



SNGTI TRAINING SCHEDULE NOVEMBER, 2016



Sr. #	Course Title	Sponsor Department	Session	Trainers	Dates
1	CC&B Sales Perspective	Sales	16 th	Mr. Muhammad Azam Sr. Officer Sales	1 st – 2 nd
2	Budget Preparation & Control	Finance	08 th	Mr. Raheel Farooq Chief Accountant Finance	1 st – 2 nd
3	Plumbing for Distribution	SNGTI	2 nd	Mr. Rao Javed Iqbal Sr. Engr. (CCC)	2 nd – 4 th
4	Billing Policies & Procedures	Billing	05 th	Mr. Sajid Javed Dy. Chief Officer Billing	7 th – 8 th
5	UFG Controllable & Uncontrollable Factors	SNGTI	33 rd	Mr. Jehanzaib Khan Sr. Engineer – UFGC	7 th – 8 th
6	SNGPL SCADA System	Telecom	04 th	Mr. Asad Abbas Kazmi Dy. Chief Engineer Telecom	9 th – 10 th
7	First Aid & CPR	HSE	62 nd	Dr. Huma Tabassum OH Consultant	9 th – 10 th
8	Defensive Driving	HSE	17 th	Mr. Waheeb Iftikhar Exec. Engineer HSE	11 th
9	Pipeline Integrity Management	Corrosion	08 th	Mr. Amjad Mumtaz GM Distribution	14 th – 15 th
10	Hands on Training - P.E in Distribution (D 2513)	SNGTI	40 th	Mr. Ahmed Saeed Asghar Dy. Chief Engineer (Dist)	16 th – 18 th
11	Urdu Drafting	IT/MIS	17 th	Mr. Khalid Mehmood Sr. Officer (IT/MIS)	17 th – 18 th
12	Certification Course on Welding (API 1104)	SNGTI	38 th	Mr. Talat Mehmood Exe. Engineer (QA)	21 st – 25 th
Soft Skills					
13	Negotiation Skills		08 th	Mr. Usman Iftikhar Executive Officer (T&D)	07 th -08 th
14	Presentation Skills		24 th	Mr. Waqas M. Qureshi Chief Officer (T&D)	9 th – 10 th
15	Conflict Management		12 th	Mr. Waqas M. Qureshi Chief Officer (T&D)	16 th -17 th
16	Time & Stress Management		21 st	Mr. Asad Fawad Officer (T & D)	16 th -17 th
17	Introduction to MS Word		39 th	Mr. Ali Abbas Officer (IT/MIS)	21 st -22 nd
18	Customer Services		19 th	Mr. Usman Iftikhar Executive Officer (T&D)	22 nd -23 rd
19	Business Communication -I		47 th	Asad Fawad Officer (T & D)	23 rd -24 th
20	Introduction of MS Excel		41 st	Mr. Razaqat Ali Officer (IT/MIS)	28 th – 29 th
21	Decision Making & Problem Solving		04 th	Mr. Usman Iftikhar Executive Officer (T&D)	29 th -30 th