



SNGTI TRAINING SCHEDULE May, 2018



Technical Skills Courses						
Sr.#	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	Inventory Management	Store	1 st	01	To be decided by GM Store	2 nd & 3 rd
2	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	51 st	10	Mr. Jahan Zaib khan Deputy Chief -UFGC	2 nd & 3 rd
3	Certification Course on Welding (API 1104) For Subordinates	Q.A	56 th	10	As Decided By GM Q.A	2 nd & 4 th
4	Finance For Non Finance Executive	Finance	2 nd	01	Mr. Raheel Farooq Chief Accountant	4 th
5	Fire Prevention	HSE	35 th	11	Mr. Hashim Executive Engineer(HSE)	4 th
6	First Aid & CPR	HSE	80 th	11	Dr. Huma Tabassum OH(Consultant)	7 th & 8 th
7	Training on Energy Efficiency Audits	HSE	1 st	01	Dr. Sajid Hassan	7 th & 9 th
8	Plumbing for Distribution	M.C	22 nd	10	Mr. Rao Javad Iqbal DCE (M.C)	7 th to 9 th
9	Achieving Zero Accident Goal Through Proactive Safety	HSE	20 th	11	Mr. Sohail Shahzad DCE (HSE)	9 th & 10 th
10	Defensive Driving	HSE	34 th	10	Mr. Waheeb Iftikhar Executive Engineer	11 th
11	Certification Course on Welding (API 1104) For Executives	Q.A	11 st	10	Mr. Kh. Amir Hayat Executive. Engineer. (QA)	10 th & 11 th
12	Operation and Maintenance Manual – HSE	HSE	8 th	01	Mr. Farrukh Majeed Bala GM (HSE)	14 th & 15 th
13	UFG Controllable & Uncontrollable Factors for sub-ordinates	UFG-C	51 st	10	Mr. Jahan Zaib khan Deputy Chief -UFGC	14 th & 15 th
14	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	58 th	10	Mr. Talat Mahmood Executive Engineer (Q.A)	14 th to 16 th
15	Project Management	Projects	1 st	1 st	Mr. Ammar Faisal DCE	16 th & 17 th
16	Hands on Training - P.E in Distribution (D 2513) For Executives	QA	09 th	07	Mr. Rehan Amjad Senior Engineer (Q.A)	17 th & 18 th
17	Gas Regulator in Distribution	Distribution	1 st	01	Mr. Taskin UL Islam Hashmi Deputy Chief Engineer	21 th & 22 th
18	Emergency Audit Methodologies	Audit	1 st	01	To be decided by SGM Audit	23 th & 24 th
19	Remote Monitoring Of CP Station	Corr	1 th	01	Mr. Faizan Akran Engineer (Corr)	23 th & 24 th
IT Skills Courses						
20	CC&B Sales Perspective	SNGTI	24 th	07	Mr. Azam DCO (Sales)	2 nd & 3 rd
21	Introduction to MS Excel For Executives		59 th	11	Mr. M. Razaqat Officer (IT/MIS)	7 th & 8 th
22	CC&B Sales Perspective		24 th	07	Mr. Azam DCO (Sales)	9 th & 10 th
23	Introduction to MS Excel for Subordinates		58 th	11	Mr. M. Razaqat Sr. Officer (IT/MIS)	14 th & 15 th
24	Introduction to MS Word For Subordinate		7 th	06	Mr. Ayyaz DCO IT/MIS	21 st & 22 nd
25	Advance Excel For Executive		12 nd	10	Mr. M. Razaqat Officer (IT/MIS)	24 th & 25 th
Skills Courses						
26	Strategic Management	SNGTI	4 th	04	Mr. Usman Iftikhar Sr. Officer (T&D)	2 th & 3 th
27	Professional Ethics & Moral Values		08 th	07	Mr. Waqas M. Qureshi General Manager (T&D)	4 th
28	Time & Stress Management Sub-ordinate		1 st	02	Mr. Asad Fawad Executive Officer (T&D)	7 th & 8 th
29	Interpersonal Skills		35 th	02	Mr. Waqas M. Qureshi General Manager (T&D)	9 th & 10 th
30	Leadership		27 nd	07	Mr. Usman Iftikhar Sr. Officer (T&D)	14 th & 15 th
31	Business Communication I Sub-ordinate		1 st	02	Mr. Usman Salim Officer. (T&D)	16 th & 17 th
32	Presentation Skills		30 th	04	Mr. Usman Iftikhar Sr. Officer (T&D)	21 st & 22 nd
33	Handling Difficult People		12 nd	01	Mr. Usman Salim Officer. (T&D)	21 st & 22 th
34	Team Work for Sub -Ordinates		36 th	08	Mr. Asad Fawad Executive Officer (T&D)	23 rd & 24 th
35	Total Quality Management		1st	1	Mr. Asad Fawad Executive Officer (T&D)	25th