



SNGTI TRAINING SCHEDULE OCTOBER, 2019



TECHNICAL SKILLS COURSES						
Sr.#	Course Title	SME From	Total Sessions	Sessions 19-20	Trainers	Dates
1	Achieving Zero Accident Goal Through Proactive Safety	HSE	41 st	04 th	Mr. Sohail Shahzad DCE (HSE)	21 th & 22 nd (Date swapped)
2	Certification Course on Welding (API 1104) for Executive	Q.A	19 th	04 th	Kh. Amir Hayat Sr. Engineer (Q.A)	1 st & 2 nd
3	Gas Regulators in Distribution	Distribution	10 th	02 nd	Mr. Taskeen UL Islam Hashim DCE-(DIST)	3 rd & 4 th
4	First Aid & CPR	HSE	70 th	1 st	Dr. Huma Tabassum OH (Consultant)	3 rd & 4 th
5	Introduction to Internal Auditing Technique	Audit	01 st	02 nd	To be Decided by SGM (Audit)	4 th
6	Meter Reading / Inspection for meter readers and field metering staff	Metering	05 th	04 th	Mr. Omer Mohi-ud-din DCE (Metering)	7 th & 8 th
7	Plumbing for Distribution	M.C	46 th	04 th	Rao Javaid Iqbal DCE (M.C)	7 th & 8 th
8	Distribution Manual	Distribution	13 th	03 rd	Mr. Kashif Javed DCE	9 th & 10 th
9	Hands on Training - P.E in Distribution (D 2513) for Subordinates	Q.A	73 rd	04 th	Mr. Talat Mahmood Sr. Engineer (Q.A)	9 th to 11 th
10	Defensive Driving	HSE	50 th	04 th	Mr. Rizwan Nasim Sr. Engineer (HSE)	11 th
11	Gas Measurement Technique	Metering	32 nd	03 rd	Mr. Faisal Ali Sadiq DCE (Metering)	28 th & 29 th (Date swapped)
12	Understanding Electronic Volume Corrector (EVC)	Metering	7 th	04 th	Miss Rabia Nisar Executive Engineer	14 th & 15 th
13	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	16 th	04 th	Mr. Rehan Amjad DCE (Q.A)	14 th & 15 th
14	HSE Manual	HSE	25 th	04 th	Ms. Asma Maqbool Sr. Engineer (HSE)	16 th & 17 th
15	Customer Services Department Personnel Training Program	CS	17 th	04 th	Mr. Navied Ashraf CE (CS-South)	18 th
16	Fire Prevention	HSE	52 nd	04 th	Mr. Hashim Senior Engineer (HSE)	18 th
17	Certification Course on Welding (API 1104) For Subordinates	Q.A	68 th	04 th	To be Decided by GM (Q.A)	21 st to 23 rd
18	Billing Policies & Procedure	Billing	16 th	02 nd	Mr. Sajid Javed DCE (Billing)	22 nd & 23 rd
19	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	13 th	04 th	Syed Fahad Ali Executive Engineer (UFGC)	24 th & 25 th
20	UFG Controllable & Uncontrollable Factors for Executive	UFG-C	64 th	02 nd	Mr. Jahanzaib khan DCE -(UFGC)	30 th & 31 st
IT/MIS COURSES						
21	Introduction to MS Excel for Subordinates	IT/MIS	76 th	04 th	Mr. Rizwan Executive Officer (IT/MIS)	1 st & 2 nd
22	Oracle Inventory Module EMR/EMRV		12 th	02 nd	Mr. Mohsin Laang Officer (IT/MIS)	16 th & 17 th
23	Advance Excel for Executive		35 th	03 rd	Mr. M. Rafaqat Officer (IT/MIS)	21 st & 22 nd
24	Introduction to MS Word for Executive		55 th	04 th	Mr. Ayyaz Khan Senior Officer (IT/MIS)	28 th & 29 th
SOFT SKILLS COURSES						
25	Business Communication II	SNGTI	53 rd	04 th	Mr. Usman Salim Officer (T&D)	1 st & 2 nd
26	Decision Making & Problem Solving for Subordinates		1 st	02 nd	Mr. Usman Iftikhar Sr. Officer (T&D)	1 st & 2 nd
27	Presentation Skills		42 nd	03 rd	Mr. Usman Iftikhar Sr. Officer (T&D)	7 th & 8 nd
28	Business Communication I Sub-ordinate		17 th	03 rd	Mr. Usman Salim Officer (T&D)	9 th & 10 th
29	Conflict Management		29 th	1 st	Mr. Waqas M. Qureshi GM (T&D)	16 th & 17 th
30	Team Work		48 th	1 st	GM (T&D) & CO(T&D)	28 th & 29 th