



SNGTI TRAINING SCHEDULE NOVEMBER, 2017



Technical Skills Courses						
Sr.#	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	40 th EDP	SNGTI	39 th	1	SNGTI Faculty / HODs	30 th Oct to 23 th Nov
2	Fire Prevention	HSE	30 th	05	Mr. Hashim Executive Engineer (HSE)	1 st
3	Plumbing for Distribution	M.C	16 th	04	Mr. Rao Javed Iqbal Sr. Engr. (M.C)	1 st to 3 rd
4	Certification Course on Welding (API 1104) For Executives	Q.A	05 th	04	Mr. Kh. Amir Hayat Exe. Engineer (QA)	6 th &7 th
5	Certification Course on Welding (API 1104) For Subordinates	Q.A	50 th	04	As Decided By GM Q.A	8 th to 10 th
6	Defensive Driving	HSE	29 th	05	Mr. Waheeb Iftikhar Executive Engineer	13 th
7	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	52 nd	04	Mr. Talat Mahmood Executive Engineer (Q.A)	15 th to 17 th
8	Achieving Zero Accident Goal Through Proactive Safety	HSE	14 th	05	Mr. Sohail Shahzad Sr. Engineer (HSE)	16 th &17 th
9	Pipeline Design & Simulation	Projects	15 th	1	Mr. Saulat Rashid Lone Sr. Engineer LNG/LPG	20 th & 21 th
10	CC&B Billing	Billing	17 th	-	Muhammad Riaz GM (IT/MIS)	20 th & 21 th
11	Maintenance of Gas Distribution Network	Dist.	1 st	-	Mr. Rumman Omar Dy. Chief Engineer (Dist.)	23 th & 24 th
12	Gas Measurement Techniques	Metering	17 th	1	Mr. Faisal Ali Sadiq Sr. Engineer (Met)	23 th & 24 th
13	Billing Policies & Procedures	Billing	08 th	1	Mr. Sajid Javed Dy. Chief Engineer	23 th & 24 th
14	CC&B Sale	Sales	18 th	-	Hafiz M Azam Sr. Officer Sales	27 th & 28 th
15	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	04 th	03	Mr. Rehan Amjad Senior Engineer (Q.A)	27 th to 29 th
16	UFG Controllable & Uncontrollable Factors	UFG-C	45 th	04	Mr. Jehanzaib Khan Sr. Engineer – UFGC	29 th & 30 th
17	First Aid & CPR	HSE	74 th	05	Dr. Huma Tabassum OH Consultant	29 th & 30 th
IT Skills Courses						
18	MS Excel for Subordinates	IT/MIS	53 rd	05	Mr. M. Razzaq Sr. Officer (IT/MIS)	1 st & 2 nd
19	Introduction to MS Word For Executives		1 st	-	Mr. Ayyaz Sr. Officer IT/MIS	6 th &7 th
20	Advance Excel For Subordinates		03 rd	03	Mr. M. Rizwan Executive Officer (IT/MIS)	9 th &10 th
21	Advance Excel For Executives		6 th	4	Mr. Rafaqat Officer (IT/MIS)	13 th & 14 th
22	MS Excel For Executives		53 rd	05	Mr. M. Rafaqat Officer (IT/MIS)	15 th & 16 th
23	Introduction to MS Word For Subordinates		31 st	05	Mr. Ayyaz Sr. Officer IT/MIS	23 th & 24 th
Soft Skills Courses						
24	Time & Stress Management	SNGTI	53 rd	05	Mr. Asad Fawad Officer (T&D)	01 st & 02 nd
25	Leadership Skills		22 th	03	Mr. Usman Iftikhar Exec. Officer (T&D)	02 nd & 03 rd
26	Initiative & Drive		27 th	-	Mr. Asad Fawad Officer (T&D)	7 th & 8 th
27	Principles of Management		17 th	05	Mr. Usman Saleem Officer (T&D)	8 th & 9 th
28	Professional Ethics & Moral Values		03 rd	2	Mr. Waqas M. Qureshi General Manager (T&D)	9 th
29	Customer Service		23 rd	03	Mr. Usman Iftikhar Exec. Officer (T&D)	13 th & 14 th
30	Conflict Management		17 th	06	Mr. Waqas M. Qureshi General Manager (T&D)	14 th & 15 th
31	Time & Stress Management		54 th	06	Mr. Asad Fawad Officer (T&D)	15 th & 16 th
32	Presentation Skills		28 th	02	Mr. Usman Iftikhar Exec. Officer (T&D)	16 th & 17 th
33	Business Communication II		59 th	05	Mr. Usman Saleem Officer (T&D)	20 th & 21 st
34	Business Communication - I		59 th	05	Mr. Usman Saleem Officer (T&D)	27 th & 28 th