



SNGTI TRAINING SCHEDULE SEPTEMBER, 2018



TECHNICAL SKILLS COURSES

Sr.#	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	UFG Controllable & Uncontrollable Factors for Executives	UFG-C	54 th	13 th	Mr. Jahan Zaib khan DCE -UFGC	3 th & 4 th
2	Plumbing for Distribution	M.C	25 th	13 th	Mr. Rao Javad Iqbal DCE (M.C)	3 th & 5 th
3	Fire Prevention	HSE	37 th	13 rd	Mr. Hashim Sr. Engineer	5 th
4	Customer Services Department Personnel Training Program	CS	2 nd	3 rd	Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	5 th
5	Gas Regulator in Distribution	Distribution	4 th	4 th	Mr. Taskin UL Islam Hashmi DCE-DIST	6 th & 7 th
6	Project Management	HSE	4 th	5 th	Mr. Kashif Butt Senior Engineer	6 th & 7 th
7	Defensive Driving	HSE	37 th	13 th	Mr. Rizwan Nasim Sr. Officer HSE	7 th
8	Gas Measurement Techniques	Metering	25 th	9 th	Mr. FaisalAli Sadiq DCE Metering	10 th & 11 th
9	Certification Course on Welding (API 1104) For Subordinates	Q.A	59 th	13 th	As Decided By GM Q.A	10 th & 12 th
10	PPRA Rules	Coord	13 th	06 th	Mr. Salman Rasheed Sr. Officer Coord	12 th & 13 th
11	Achieving Zero Accident Goal Through Proactive Safety	HSE	23 th	14 th	Mr. Sohail Shahzad DCE (HSE)	12 th & 13 th
12	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	60 th	12 th	Mr. Talat Mahmood Sr. Engineer (Q.A)	17 th & 19 th
13	UFG Controllable & Uncontrollable Factors for sub-ordinates	UFG-C	54 th	13 th	Mr. Jahan Zaib khan DCE -UFGC	17 th & 18 th
14	Understanding Electronic Volume Corrector (EVC)	Metering	3 rd	4 th	Miss Rabia Nisar Executive Engineer	17 th & 18 th
15	Customer Services Department Personnel Training Program	CS	2 nd	3 rd	Mr. Naveed Ashraf CE (CS-South) Mr. Waqar Ashraf CE (Cs North)	19 th
16	First Aid & CPR	HSE	81 th	12 th	Dr. Huma Tabassum OH(Consultant)	24 th & 25 th
17	Plumbing for Distribution	M.C	25 th	13 th	Mr. Rao Javad Iqbal DCE (M.C)	26 th & 28

IT/MIS COURSES

18	Oracle Inventory Module eMR/eMRV	IT/MIS	3 rd	4 th	Mr. Mohsin Laang Officer (Ops)	3 th & 4 th
19	Introduction to MS Excel For Executives		62 th	14 th	Mr. M. Rafaqat Officer (IT/MIS)	5 th & 6 th
20	Introduction to MS Word For Subordinate		10 th	9 th	Mr. Ayyaz Senior Officer IT/MIS	10 th & 11 th
21	Advance Excel For Executive		15 th	13 th	Mr. M. Rafaqat Officer (IT/MIS)	12 th & 13 th
22	Introduction to MS Word For Executive		61 th	13 th	Mr. M. Rafaqat Officer (IT/MIS)	17 th & 18 th
23	Introduction to MS Excel For Sub-ordinate		60 th	13 th	Mr. Rizwan Officer IT/MIS	24 th & 25 th

SOFT SKILLS COURSES

24	Business Communication I (Sub-ordinate)	SNGTI	4 th	5 th	Mr. Usman Salim Officer (T&D)	3 th & 4 th
25	Decision Making & Problem Solving		13 th	9 th	Mr. Usman iftikhar Sr. Officer (T&D)	3 th & 4 th
26	Professional Ethics & Moral Values		11 th	10 th	Mr. Waqas M. Qureshi General Manager (T&D)	5 th
27	Handling Difficult People		17 th	6 th	Mr. Usman Salim Officer (T&D)	6 th & 7 th
28	Personality Development & its Effectiveness (Sub)		28 th	8 th	Mr. Usman Iftikhar Sr. Officer (T&D)	10 th & 11 th
29	Team Work (Subordinates)		38 th	10 th	Mr. Asad Fawad Executive Officer (T&D)	11 th & 12 th
30	Business Communication 2		37 th	10 th	Mr. Usman Salim Officer (T&D)	13 th & 14 th
31	Total Quality Management		4 th	5 th	Mr. Asad Fawad Executive Officer (T&D)	14 th
32	Time & Stress Management (Sub-ordinate)		4 th	5 th	Mr. Asad Fawad Executive Officer (T&D)	25 th & 26 th
33	Presentation Skills (Subordinates)		3 rd	4 th	Mr. Usman Iftikhar Sr. Officer (T&D)	26 th & 27
34	Principle of Management		20 th	8 th	Mr. Usman Salim Officer. (T&D)	27 th & 28 th
35	Change Management		30 th	5 th	Mr. Waqas M. Qureshi General Manager (T&D)	27 th & 28 th