel (Executives)		03 rd	Mr. M. Rafaqat Exec. Officer (IT/MIS)	16 th & 17 th
17	MS Word (Executives)		03 rd	Mr. Ayyaz Sr. Officer (IT/MIS)	24 th & 25 th
SOFT SKILLS COURSES					
18	Negotiation Skills	SNGTI	01 st	Mr. M. Usman Iftikhar Sr. Officer (T&D)	07 th & 08 th
19	Business Communication II		04 th	Mr. Usman Salim Officer (T&D)	09 th & 10 th
20	Conflict Management		03 rd	Mr. Waqas M. Qureshi GM (T&D)	16 th & 17 th
21	Business Communication I (Executive)		02 nd	Mr. Usman Salim Officer (T&D)	17 th & 18 th
22	Leadership Skills		05 th	Mr. M. Usman Iftikhar Sr. Officer (T&D)	21 st & 22 nd
23	Business Communication I (Sub-ordinates)		02 nd	Mr. Ali Raza Awan Executive Officer (T&D)	24 th & 25 th
24	Leadership Skills		04 th	Mr. M. Usman Iftikhar Sr. Officer (T&D)	28 th & 29 th
25	Handling Difficult People		01 st	Mr. UsmanSalim Officer (T&D)	29 th & 30 th
MANDATORY PROMOTIONAL COURSE					
26	53rd Executive Development Program	SNGTI	01st	SNGTI / HODs	21st June to 15th July 2021

In view 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