



SNGTI TRAINING SCHEDULE

March, 2021



| TECHNICAL SKILLS COURSES | | | | | | |
|--------------------------|--|-----------------|--|------------------|--|-------------------------------------|
| Sr.# | COURSE TITLE | DEPARTMENT | | FY 2020-21 | TRAINERS | DATES |
| 1 | Pipeline Integrity Management | Corrosion | | 01 st | To be decided by GM (Corrosion) | 01 st & 02 nd |
| 2 | Project Management | Distribution | | 02 nd | Mr. Kashif Saleem Butt DCE (HSE) | 03 rd & 04 th |
| 3 | Calibration ,Flow Proving & Measurement Technologies Used in Gas Meters & EVCs | Metering | | 02 nd | Mr. Faisal Ali Sadiq DCE (Metering) | 08 th & 09 th |
| 4 | UFG Controllable & Uncontrollable Factors for Executives | UFG-C | | 01 st | Syed Fahad Ali Sr. Engineer (UFG) | 10 th & 11 th |
| 5 | License of SNGPL | RA | | 03 rd | Mr. Kamran Akram GM (RA) | 12 th |
| 6 | CC&B (Billing) | Billing | | 02 nd | Mr. Sajid Javed CE (Billing) | 15 th & 16 th |
| 7 | HSE Manual | HSE | | 02 nd | To be decided by GM (HSE) | 15 th & 16 th |
| 8 | Advanced Pipeline Design And Simulation | Projects | | 02 nd | Mr. Saulat Rashid Lone DCE (LPG/LNG) | 18 th & 19 th |
| 9 | Customer Services | CS | | 02 nd | To be decided by GM (CS) | 22 nd |
| 10 | Risk Management Framework of SNGPL | Risk Management | | 03 rd | To be decided by GM (Risk Management) | 24 th & 25 th |
| 11 | First Aid and CPR | HSE | | 01 st | Dr. Huma Tabassum OH(Consultant) | 30 th & 31 st |
| IT COURSES | | | | | | |
| 12 | MS Excel (Sub-ordinates) | IT/MIS | | 02 nd | Mr. M. Rizwan Sr. Officer (T&D) | 05 th |
| 13 | Advance MS Excel (Executives) | | | 02 nd | Mr. M. Razaqat Exec. Officer (IT/MIS) | 08 th & 09 th |
| 14 | MS Excel (Executives) | | | 02 nd | Mr. M. Rizwan Sr. Officer (T&D) | 25 th & 26 th |
| 15 | MS Word (Executives) | | | 02 nd | Mr. Ayyaz Sr. Officer (IT/MIS) | 30 th & 31 th |
| SOFT SKILLS COURSES | | | | | | |
| 16 | Principles of Management | T&D | | 03 rd | Mr. Usman Salim Officer (T&D) | 01 st & 02 nd |
| 17 | Leadership Skills | | | 03 rd | Mr. M. Usman Iftikhar Sr. Officer (T&D) | 03 rd & 04 th |
| 18 | Business Communication II | | | 03 rd | Mr. Usman Salim Officer (T&D) | 08 th & 09 th |
| 19 | Problem Solving & Decision Making | | | 02 nd | Mr. Usman Iftikhar Sr. Officer (T&D) | 10 th & 11 th |
| 20 | Business Communication I (Executive) | | | 01 st | Mr. Usman Salim Officer (T&D) | 15 th & 16 th |
| 21 | Conflict Management | | | 02 nd | Mr. Waqas M. Qureshi GM (T&D) | 17 th & 18 th |
| 22 | Business Communication I (Sub-ordinates) | | | 02 nd | Mr. Ali Raza Awan Executive Officer (T&D) | 24 th & 25 th |
| 23 | Leadership Skills | | | 04 rd | Mr. M. Usman Iftikhar Sr. Officer (T&D) | 29 th & 30 th |

In view of the ongoing pandemic, preventive measures related to personal hygiene and social distancing, which 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