



**SNGTI TRAINING SCHEDULE OCTOBER, 2017**



Technical Skills Courses						
Sr. #	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	Achieving Zero Accident Goal Through Proactive Safety	HSE	13 <sup>th</sup>	04	Mr. Sohail Shahzad Sr. Engineer (HSE)	03 <sup>rd</sup> & 04 <sup>th</sup>
2	Plumbing for Distribution	M.C	15 <sup>th</sup>	03	Mr. Rao Javed Iqbal Sr. Engr. (M.C)	03 <sup>rd</sup> to 05 <sup>th</sup>
3	Fire Prevention	HSE	29 <sup>th</sup>	04	Mr. Hashim Executive Engineer (HSE)	06 <sup>th</sup>
4	Certification Course on Welding (API 1104) For Executives	Q.A	04 <sup>th</sup>	03	Mr. Kh. Amir Hayat Exe. Engineer (QA)	09 <sup>th</sup> & 10 <sup>th</sup>
5	Billing Policies & Procedures	Billing	07 <sup>th</sup>	-	Mr. Sajid Javed Dy. Chief Engineer	09 <sup>th</sup> & 10 <sup>th</sup>
6	Certification Course on Welding (API 1104) For Subordinates	Q.A	49 <sup>th</sup>	03	As Decided By GM Q.A	11 <sup>th</sup> to 13 <sup>th</sup>
7	Defensive Driving	HSE	28 <sup>th</sup>	04	Mr. Waheeb Iftikhar Executive Engineer	13 <sup>th</sup>
8	Maintenance of Gas Distribution Network	Dist.	03 <sup>rd</sup>	02	Mr. Rumman Omar Dy. Chief Engineer (Dist.)	16 <sup>th</sup> & 17 <sup>th</sup>
9	Pipeline Design & Simulation	Projects	14 <sup>th</sup>	-	Mr. Saulat Rashid Lone Sr. Engineer LNG/LPG	16 <sup>th</sup> & 17 <sup>th</sup>
10	Gas Measurement Techniques	Metering	16 <sup>th</sup>	-	Mr. Faisal Ali Sadiq Sr. Engineer (Met)	23 <sup>rd</sup> & 24 <sup>th</sup>
11	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	51 <sup>st</sup>	03	Mr. Talat Mahmood Executive Engineer (Q.A)	23 <sup>rd</sup> to 25 <sup>th</sup>
12	First Aid & CPR	HSE	73 <sup>rd</sup>	04	Dr. Huma Tabassum OH Consultant	25 <sup>th</sup> & 26 <sup>th</sup>
13	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	03 <sup>rd</sup>	02	Mr. RehanAmjad Senior Engineer (Q.A)	26 <sup>th</sup> & 27 <sup>th</sup>
14	UFG Controllable & Uncontrollable Factors	UFG-C	44 <sup>th</sup>	03	Mr. Jehanzaib Khan Sr. Engineer – UFGC	30 <sup>th</sup> & 31 <sup>st</sup>
IT Skills Courses						
15	Advance Excel For Executives	IT/MIS	05 <sup>th</sup>	03	Mr. Rafaqat Ali Officer (IT/MIS)	03 <sup>rd</sup> & 04 <sup>th</sup>
16	Introduction to MS Word		30 <sup>th</sup>	04	Mr. Ayyaz Officer IT/MIS	09 <sup>th</sup> & 10 <sup>th</sup>
17	Advance Excel For Subordinates		02 <sup>nd</sup>	02	Mr. M. Rizwan Executive Officer (IT/MIS)	23 <sup>rd</sup> & 24 <sup>th</sup>
18	MS Excel for Subordinates		52 <sup>nd</sup>	04	Mr. M. Razzaq Officer (IT/MIS)	30 <sup>th</sup> & 31 <sup>st</sup>
Soft Skills Courses						
19	Leadership Skills	SNGTI	21 <sup>st</sup>	02	Mr. Usman Iftikhar Exec. Officer (T&D)	03 <sup>rd</sup> & 04 <sup>th</sup>
20	Time & Stress Management		52 <sup>nd</sup>	04	Mr. Asad Fawad Officer (T&D)	05 <sup>th</sup> & 06 <sup>th</sup>
21	Professional Ethics & Moral Values		02 <sup>nd</sup>	-	Mr. Waqas M. Qureshi General Manager (T&D)	11 <sup>th</sup>
22	Leadership Skills		22 <sup>nd</sup>	03	Mr. Usman Iftikhar Exec. Officer (T&D)	11 <sup>th</sup> & 12 <sup>th</sup>
23	Principles of Management		16 <sup>th</sup>	04	Mr. Usman Saleem Officer (T&D)	12 <sup>th</sup> & 13 <sup>th</sup>
24	Time & Stress Management		5 <sup>2nd</sup>	04	Mr. Asad Fawad Officer (T&D)	17 <sup>th</sup> & 18 <sup>th</sup>
25	Team Work		31 <sup>st</sup>	05	Mr. Waqas M. Qureshi General Manager (T&D)	18 <sup>th</sup> & 19 <sup>th</sup>
26	Business Communication - I		58 <sup>th</sup>	04	Mr. Usman Saleem Officer (T&D)	19 <sup>th</sup> & 20 <sup>th</sup>
27	Problem Solving & Decision Making		10 <sup>th</sup>	06	Mr. Usman Iftikhar Exec. Officer (T&D)	23 <sup>rd</sup> & 24 <sup>th</sup>
28	Change Management		28 <sup>th</sup>	03	Mr. Waqas M. Qureshi General Manager (T&D)	25 <sup>th</sup> & 26 <sup>th</sup>
29	Business Communication II		58 <sup>th</sup>	04	Mr. Usman Saleem Officer (T&D)	26 <sup>th</sup> & 27 <sup>th</sup>
30	Kaizen Management		08 <sup>th</sup>	05	Mr. Asad Fawad Officer (T&D)	26 <sup>th</sup> & 27 <sup>th</sup>