

Technical Courses					
Sr.#	Course Title	Department	Sessions 20-21	Trainers	Dates
1	Risk Management Framework of SNGPL	Risk Management	01 st	To be decided by GM (Risk Mgt)	02 nd & 03 rd
2	Certification Course on Welding (API 1104) For Subordinates	Distribution/UF G	01 st	To be Decided by GM Q.A	02 nd to 04 th
3	Customer Services Department Personnel Training Program	CS	01 st	Mr. Navied Ashraf Chief Engineer (CS)	06 th
4	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	01 st	Syad Fahad Ali Executive Engineer UFG	09 th & 10 th
5	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Distribution	01 st	Mr. Talat Mehmood Sr. Engineer (QA)	09 th to 11 th
6	Fire Prevention	HSE	01 st	Mr. Hashim Sr. Engineer	13 th
7	Project Management	Distribution	01 st	Mr. Kashif Saleem Butt Sr. Engineer HSE	16 th & 17 th
8	CC&B Billing	Billing	01 st	Mr. Sajid Javed Chief Engineer (Billing)	16 th & 17 th
9	Plumbing for Distribution	Distribution	01 st	To be Decided by GM(QA)	16 th & 17 th
10	Budget Preparation & Control	Finance	01 st	To be decided by GM Finance	18 th & 19 th
11	License of SNGPL	RA	01 st	To be Decided by GM (RA)	23 rd
12	First Aid & CPR	HSE	01 st	Dr. Huma Tabassum OH (Consultant)	25 th & 26 th
13	Defensive Driving	HSE	01 st	To be decided by GM (HSE)	30 th
IT/MIS					
14	MS Excel For Sub-ordinate	IT/MIS	01 st	Mr. M. Rafaqat Officer (IT/MIS)	09 th & 10 th
15	Oracle Financial General Ledger		01 st	Mr. Ghulam Abbas Officer (IT/MIS)	11 th & 12 th
16	MS Word for Subordinates		01 st	Mr. Ayyaz Sr. Officer (IT/MIS)	23 rd & 24 th
Soft Skills					
17	Principle of Management		01 st	Mr. Usman Salim Officer (T&D)	04 th & 05 th
18	Leadership Skills		01 st	Mr. M. Usman iftikhar Sr. Officer (T&D)	09 th & 10 th
19	Change Management		01 st	Mr. Waqas M. Qureshi General Manager (T&D)	11 th & 12 th
20	Business Communication II		01 st	Mr. Usman Salim Officer (T&D)	18 th & 19 th
21	Negotiation Skills		01 st	Mr. Usman Iftikhar Sr. Officer (T&D)	25 th & 26 th

In view of the ongoing pandemic, preventive measures related to personal hygiene and social distancing, which are required to be followed in letter and spirit to control the spread of the infectious disease. Following measures are recommended for participants while attending Trainings at SNGTI.

1. Wash hands several times a day.
2. Avoid contact of your hands with face.
3. Avoid contact with other employees (shaking hands, hugging etc)
4. Keep a distance of 1.5 m from other employees.
5. Observe the instruction of using handkerchief and crook of arm when coughing/ sneezing.
6. Use/wearing of mask.
7. In case of having temperature participants shall not be allowed to attend any course.