



SNGTI TRAINING SCHEDULE SEPTEMBER, 2017



| Technical Skills Courses | | | | | | |
|---------------------------------|---|-----------------|-----------------------|-----------------------|--|--------------------------------------|
| Sr. # | Course Title | SME From | Total Sessions | Sessions 17-18 | Trainers | Dates |
| 1 | PPRA Rules | Coord. | 11 th | 01 | Mr. Salman Rasheed Executive Officer (Coord.) | 11 th & 12 th |
| 2 | Achieving Zero Accident Goal Through Proactive Safety | HSE | 12 th | 03 | Mr. Sohail Shahzad Sr. Engineer (HSE) | 11 th & 12 th |
| 3 | Plumbing for Distribution | M.C | 14 th | 02 | Mr. Rao Javed Iqbal Sr. Engr. (M.C) | 11 th to 13 th |
| 4 | UFG Controllable & Uncontrollable Factors | UFG-C | 43 rd | 02 | Mr. Jehanzaib Khan Sr. Engineer – UFGC | 13 th & 14 th |
| 5 | Fire Prevention | HSE | 28 th | 03 | Mr. Hashim Executive Engineer (HSE) | 15 th |
| 6 | Certification Course on Welding (API 1104) For Executives | Q.A | 03 rd | 02 | Mr. Kh. Amir Hayat Exe. Engineer (QA) | 18 th & 19 th |
| 7 | Certification Course on Welding (API 1104) For Subordinates | Q.A | 48 th | 02 | As Decided By GM Q.A | 20 th to 22 nd |
| 8 | Defensive Driving | HSE | 27 th | 03 | Mr. Waheeb Iftikhar Executive Engineer | 22 nd |
| 9 | Gas Theft Control & Recovery Act | Law | 01 | - | Mr. M. Ali Chughtai Sr. Law Officer | 25 th & 26 th |
| 10 | Maintenance of Gas Distribution Network | Dist. | 02 nd | 01 | Mr. Rumman Omar Dy. Chief Engineer (Dist.) | 25 th & 26 th |
| 11 | Hands on Training - P.E in Distribution (D 2513) For Subordinates | Q.A | 50 th | 02 | Mr. Talat Mahmood Executive Engineer (Q.A) | 25 th to 27 th |
| 12 | First Aid & CPR | HSE | 72 nd | 03 | Dr. Huma Tabassum OH Consultant | 27 th & 28 th |
| 13 | Hands on Training - P.E in Distribution (D 2513) For Executives | Q.A | 02 nd | 01 | Mr. Rehan Amjad Senior Engineer (Q.A) | 28 th & 29 th |
| IT Skills Courses | | | | | | |
| 14 | Advance Excel For Executives | IT/MIS | 04 th | 02 | Mr. Rafaqat Ali Officer (IT/MIS) | 18 th & 19 th |
| 15 | Introduction to MS Word | | 29 th | 03 | Mr. Ayyaz Officer IT/MIS | 20 th & 21 st |
| 16 | Advance Excel For Subordinates | | 01 st | 01 | Mr. M. Rizwan Executive Officer (IT/MIS) | 25 th & 26 th |
| 17 | MS Excel for Subordinates | | 51 st | 03 | Mr. M. Razzaq Officer (IT/MIS) | 27 th & 28 th |
| Soft Skills Courses | | | | | | |
| 18 | Presentation Skills | SNGTI | 28 th | 02 | Mr. Usman Iftilkhar Exec. Officer (T&D) | 11 th & 12 th |
| 19 | Time & Stress Management | | 51 st | 03 | Mr. Asad Fawad Officer (T&D) | 11 th & 12 th |
| 20 | Principles of Management | | 15 th | 03 | Mr. Usman Saleem Officer (T&D) | 13 th & 14 th |
| 21 | Customer Services (For Subordinates) | | 22 nd | 02 | Mr. Usman Iftilkhar Exec. Officer (T&D) | 14 th & 15 th |
| 22 | Leadership Skills | | 20 th | 01 | Mr. Usman Iftilkhar Exec. Officer (T&D) | 19 th & 20 th |
| 23 | Change Management | | 27 th | 02 | Mr. Waqas M. Qureshi General Manager (T&D) | 20 th & 21 st |
| 24 | Kaizen Management | | 07 th | 04 | Mr. Asad Fawad Officer (T&D) | 20 th & 21 st |
| 25 | Business Communication - I | | 57 th | 03 | Mr. Usman Saleem Officer (T&D) | 21 st & 22 nd |
| 26 | Six Sigma | | 05 th | 04 | Mr. Asad Fawad Officer (T&D) | 27 th & 28 th |
| 27 | Business Communication II | | 57 th | 03 | Mr. Usman Saleem Officer (T&D) | 28 th & 29 th |

● The courses in the first week of the month have not been planned due to Eid Holidays.