



**SNGTI TRAINING SCHEDULE SEPTEMBER, 2019**



<b>TECHNICAL SKILLS COURSES</b>						
<b>Sr.#</b>	<b>Course Title</b>	<b>SME From</b>	<b>Total Sessions</b>	<b>Sessions 18-19</b>	<b>Trainers</b>	<b>Dates</b>
1	Achieving Zero Accident Goal Through Proactive Safety	HSE	35 <sup>th</sup>	21 <sup>st</sup>	Mr. Sohail Shahzad DCE (HSE)	2 <sup>nd</sup> & 3 <sup>rd</sup>
2	Certification Course on Welding (API 1104) for Executive	Q.A	21 <sup>st</sup>	14 <sup>th</sup>	Kh. Amir Hayat Sr. Engineer (Q.A)	2 <sup>nd</sup> & 3 <sup>rd</sup>
3	Gas Regulator in Distribution	Distribution	15 <sup>th</sup>	16 <sup>th</sup>	Mr. Taskeen UL Islam Hashim DCE-(DIST)	2 <sup>nd</sup> & 3 <sup>rd</sup>
4	Distribution Manual	Distribution	10 <sup>th</sup>	03 <sup>rd</sup>	To be Decided by SGM (D)	4 <sup>th</sup> & 5 <sup>th</sup>
5	Plumbing for Distribution	M.C	36 <sup>th</sup>	19 <sup>th</sup>	Rao Javid Iqbal DCE (M.C)	4 <sup>th</sup> & 5 <sup>th</sup>
6	UFG Controllable & Uncontrollable Factors for Sub-ordinate	UFG-C	66 <sup>th</sup>	17 <sup>th</sup>	Syed Fahad Ali Executive Engineer (UFGC)	11 <sup>th</sup> & 12 <sup>th</sup>
7	Meter Reading / Inspection for meter readers and field metering staff	Metering	04 <sup>th</sup>	05 <sup>th</sup>	Mr.Omer Mohi-ud-din DCE (Metering)	11 <sup>th</sup> & 12 <sup>th</sup>
8	UFG Controllable & Uncontrollable Factors for Executive	UFG-C	66 <sup>th</sup>	14 <sup>th</sup>	Mr. Jahanzaib khan DCE -(UFGC)	16 <sup>th</sup> & 17 <sup>th</sup>
9	First Aid & CPR	HSE	89 <sup>th</sup>	12 <sup>th</sup>	Dr. Huma Tabassum OH (Consultant)	16 <sup>th</sup> & 17 <sup>th</sup>
10	Hands on Training - P.E in Distribution (D 2513) for Subordinates	Q.A	70 <sup>th</sup>	18 <sup>th</sup>	Mr. Talat Mahmood Sr. Engineer (Q.A)	16 <sup>th</sup> to 18 <sup>th</sup>
11	Understanding Electronic Volume Corrector (EVC)	Metering	7 <sup>th</sup>	08 <sup>th</sup>	Miss. Rabia Nisar Executive Engineer	18 <sup>th</sup> & 19 <sup>th</sup>
12	Hands on Training - P.E in Distribution (D 2513) For Executives	Q.A	17 <sup>th</sup>	10 <sup>th</sup>	Mr. Rehan Amjad DCE (Q.A)	19 <sup>th</sup> & 20 <sup>th</sup>
13	Customer Services Department Personnel Training Program	CS	15 <sup>th</sup>	14 <sup>th</sup>	Mr. Navied Ashraf CE (CS-South)	20 <sup>th</sup>
14	Defensive Driving	HSE	47 <sup>th</sup>	17 <sup>th</sup>	Mr. Rizwan Nasim Sr. Engineer (HSE)	20 <sup>th</sup>
15	Gas Measurement Technique	Metering	30 <sup>th</sup>	14 <sup>th</sup>	Mr. Faisal Ali Sadiq DCE (Metering)	23 <sup>rd</sup> & 24 <sup>th</sup>
16	Certification Course on Welding (API 1104) For Subordinates	Q.A	71 <sup>st</sup>	21 <sup>st</sup>	To be Decided by GM (Q.A)	23 <sup>rd</sup> to 25 <sup>th</sup>
17	HSE Manual	HSE	24 <sup>th</sup>	11 <sup>th</sup>	Ms. Asma Maqbool Sr. Engineer (HSE)	25 <sup>th</sup> & 26 <sup>th</sup>
18	Introduction to Internal Audit	Audit	02 <sup>nd</sup>	03 <sup>rd</sup>	To be Decided by SGM (Audit)	27 <sup>th</sup>
19	Fire Prevention	HSE	47 <sup>th</sup>	16 <sup>th</sup>	Mr. Hashim Senior Engineer (HSE)	30 <sup>th</sup>
<b>IT/MIS COURSES</b>						
20	Introduction to MS Excel for Subordinates	IT/MIS	26 <sup>th</sup>	17 <sup>th</sup>	Mr. M. Rafaqat Officer (IT/MIS)	3 <sup>rd</sup> & 4 <sup>th</sup>
21	Oracle Inventory Module EMR/EMRV		16 <sup>th</sup>	15 <sup>th</sup>	Mr. Mohsin Laang Officer (IT/MIS)	12 <sup>th</sup> & 13 <sup>th</sup>
22	Advance Excel for Executive		27 <sup>th</sup>	20 <sup>th</sup>	Mr. M. Rafaqat Officer (IT/MIS)	23 <sup>rd</sup> & 24 <sup>th</sup>
23	Introduction to MS Word for Executive		73 <sup>rd</sup>	13 <sup>th</sup>	Mr. Rizwan Executive Officer (IT/MIS)	26 <sup>th</sup> & 27 <sup>th</sup>
<b>SOFT SKILLS COURSES</b>						
24	Business Communication II	SNGTI	49 <sup>th</sup>	21 <sup>st</sup>	Mr. Usman Salim Officer (T&D)	2 <sup>nd</sup> & 3 <sup>rd</sup>
25	Team Work		49 <sup>th</sup>	20 <sup>th</sup>	GM (T&D) / CO (T&D)	4 <sup>th</sup> & 5 <sup>th</sup>
26	Principle of Management		28 <sup>th</sup>	11 <sup>th</sup>	Mr. Usman Salim Officer (T&D)	5 <sup>th</sup> & 6 <sup>th</sup>
27	Time & Stress Management		31 <sup>st</sup>	06 <sup>th</sup>	To be Decided by GM (T&D)	11 <sup>th</sup> & 12 <sup>th</sup>
28	Presentation Skills		12 <sup>th</sup>	13 <sup>th</sup>	Mr. Usman Iftikhar Sr. Officer (T&D)	16 <sup>th</sup> & 17 <sup>th</sup>
29	Change Management		30 <sup>th</sup>	6 <sup>th</sup>	Mr. Waqas M. Qureshi GM (T&D)	18 <sup>th</sup> & 19 <sup>th</sup>
30	Leadership Skills		34 <sup>th</sup>	15 <sup>th</sup>	Mr. Usman Iftikhar Sr. Officer (T&D)	19 <sup>th</sup> & 20 <sup>th</sup>
31	Decision Making & Problem Solving		19 <sup>th</sup>	15 <sup>th</sup>	Mr. Usman Iftikhar Sr. Officer (T&D)	23 <sup>rd</sup> & 24 <sup>th</sup>
32	Business Communication I Sub-ordinate		8 <sup>th</sup>	2 <sup>nd</sup>	Mr. Usman Salim Officer (T&D)	25 <sup>th</sup> & 26 <sup>th</sup>