



TECHNICAL SKILLS COURSES						
Sr. #	Course Title	SME From	Total Sessions	Sessions 18-19	Trainers	Dates
1	Advance Pipeline Design & Simulation	Project	19 th	4 th	Mr. Sualat Rashid Lone DCE (LPG/LNG)	4 th & 5 th
2	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	60 th	11 st	Mr. Jahanzaib khan DCE -(UFGC)	4 th & 5 th
3	Project Management	Projects	8 th	7 th	Mr. Kashif Saleem Butt Sr. Engineer (HSE)	4 th & 5 th
4	Certification Course on Welding (API 1104) For Subordinates	Q.A	65 th	15 th	To be Decided by GM (Q.A)	4 th to 6 th
5	Advance Gas Measurement Techniques	Metering	31 st	10 th	Mr. Faisal Ali Sadiq DCE (Metering)	6 th & 7 th
9	Material cataloging and inventory data cleansing	Store	-	1 st	Mr Osman Saleem DCO Stores	6 th & 7 th
7	Defensive Driving	HSE	43 rd	13 rd	Mr. Rizwan Nasim Sr. Engineer (HSE)	8 th
8	Plumbing for Distribution	M.C	31 st	15 th	Mr. Rao Javad Iqbal DCE (M.C)	11 st to 13 rd
9	First Aid & CPR	HSE	87 th	10 th	Dr. Huma Tabassum OH(Consultant)	11 st & 12 nd
10	Meter Reading / Inspection for meter readers and field metering staff	Metering	-	01	Mr Omer Mohi-ud-din DCE (Metering)	11 th & 12 th
11	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	13 rd	6 th	Mr. Rehan Amjad DCE (Q.A)	14 th & 15 th
12	Customer Services Department Personnel Training Program	CS	8 th	8 th	Mr. Naveed Ashraf CE (CS-South)	15 th
13	Certification Course on Welding (API 1104) For Executive	Q.A	15 th	8 th	Mr. Kh. Amir Hayat Sr. Engineer (Q.A)	18 th & 19 th
14	Gas Regulator in Distribution	Distribution	9 th	10 th	Mr. Taskin UL Islam Hashim DCE-(DIST)	18 th & 19 th
15	Achieving Zero Accident Goal Through Proactive Safety	HSE	29 th	15 th	Mr. Sohail Shahzad DCE (HSE)	20 th & 21 st
16	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	66 th	14 th	Mr. Talat Mahmood Sr. Engineer (Q.A)	20 th to 22 th
17	Internal Auditing Technique	Audit	0	01 st	To be Decided by SGM (Audit)	25 th & 26 th
18	Plumbing for Distribution	M.C	31 st	14 th	Mr. Rao Javad Iqbal DCE (M.C)	25 th to 27 th
19	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	60 th	8 th	Mr Syad Fahad Ali Executive Engineer (UFG)	25 th & 26 th
20	HSE Manual	HSE	18 th	6 th	Ms. Asma Maqbool Sr. Engineer (HSE)	27 th & 28 th
21	Distribution Manual	Dist	9 th	2 nd	To be Decided by SGM (D)	27 th & 28 th
22	Fire Prevention	HSE	43 rd	12 nd	Mr. Hashim Sr. Engineer (HSE)	29 th
IT/MIS COURSES						
23	Oracle Inventory Module EMR/EMRV	IT/MIS	9 th	9 th	Mr. Mohsin Laang Officer (IT/MIS)	4 th & 5 th
24	Introduction to MS Word For Subordinate		16 th	15 th	Mr. Ayyaz Senior Officer (IT/MIS)	6 th & 7 th
25	Introduction to MS Word For Executive		67 th	7 th	Mr. M. Rafaqat Officer (IT/MIS)	11 st & 12 nd
26	Advance Excel For Executive		21 th	14 th	Mr. M. Rafaqat Officer (IT/MIS)	13 rd & 14 th
27	Introduction to Excel For Subordinates		21 st	12 nd	Mr. Rizwan Executive Officer (IT/MIS)	18 th & 19 th
SOFT SKILLS COURSES						
28	Business Communication I		9 th	15 th	Mr. Usman Salim Officer. (T&D)	6 th & 7 th
29	Principle Of Management		23 rd	6 th	Mr. Usman Salim Officer (T&D)	11 th & 12 th
30	Team Work		43 rd	14 th	Mr. Asad Fawad Executive Officer (T&D)	13 rd & 14 th
31	Decision Making & Problem Solving		14 th	10 th	Mr. Usman iftikhar Sr. Officer (T&D)	13 rd & 14 th
32	Risk Management		5 th	6 th	Dr.samnan Ali	19 th & 20 th
33	Presentation Skills		8 th	9 th	Mr. Usman iftikhar Sr. Officer (T&D)	20 th & 21 st
34	Business Communication II		43 rd	15 th	Mr. Usman Salim Officer (T&D)	20 th & 21 st
35	Time & Stress Management		10 th	14 th	Mr. Asad Fawad Executive Officer (T&D)	21 st & 22 nd
36	Strategic Management		07 th	6 th	Mr. Usman Iftikhar Sr. Officer (T&D)	27 th & 28 th