



TECHNICAL SKILLS COURSES						
Sr.#	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	56 th	15 th	Mr. Jahan Zaib khan DCE -UFGC	1 st & 2 nd
2	Certification Course on Welding (API 1104) For Executive	Q.A	11 th	10 th	Mr. Kh. Amir Hayat Sr. Officer (Q.A)	1 st & 2 nd
3	48 th EDP	SNGTI	47 th	08	SNGTI Faculty / HODs	5 th to 30 th
4	Gas Measurement Techniques	Metering	27 th	11 th	Mr. Faisal Ali Sadiq DCE Metering	5 th & 6 th
5	Certification Course on Welding (API 1104) For Subordinates	Q.A	61 th	15 th	As Decided By GM Q.A	5 th to 7 th
6	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	9 th	7 th	Mr. Rehan Amjad Sr. Engineer (Q.A)	8 th & 9 th
7	Defensive Driving	HSE	39 th	15 th	Mr. Rizwan Nasim Sr. Officer HSE	9 th
8	Customer Services Department Personnel Training Program	CS	3 rd	4 th	Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	9 th
9	HSE Manual	HSE	14 th	2 nd	Farukh Majeed Bala GM (HSE)	12 th & 13 th
10	Plumbing for Distribution	M.C	27 th	15 th	Mr. Rao Javed Iqbal DCE (M.C)	12 th to 14 th
11	Customer Services Department Personnel Training Program	CS	4 th	5 th	Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	16 th
12	Fire Prevention	HSE	39 th	15 th	Mr. Hashim Sr. Engineer	16 th
13	Gas Regulator in Distribution	Distribution	5 th	6 th	Mr. Taskin UL Islam Hashmi DCE-DIST	26 th & 27 th
14	Achieving Zero Accident Goal Through Proactive Safety	HSE	25 th	16 th	Mr. Sohail Shahzad DCE (HSE)	26 th & 27 th
15	Pipeline Design & Simulation	Projects	17 th	3 th	Mr. Saulat Rashid Lone Dce Lng/Lpg	26 th & 27 th
16	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	62 th	14 th	Mr. Talat Mahmood Sr. Engineer	26 th to 28 th
17	First Aid & CPR	HSE	83 th	14 th	Dr. Huma Tabassum OH(Consultant)	28 th to 29 th
IT/MIS COURSES						
18	Oracle Inventory Module eMR/eMRV	IT/MIS	5 th	6 th	Mr. Mohsin Laang Officer (Ops)	1 st & 2 nd
19	Introduction to MS Excel For Executives		64 th	16 th	Mr. M. Rafaqat Officer (IT/MIS)	5 th & 6 th
20	Introduction to MS Word For Subordinate		12 th	11 th	Mr. Ayyaz Senior Officer IT/MIS	7 th & 8 th
21	Advance Excel For Executive		17 th	15 th	Mr. M. Rafaqat Officer (IT/MIS)	12 th & 13 th
22	Introduction to MS Word For Executive		63 th	15 th	Mr. M. Ayyaz Senior Officer (IT/MIS)	14 th & 15 th
SOFT SKILLS COURSES						
23	Business Communication I		6 th	7 th	Mr. Usman Salim Officer. (T&D)	1 st & 2 nd
24	Conflict Management		19 th	8 th	Mr. Waqas M. Qureshi General Manager (T&D)	1 st & 2 nd
25	Team Work		40 th	12 th	Mr. Asad Fawad Executive Officer (T&D)	5 th & 6 th
26	Business Communication 2		39 th	12 th	Mr. Usman Salim Officer (T&D)	7 th & 8 th
27	Leadership Skills		24 rd	05	Mr. Usman iftikhar Sr. Officer (T&D)	7 th & 8 th
28	Presentation Skills		5 th	6 th	Mr. Usman Iftikhar Sr. Officer (T&D)	12 th & 13 th
29	Time & Stress Management		6 th	7 th	Mr. Asad Fawad Executive Officer (T&D)	14 th & 15 th
30	Handling Difficult People		19 th	8 th	Mr. Usman Salim Officer (T&D)	14 th & 15 th
31	Leadership Skills		23 rd	04	Mr. Usman Iftikhar Sr. Officer (T&D)	26 th & 27 th
32	Team Work		41 th	13 th	Mr. Asad Fawad Executive Officer (T&D)	28 th & 29 th
33	Professional Ethics & Moral Values		13 th	12 th	Mr. Waqas M. Qureshi General Manager (T&D)	30 th