



TRAINING CALENDAR

2ND QUARTER

MANAGEMENT DEVELOPMENT TRAINING UNIT, EASTERN PROVINCE

	Programme	Days	Target Group	Venue	M
	APRIL				
1	Office & Financial Management	03	DOs&MAs	Batti	T
2	Computer hardware & Maintenance	02	DOs&MAs	Trinco	T
3	Pension Matters (Online Systems)	02	DOs&MAs	Ampara	T
4	Window Based CIGAS	03	DOs&MAs	Ampara	S
5	Disciplinary Procedure	02	N.Rec DOs	Trinco	T
6	Tax paying calculation method	01	Related Officers	Trinco	T&S
7	Leadership & Communication Skills	02	Interested	Batti	T
8	Public Procurement	03	DOs&MAs	Batti	T
9	Effective Store Management & Annual Board of Survey	02	Related Officers	Trinco	T
10	Payroll	05	DOs&MAs	Trinco	T
11	Pension matters (Online system)	02	DOs&MAs	Trinco	T
12	Effective Public Relationship	01	N.Rec DOs	Trinco	T
13	Survey and Leveling Methods	02	Technical Officers	Trinco	T
14	Conflict Management & Negotiation skills	01	AOs& interested	Trinco	T

	Programme	Days	Target Group	Venue	M
	MAY				
1	Maintenance of Office equipment	01	OES	Trinco	T
2	Procurement Procedure	03	DOs&MAs	Ampara	T
3	Advance Data Base Access	03	DOs&MAs	Trinco	S
4	Disciplinary Procedure B-II	02	N.Rec DOs	Trinco	T
5	CIGAS- Window Based	05	DOs & MAs	Trinco	T
6	Office Management & Financial Management	02	N.Rec DOs	Trinco	S
7	Advanced MS Access	05	DOs&MAs	Trinco	T
8	Leadership & Communication Skills	02	Interested	Ampara	T
9	Use of office Equipment & Computer Hardware	02	OES	Batti	T
10	Salary Conversion	03	DOs&MAs	Ampara	T
11	Salary Conversion	02	DOs&MAs	Trinco	T
12	Procurement Procedure	02	DOs&MAs	Trinco	S
13	Personality Development	01	DOs&MAs	Batti	T
14	Positive Attitude and Behavior change	01	OES	Trinco	T
15	Positive Thinking and Effective Communication	01	PHI	Ampara	T
16	Safety Drive & Vehicle Maintenance	02	Drivers	Trinco	T
17	Leading effective meetings and related etiquettes	01	Staff Grade Officers	Trinco	T&S
18	MS Office Basic (Word/Excel)	02	OES	Trinco	S

	Programme	Days	Target Group	Venue	M
	JUNE				
1	Salary Conversion	03	DOs&MAs	Batti	T
2	Personality Development	01	DOs&MAs	Ampara	T
3	Office Management	02	N.Rec DOs	Trinco	T
4	Procurement Management	02	DOs&MAs	Ampara	S
5	Presentation Skills-Batch II	02	Interested Officers	Trinco	T
6	Safety Drive & Vehicle Maintenance	02	Drivers	Ampara	T
7	Coral draw	03	DOs&MAs	Trinco	T
8	Office Management -Batch II	02	N.Rec DOs	Trinco	T
9	Positive Thinking & Attitude Development	02	Drivers	Ampara	S
10	Safety Drive & Vehicle Maintenance	02	Drivers	Batti	T
11	Office equipment and Basic hardware	02	OES	Trinco	T
12	Basic Computer Hardware & Computer Maintenance	02	DOs&MAs	Batti	T
13	Property Valuation	01	Revenue Officers	Trinco	T
14	Leadership & Communication Skills	02	Interested Officers	Trinco	T
15	MS Office Basic (Word/Excel)	02	OES	Ampara	S
16	Voucher Preparation	02	N.Rec DOs	Trinco	T
17	Positive Thinking and Effective Communication	01	PHI	Batti	T
18	Positive Thinking & Attitude Development	02	Drivers	Trinco	S
19	Basic Serving techniques	01	OES	Trinco	T&S
20	Positive Thinking & Attitude Development	02	Drivers	Trinco	S

