



SNGTI TRAINING SCHEDULE-MAY 2016



Sr.#	Course Title	Sponsor Dept	Session	Trainers	Dates
Department Specific					
1	Gas Control Training (Two Batches)	SNGTI/Gas Control	3 rd	Mr. Mussadiq Ghazi Sr. Engr.(T)	2 nd to 4 th 9 th to 20 th
2	CC&B Billing Perspective	Billing	13 th	Mr. Sajid Javed Sr. Eng. (Billing)	2 nd & 3 rd
3	Urdu Drafting	IT/MIS	6 th	Mr. Khalid Mahmood Sr.Officer IT/MIS	4 th & 5 th
4	Fire Prevention	HSE	14 th	Mr. Hashim Exec. Engr. (HSE)	6 th
5	Budget Preparation & Control	Finance	7 th	Mr. Raheel Farooq Chief Accountant (F)	9 th & 10 th
6	Cathodic Protection Techniques	Corr.	3 rd	Mr. Rashid Ishaque Sr. Engineer (Corr.)	9 th & 10 th
7	UFG controllable and Uncontrollable Factors	SNGTI	27 th	Mr. Jehanzeb Khan Sr. Engr. (UFG)	12 th & 13 th
8	Advance Gas Measurement Techniques	Metering	2 nd	Mr. Faisal Ali Sadiq Sr. Engr. (Metering)	16 th & 17 th
9	Certification Course on Polyethylene in Distribution (D 2513)	SNGTI	34 th	Mr. Ahmad Saeed Dy. Chief EngrLhr (D)	18 th to 20 th
10	First Aid & CPR	HSE	56 th	Dr. Huma Tabassum (OH Consultant)	19 th & 20 th
11	Urdu Drafting	IT/MIS	7 th	Mr. Khalid Mahmood Sr.Officer IT/MIS	23 rd & 24 th
12	Certification Course on Welding (API 1104)	SNGTI	32 nd	Mr. Talat Mahmood Exec. Engr. (QA)	23 rd to 27 th
13	Gas Metering (EVC, Gas Pilferage Volume)	Distribution	6 th	Mr. RizwanMehtar Ali Exec.Engineer	30 th & 31 st
Soft Skills					
14	Negotiation Skills	SNGTI	8 th	Mr. Usman Iftikhar Exe. Officer(T&D)	2 nd & 3 rd
15	Presentation Skills		23 rd	Mr. Waqas M. Qureshi Chief Officer(T&D))	4 th & 5 th
16	Business Communication-I		46 th	Mr. Asad Fawad Officer(T&D))	10 th & 11 th
17	Interpersonal Skills		27 th	Mr. Waqas M. Qureshi Chief Officer(T&D))	11 th & 12 th
18	Introduction to Ms Word		33 rd	Mr. Ali Abbas Officer (Ops) Gr-III	16 th & 17 th
19	Time & Stress Management		15 th	Mr. Asad Fawad Officer(T&D)	18 th & 19 th
20	Business Communication-I (Subordinates)		21 st	Mr. Asad Fawad Officer(T&D))	24 th & 25 th
21	Interpersonal Skills (Subordinates)		28 th	Mr. Waqas M. Qureshi Chief Officer(T&D))	25 th & 26 th
22	Introduction to MS Excel		35 th	Mr. Rafaqat Ali Officer Gr-II	25 th & 26 th
23	Business Communication-II (Subordinates)		21 st	Mr. Usman Iftikhar Exe. Officer(T&D)	30 th & 31 st
Guest Speaker					
24	Leadership Skills	SNGTI	10 th	Mr. Laiqur Rehman Deputy GM (PIM)	9 th & 10 th 12 th & 13 th
25	Project Management	SNGTI	12 th	Mr. AzharSaif EX.GM (T&D)	26 th & 27 th