



<b>TECHNICAL SKILLS COURSES</b>						
<b>Sr.#</b>	<b>Course Title</b>	<b>SME From</b>	<b>Total Sessions</b>	<b>Sessions 17-18</b>	<b>Trainers</b>	<b>Dates</b>
1	47 <sup>th</sup> EDP	SNGTI	46 <sup>th</sup>	07	SNGTI Faculty / HODs	1 <sup>st</sup> to 25 <sup>th</sup>
2	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	55 <sup>th</sup>	14 <sup>th</sup>	Mr. Jahan Zaib khan DCE -UFGC	1 <sup>st</sup> & 2 <sup>nd</sup>
3	Gas Measurement Techniques	Metering	26 <sup>th</sup>	10 <sup>th</sup>	Mr. Faisal Ali Sadiq DCE Metering	1 <sup>st</sup> & 2 <sup>nd</sup>
4	Plumbing for Distribution	M.C	26 <sup>th</sup>	14 <sup>th</sup>	Mr. Rao Javad Iqbal DCE (M.C)	1 <sup>st</sup> to 3 <sup>rd</sup>
5	Customer Services Department Personnel Training Program	CS	3 <sup>rd</sup>	4 <sup>th</sup>	Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	5 <sup>th</sup>
6	Fire Prevention	HSE	38 <sup>th</sup>	14 <sup>th</sup>	Mr. Hashim Sr. Engineer	5 <sup>th</sup>
7	Gas Regulator in Distribution	Distribution	5 <sup>th</sup>	5 <sup>th</sup>	Mr. Taskin UL Islam Hashmi DCE-DIST	8 <sup>th</sup> & 9 <sup>th</sup>
8	Certification Course on Welding (API 1104) For Subordinates	Q.A	60 <sup>th</sup>	14 <sup>th</sup>	As Decided By GM Q.A	8 <sup>th</sup> to 10 <sup>th</sup>
9	HSE Manual	HSE	13 <sup>th</sup>	1 <sup>st</sup>	Mr Farakh Majeed Bala GM (HSE)	10 <sup>th</sup> & 11 <sup>th</sup>
10	Defensive Driving	HSE	38 <sup>th</sup>	14 <sup>th</sup>	Mr. Rizwan Nasim Sr. Officer HSE	12 <sup>th</sup>
11	Achieving Zero Accident Goal Through Proactive Safety	HSE	24 <sup>th</sup>	15 <sup>th</sup>	Mr. Sohail Shahzad DCE (HSE)	15 <sup>th</sup> & 16 <sup>th</sup>
12	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	61 <sup>th</sup>	13 <sup>th</sup>	Mr. Talat Mahmood Sr. Engineer (Q.A)	15 <sup>th</sup> to 17 <sup>th</sup>
13	Understanding Electronic Volume Corrector (EVC)	Metering	4 <sup>th</sup>	5 <sup>th</sup>	Miss Rabia Nisar Executive Engineer	17 <sup>th</sup> & 18 <sup>th</sup>
14	Customer Services Department Personnel Training Program	CS	2 <sup>nd</sup>	3 <sup>rd</sup>	Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	19 <sup>th</sup>
15	First Aid & CPR	HSE	82 <sup>th</sup>	13 <sup>th</sup>	Dr. Huma Tabassum OH(Consultant)	19 <sup>th</sup>
16	UFG Controllable & Uncontrollable Factors for sub-ordinates	UFG-C	55 <sup>th</sup>	14 <sup>th</sup>	Mr. Jahan Zaib khan DCE -UFGC	22 <sup>th</sup> & 23 <sup>th</sup>
17	Plumbing for Distribution	M.C	26 <sup>th</sup>	14 <sup>th</sup>	Mr. Rao Javad Iqbal DCE (M.C)	22 <sup>th</sup> to 24 <sup>th</sup>
<b>IT/MIS COURSES</b>						
18	Oracle Inventory Module eMR/eMRV	IT/MIS	4 <sup>th</sup>	5 <sup>th</sup>	Mr. Mohsin Laang Officer (Ops)	1 <sup>st</sup> & 2 <sup>nd</sup>
19	Introduction to MS Excel For Executives		63 <sup>th</sup>	15 <sup>th</sup>	Mr. M. Rafaqat Officer (IT/MIS)	3 <sup>rd</sup> & 4 <sup>th</sup>
20	Introduction to MS Word For Subordinate		11 <sup>th</sup>	10 <sup>th</sup>	Mr. Ayyaz Senior Officer IT/MIS	8 <sup>th</sup> & 9 <sup>th</sup>
21	Advance Excel For Executive		16 <sup>th</sup>	14 <sup>th</sup>	Mr. M. Rafaqat Officer (IT/MIS)	10 <sup>th</sup> & 11 <sup>th</sup>
22	Introduction to MS Word For Executive		62 <sup>th</sup>	14 <sup>th</sup>	Mr. M. Rafaqat Officer (IT/MIS)	15 <sup>th</sup> & 16 <sup>th</sup>
23	Introduction to MS Excel For Sub-ordinate		61 <sup>th</sup>	14 <sup>th</sup>	Mr. Rizwan Officer IT/MIS	22 <sup>th</sup> & 23 <sup>th</sup>
<b>SOFT SKILLS COURSES</b>						
24	Negotiation Skills	SNGTI	10 <sup>th</sup>	3 <sup>th</sup>	Mr. Usman Iftikhar Sr. Officer (T&D)	3 <sup>rd</sup> & 4 <sup>th</sup>
25	Business Communication I (Sub-ordinate)		5 <sup>th</sup>	6 <sup>th</sup>	Mr. Usman Salim Officer. (T&D)	3 <sup>rd</sup> & 4 <sup>th</sup>
26	Personality Development & its Effectiveness (Sub)		29 <sup>th</sup>	9 <sup>th</sup>	Mr. Usman Iftikhar Sr. Officer (T&D)	8 <sup>th</sup> & 9 <sup>th</sup>
27	Conflict Management		18 <sup>th</sup>	7 <sup>th</sup>	Mr. Waqas M. Qureshi General Manager (T&D)	10 <sup>th</sup> & 11 <sup>th</sup>
28	Time & Stress Management (Sub-ordinate)		5 <sup>th</sup>	6 <sup>th</sup>	Mr. Asad Fawad Executive Officer (T&D)	15 <sup>th</sup> & 16 <sup>th</sup>
29	Presentation Skills (Subordinates)		4 <sup>th</sup>	5 <sup>th</sup>	Mr. Usman Iftikhar Sr. Officer (T&D)	17 <sup>th</sup> & 18 <sup>th</sup>
30	Handling Difficult People		18 <sup>th</sup>	7 <sup>th</sup>	Mr. Usman Salim Officer (T&D)	17 <sup>th</sup> & 18 <sup>th</sup>
31	Team Work (Subordinates)		39 <sup>th</sup>	11 <sup>th</sup>	Mr. Asad Fawad Executive Officer (T&D)	22 <sup>th</sup> & 23 <sup>th</sup>
32	Business Communication 2		38 <sup>th</sup>	11 <sup>th</sup>	Mr. Usman Salim Officer (T&D)	24 <sup>th</sup> & 25 <sup>th</sup>
33	Professional Ethics & Moral Values		12 <sup>th</sup>	11 <sup>th</sup>	Mr. Waqas M. Qureshi General Manager (T&D)	26 <sup>th</sup>
34	Total Quality Management		5 <sup>th</sup>	6 <sup>th</sup>	Mr. Asad Fawad Executive Officer (T&D)	30 <sup>th</sup>
35	Principle of Management		21 <sup>th</sup>	9 <sup>th</sup>	Mr. Usman Salim Officer. (T&D)	30 <sup>th</sup> & 31 <sup>th</sup>