



SNGTI TRAINING SCHEDULE-NOVEMBER2015 - TENTATIVE

Sr. #	Course Title	Sponsor Deptt	Session	Trainers	Dates
DEPARTMENT SPECIFIC					
1	Orientation for Newly Inducted Executives	SNGTI	10 th	SNGTI Faculty / HODs	2 nd to 6 th
2	Orientation for Newly Inducted Executives	SNGTI	11 th	SNGTI Faculty / HODs	10 th to 13 th
3	Orientation for Newly Inducted Executives	SNGTI	12 th	SNGTI Faculty / HODs	16 th to 20 th
3	Oracle Financial – Accounts Payable	IT/MIS	10 th	Mr. Saifullah Officer (Ops) Gr-III	2 nd & 3 rd
4	Pipeline Integrity Management	Corr.	11 th	Mr. Amjad Mumtaz GM (FSD-D)	5 th & 6 th
5	Budget Preparation & Control	Finance	6 th	Mr. Raheel Farooq Chief Accountant (F)	5 th & 6 th
6	Gas Measurement Techniques	Metering	7 th	Mr. Faisal Ali Sadiq Sr. Engr. (Metering)	10 th & 11 th
7	Certification Course on Polyethylene in Distribution (D 2513)	SNGTI	28 th	Mr. Azhar Rashid (CE Coordination)	11 th to 13 th
8	CC&B Sales Perspectives	Sales	16 th	Mr. Muhammad Azam Sr. Officer (Sales)	16 th & 17 th
9	UFG controllable and Uncontrollable Factors	SNGTI	22 nd	Mr. Jamshed Riaz Sr. Engr. (UFG)	18 th & 19 th
10	Certification Course on Welding (API 1104)	SNGTI	26 th	Mr. Talat Mahmood Exec. Engr. (QA)	23 rd to 27 th
11	First Aid & CPR	HSE	50 th	Dr. Huma Tabassum (OH Consultant)	26 th & 27 th
12	Fire Prevention	HSE	10 th	Mr. Hashim Exec. Engr. (HSE)	30 th
SOFT SKILLS					
13	Oracle Medical Module	SNGTI	2 nd	Mr. Usman Munir Officer (App. Dev) Gr-III	11 th
14	Oracle Attendance Module		2 nd	Mr. Ali Abbas Officer (Ops) Gr-III	12 th
15	Customer Service		1 st (New)	Mr. Mohammad Asim Dy. Chief Officer (T&D)	12 th & 13 th
16	Interpersonal Skills		24 th	Mr. Waqas M. Qureshi Chief Officer (T&D)	18 th & 19 th
17	Introduction to MS Excel		30 th	Mr. Razaqat Ali Officer Gr-II	19 th & 20 th
18	Introduction to MS Word		27 th	Mr. Ali Abbas Officer (Ops) Gr-III	24 th & 25 th
19	Business Communication - II		17 th	Mr. Mohammad Asim Dy. Chief Officer (T&D)	24 th & 25 th
20	Conflict Management		16 th	Mr. Waqas M. Qureshi Chief Officer (T&D)	25 th & 26 th
GUEST SPEAKERS					
21	International Financial Reporting Standards	SNGTI	2 nd	Mr. Muhammad Maqbool	17 th & 18 th