

A1. TENTATIVE TRAINING PLAN FOR YEAR 2025 (SOFT SKILLS AS PER TNA) BY IN-HOUSE TRAINER

Sr. No.	Training Program	In-House SMEs/ Trainers		Duration	Nominated in TNA	FY 2024-25						FY 2025-26						Total Courses	
		Name	Designation			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1	Time & Stress Management	M. Sadiq	CO (T&D)	02 Days	189	1	1	1	1	1	1	1	1	1	1	1	1	10	
2	Leadership Skills	M. Usman Iftikhar	DCO (T&D)	02 Days	185	1	1	1	1	1	1	1	1	1	1	1	1	10	
3	Team work	Imran Asif	CO (T&D)	02 Days	114	1		1	1		1		1	1	1			6	
4	Business Communication-II (Letter & Report Writing)	M. Sadiq	CO (T&D)	02 Days	95	1		1		1		1	1	1				6	
5	Presentation skills	M. Usman Iftikhar	DCO (T&D)	02 Days	54		1		1		1							3	
6	Problem Solving & Decision Making			02 Days	42										1	1		2	
7	Strategic Management			02 Days	29		1					1						2	
8	Professional Development & Social Effectiveness			02 Days	29		1							1				2	
9	Negotiation skills			02 Days	19					1								1	
TOTAL						756	5	4	4	4	4	4	4	4	5	3	1	0	42

A2. TENTATIVE TRAINING PLAN FOR YEAR 2025 (SOFT SKILLS AS PER TNA) BY IN-HOUSE VISITING FACULTY

Sr. No.	Training Program	In House Visiting Faculty / Trainers		Duration	Nominated in TNA	FY 2024-25						FY 2025-26					
		Name	Designation			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
10	Conflict Management	Mr. Waqas M. Qureshi	GM (Billing)	02 Days	86			1			1		1	1	1	1	5
11	Change Management			02 Days	63					1		1			1	1	4
12	Principles of Management	SME/ Trainer shall be arranged through visiting faculty selection from the Executives. Otherwise these courses shall be arranged through External Trainers		02 Days	48					1		1		1	1	1	4
13	Business Communication-I (Basic English)			02 Days	42			1			1		1		1		4
14	Interpersonal skills	Mr. Waqas M. Qureshi	GM (Billing)	02 Days	39					1				1			2
15	Handling difficult People			02 Days	33								1			1	2
16	Motivation			02 Days	17				1						1		2
TOTAL						328	0	0	2	1	3	2	3	2	3	3	23

B. TENTATIVE TRAINING PLAN FOR YEAR 2025 (FOR ALL EXECUTIVES FOR CAPACITY BUILDING OTHER THAN TNA)

Sr. No.	Training Program	SME/ Trainer		Duration	Estimated Nominations	FY 2024-25							FY 2025-26							Total Courses
		Name	Designation			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
1	Cultural Assimilation Session (For Executives)	Yousaf Haroon	CO (OD-HR)	01 Day	480	2	2	2	2	2	2	2	2	2	2	2	2	2	24	
2	Professional Ethics & Moral Values	M. Usman Iftikhar	DCO (T&D)	01 Day	240	1	1	1	1	1	1	1	1	1	1	1	1	1	12	
3	First Aid & CPR	Dr. Usman	OH Consultant	01 Day	120		1		1		1		1		1		1		6	
4	Achieving zero accident goal through proactive safety	Mr. Sohail Shhzad	Deputy Chief Officer (HS&E)	02 Days	100	1		1		1					1		1		5	
5	Managerial Grid	Mr. Haider Abbas	DCO (Proc.)	02 Days	80		1			1				1			1		4	
6	Orifice Metering & Gas Quality	Ehsan Elahi	Senior Engineer (D)	02 Days	80			1			1		1				1		4	
7	Emergency Management	Mr. Shahbaz Ali Jaffar	Senior Engineer (HS&E)	01 Day	80	1			1			1			1		1		4	
8	Operational & Maintenance Manual HSE Department	TBD by I/C HS&E		01 Day	80			1				1		1		1		1		4
TOTAL					1620	5	5	6	5	5	5	5	6	5	5	6	5	5	63	

C. TENTATIVE TRAINING PLAN FOR YEAR 2025 (IT/COMPUTER RELATED PROGRAMS)

Sr. No.	Training Program	SME/ Trainer		Duration	Nominated in TNA	FY 2024-25						FY 2025-26						Total Courses
		Name	Designation			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Artificial Intelligence & Machine Learning	Ms. Misbah Mehoob Awan	EO (IT/MIS)	02 Days	240	1	1	1	1	1	1	1	1	1	1	1	1	12
2	Mastering Automation with Excel	Mr. Danish Sultan	Exec. Accountant	02 Days	120	1		1		1		1		1		1		6
3	Advance MS Excel	Mr. Rafaqat Ali	SO (IT/MIS)	02 Days	20		1											1
4	CC&B Sales Perspectives	Mr. Said Ur Rehman	DCO (Sales)	02 Days	28					1					1			2
5	GIS Mapping	Dr. Nadia	SO (GIS)	02 Days	20			1										1
X	CC&B Oracle Financials	Mr. Ghulam Abbas	DCO (IT/MIS)	02 Days	20			1										1
X	MS Word	Mr. Ayyaz Mehmood	SO (IT/MIS)	02 Days	20						1							1
X	MS PowerPoint	Mr. Rafaqat Ali	SO (IT/MIS)	02 Days	20				1					1				2
TOTAL						488	2	2	4	2	3	2	2	2	2	2	1	26

D1. TENTATIVE TRAINING PLAN (TECHNICAL SKILLS AS PER TNA)

Sr. No.	Training Program	SME/ Trainer		Duration	Nominated in TNA	FY 2024-25						FY 2025-26						Total Courses
		Name	Designation			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Advanced Gas Measurement Techniques	Mr. Faisal Ali Sadiq	DCE (Metering)	02 Days	135	1		1		1		1		1	1	1		7
2	Project Management	Mr. Kashif Saleem Butt	CE (Billing)	02 Days	128		1		1		1	1	1	1	1			7
3	Pipeline Integrity Management	Mr. M. Tahir	SE (Corrosion)	02 Days	46		1		1			1			1			4
4	CC&B Concepts-Billing Perspective	Mr. Kashif Saleem Butt	CE (Billing)	02 Days	34	1				1								2
5	PPRA & Bid Evaluation	Mr. Fiaz Rasool	CO (Procurement)	02 Days	34			1					1					2
6	Introduction of Finance - For Non-Finance Executives	Mr. Amjad Hussain	DCA (Finance)	02 Days	34						1			1				2
X 7	Gas Distribution Practices	Mr. Kashif Javaid	CE (Distribution)	02 Days	29		1								1			2
8	EVC & Data Analysis	Mr. Faisal Ali Sadiq	DCE (Metering)	02 Days	26			1					1					2
9	Natural Gas Regulations	Mr. Ather Baig	CO (RA)	02 Days	25										1			1
10	Budget Preparation & Control	Mr. Amjad Hussain	DCA (Finance)	02 Days	23				1									1
11	Corrosion Engineering	Mr. Zameer Ul Hasan	DCE (Corrosion)	02 Days	19					1								1

	- Level -II																
12	Gas Regulator in Distribution	Mr. Muhammad Khurram	CE (Distribution)	02 Days	12						1						1
13	Calibration, Flow proving & Measurement Technologies used in Gas Meters EVCs	Mr. Faisal Ali Sadiq	DCE (Metering)	02 Days	11										1		1
14	Customer Services Department Personnel Training Program.	Mr. Zahid Mehmood	SO (CS)	01 Days	11							1					1
15	Underground Gas Leakage Detection	Mr. Farrukh Haider	DCE (Corrosion)	02 Days	4	1		1									2
TOTAL					571	3	3	4	3	3	3	4	3	3	4	0	36