

Training Calendar

First Quarter - 2017

Management Development Training Unit, EPC



No	Title	Days	Target Group	Medium	Venue
January					
01	Induction Training for DOs (Batch -I)	03	Newly recruited DOs	Tamil	MDTU
02	Improvement of Productivity (Phase II)	03	Interested Officers	Tamil	Ampara
03	Induction Training for DOs (Batch-II)	03	Newly recruited DOs	Tamil	MDTU
04	Induction Training for DOs (Batch -I)	03	Newly recruited DOs	Sinhala	MDTU
05	Positive Thinking and Attitude Development	01	Interested Officers	Tamil	MDTU
06	Positive Thinking & Effective Communication	01	OESs	Tamil	Batticaloa
07	Advanced Excel	02	MA's & DOs	Tamil	MDTU
February					
08	Induction Training for OESs	03	Newly recruited OESs	Tamil	MDTU
09	Assets Management	02	DOs & MA's	Tamil	Ampara
10	Office Management & Financial Management	03	DOs & MA's	Tamil	Batticaloa
11	CIGAS- Window Based	05	DOs & MA's	Tamil	MDTU
12	Minimizing Audit Queries	02	DOs & MA's	Tamil	MDTU
13	Basic hardware & Maintenance	02	OESs	Sinhala	MDTU
14	Right to Information Bill (தகவல் அறியும் சட்டமூலம்)	01	AOs	Tamil	MDTU
15	Productivity & Quality of Public Service	02	DOs & MA's	Tamil	MDTU
16	MS Power point (Design)	02	DOs & MA's	Tamil	MDTU
17	Project Management	03	DOs	Sinhala	MDTU
March					
18	Presentation Skills	02	Interested Officers	Tamil	MDTU
19	Payroll	05	DOs & MA's	Tamil	MDTU
20	Personality Development	01	DOs & MA's	Tamil	MDTU
21	Procurement Management	03	Procurement Committee Members	Tamil	MDTU
22	Office Management & Financial Management	03	DOs & MA's	Tamil	Ampara
23	Positive Thinking & Effective Communication	01	OESs	Tamil	Ampara
24	MS Access	05	DOs & MA's	Tamil	MDTU
25	Basic hardware & Maintenance	02	OESs	Sinhala	Ampara
26	Basic hardware & Maintenance	02	Interested Officers	Tamil	MDTU
27	Participatory Rural Appraisal	02	Related field officers	Tamil	Ampara
28	Effective Communication Skills	01	Drivers	Tamil	Batticaloa



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Interested officers may apply for the training programme through head of department