



TECHNICAL SKILLS COURSES						
Sr. #	Course Title	SME From	Total Sessions	Sessions 18-19	Trainers	Dates
1	Billing Policies and Procedure	Billing	08 th	01 th	Mr. Sajid Javed DCE (Billing)	2 nd & 3 rd
2	First Aid and CPR	HSE	88 th	11 th	Dr Huma Tabassum OH(Consultant)	2 nd & 3 rd
3	Certification Course on Welding (API 1104) For Executive	Q.A	17 th	10 th	Kh. Amir Hayat Sr. Engineer (Q.A)	2 nd & 3 rd
4	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	62 th	13 th	Mr. Jahanzaib khan DCE -(UFGC)	6 th & 7 th
5	Meter Reading / Inspection for meter readers and field metering staff	Metering	1 st	2 nd	Mr. Omer Mohi-ud-din DCE (Metering)	6 th & 7 th
6	Certification Course on Welding (API 1104) For Subordinates	Q.A	67 th	17 th	To be Decided by GM (Q.A)	6 th to 8 th
7	HSE Manual	HSE	19 th	7 th	Ms. Asma Maqbool Sr. Engineer (HSE)	8 th & 9 th
8	PPRA Rules	Coord	14 th	5 th	Mr. Sulaman Rasheed Sr. Officer Coord	8 th & 9 th
9	Fire Prevention	HSE	3 rd	4 th	Mr. Hashim Senior Engineer (HSE)	10 th
10	UFG Controllable & Uncontrollable Factors for Sub-ordinates	UFG-C	62 nd	10 th	Syed Fahad Ali Executive Engineer (UFGC)	15 th & 16 th
11	Achieving Zero Accident Goal Through Proactive Safety	HSE	31 th	17 th	Mr. Sohail Shahzad DCE (HSE)	20 th & 21 st
12	Gas Regulator in Distribution	Distribution	11 th	12 th	Mr. Taskin UL Islam Hashim DCE-(DIST)	22 nd & 23 rd
13	Gas Measurement Technique	Metering	27 th	11 th	Mr. Faisal Ali Sadiq DCE (Metering)	22 nd & 23 rd
14	Customer Services Department Personnel Training Program	CS	11 th	10 th	Mr. Naveed Ashraf CE (CS-South)	24 th
IT/MIS COURSES						
15	Oracle Inventory Module EMR/EMRV	IT/MIS	12 th	11 th	Mr. Mohsin Laang Officer (IT/MIS)	2 nd & 3 rd
16	Introduction to MS Word For Executive		6 th	9 th	Mr. M. Rafaqat Officer (IT/MIS)	6 th & 7 th
17	Advance Excel For Executive		23 rd	16 th	Mr. M. Rafaqat Officer (IT/MIS)	13 th & 14 th
18	Introduction to Excel For Subordinates		23 rd	14 th	Mr. Rizwan Executive Officer (IT/MIS)	20 th & 21 st
SOFT SKILLS COURSES						
19	Handling Difficult People		21 st	10 th	Mr. Usman Salim Officer (T&D)	2 nd & 3 rd
20	Team Work		45 th	16 th	Mr. Asad Fawad Executive Officer (T&D)	6 th & 7 th
21	Business Communication I		11 th	17 th	Mr. Usman Salim Officer. (T&D)	9 th & 10 th
22	Decision Making & Problem Solving		16 th	12 th	Mr. Usman Iftikhar Sr. Officer (T&D)	8 th & 9 th
23	Time & Stress Management		12 th	16 th	Mr. Asad Fawad Executive Officer (T&D)	13 th & 14 th
24	Conflict Management		19 th	4 th	Mr. Waqas M. Qureshi GM(T&D)	15 th & 16 th
25	Business Communication II		45 th	17 th	Mr. Usman Salim Officer (T&D)	16 th & 17 th
26	Team Work		45 th	16 th	Mr. Asad Fawad Executive Officer (T&D)	27 th & 28 th
27	Change Management		29 th	5 th	Mr. Waqas M. Qureshi GM(T&D)	29 th & 30 th
28	Principle of Management		25 th	8 th	Mr. Usman Salim Officer (T&D)	30 th & 31 st
29	Leadership Skills		30 th	11 th	Mr. Usman Iftikhar Sr. Officer (T&D)	30 th & 31 st