



SNGTI TRAINING SCHEDULE NOVEMBER, 2019



TECHNICAL SKILLS COURSES

Sr.#	Course Title	SME From	Total Sessions	Sessions 19-20	Trainers	Dates
1	Customer Services Department Personnel Training Program	CS	19 th	05 th	Mr. Navied Ashraf CE (CS-South)	1 st
2	Defensive Driving	HSE	52 nd	05 th	Mr. Rizwan Nasim Sr. Engineer (HSE)	1 st
3	Remote Monitoring of CP Stations	Corrosion	02 nd	1 st	Mr. Faizan Akram Executive Engineer (Corr)	1 st
4	Calibration , Flow proving & Measurement Technologies used in Gas Meters EVCs	Metering	-	01 st	Mr. Faisal Ali Sadiq DCE (Metering)	4 th & 5 th
5	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	15 th	05 th	Syed Fahad Ali Executive Engineer (UFGC)	4 th & 5 th
6	Operations and Process of Accounts Department	Accounts	-	1 st	Mr. Muhammad Razzaq Accountant	4 th & 5 th
7	Hands on Training - P.E in Distribution (D 2513) for Subordinates	Q.A	75 th	05 th	Mr. Talat Mahmood Sr. Engineer (Q.A)	4 th to 6 th
8	Distribution Manual	Distribution	14 th	04 th	Mr. Kashif Javed DCE	6 th & 7 th
9	Underground Gas Leakage Detection and Data Management	Corrosion	04 th	01 st	Mr. Farrukh Haider Exec Engineer	6 th & 7 th
10	First Aid & CPR	HSE	71 st	01 st	Dr. Huma Tabassum OH (Consultant)	7 th & 8 th
11	Plumbing for Distribution	M.C	48 th	05 th	Rao Javaid Iqbal DCE (M.C)	7 th & 8 th
12	Gas Regulators in Distribution	Distribution	10 th	02 nd	Mr. Taskeen UL Islam Hashim DCE-(DIST)	12 th & 13 th
13	Achieving Zero Accident Goal Through Proactive Safety	HSE	42 nd	05 th	Mr. Sohail Shahzad DCE (HSE)	13 th & 14 th
14	Understanding Electronic Volume Corrector (EVC)	Metering	09 th	05 th	Miss Rabia Nisar Executive Engineer	14 th & 15 th
15	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	16 th	05 th	Mr. Rehan Amjad DCE (Q.A)	14 th & 15 th
16	HSE Manual	HSE	27 th	05 th	Ms. Asma Maqbool Sr. Engineer (HSE)	18 th & 19 th
17	Certification Course on Welding (API 1104) For Subordinates	Q.A	71 th	05 th	To be Decided by GM (Q.A)	19 th to 21 st
18	UFG Controllable & Uncontrollable Factors for Executive	UFG-C	65 th	03 rd	Mr. Jahanzaib khan DCE -(UFGC)	21 st & 22 nd
19	Fire Prevention	HSE	54 th	05 th	Mr. Hashim Senior Engineer (HSE)	22 nd
20	Meter Reading / Inspection for meter readers and field metering staff	Metering	06 th	05 th	Mr. Omer Mohi-ud-din DCE (Metering)	25 th & 26 th
21	Certification Course on Welding (API 1104) for Executive	Q.A	20 th	05 th	Kh. Amir Hayat Sr. Engineer (Q.A)	25 th & 26 th
22	Calibration , Flow proving & Measurement Technologies used in Gas Meters EVCs	Metering	1	02 nd	Mr. Faisal Ali Sadiq DCE (Metering)	28 th & 29 th

IT/MIS COURSES

23	Introduction to MS Excel for Subordinates	IT/MIS	78 th	05 th	Mr. Rizwan Executive Officer (IT/MIS)	12 th & 13 th
24	Advance Excel for Executive		36 th	04 th	Mr. M. Rafaqat Officer (IT/MIS)	19 th & 20 th
25	Introduction to MS Word for Subordinates		69 th	01 st	Mr. Ayyaz Khan Senior Officer (IT/MIS)	25 th & 26 th
26	Oracle Inventory Module EMR/EMRV		13 th	02 nd	Mr. Mohsin Laang Officer (IT/MIS)	28 th & 29 th

SOFT SKILLS COURSES

27	Principle of Management	SNGTI	28 th	04 th	Mr. Usman Salim Officer (T&D)	4 th & 5 th
28	Leadership skills		50 th	04 th	Mr. Usman Iftikhar Sr. Officer (T&D)	6 th & 7 th
29	Strategic Management		07 th	02 nd	Mr. Usman Iftikhar Sr. Officer (T&D)	12 th & 13 th
30	Business Communication II		54 th	05 th	Mr. Usman Salim Officer (T&D)	14 th & 15 th
31	Presentation Skills		44 th	04 th	Mr. Usman Iftikhar Sr. Officer (T&D)	18 th & 19 th
32	Conflict Management		29 th	02 nd	Mr. Waqas M. Qureshi GM (T&D)	20 th & 21 st
33	Business Communication I		54 th	8 th	Mr. Usman Salim Officer (T&D)	21 st & 22 th
34	Business Communication II		54 th	06 th	Mr. Usman Salim Officer (T&D)	25 th & 26 th
35	Team Work		48 th	01 st	Mr. Waqas M. Qureshi GM (T&D)	28 th & 29 th
36	Leadership skills		50 th	05 th	Mr. Usman Iftikhar Sr. Officer (T&D)	28 th & 29 th