



TRAINING CALENDAR - 2017

4th Quarter



Management Development
MDTU
Training Unit

S. No	Training Programme	Target Group	Days	Venue	M
October					
1	Filing systems and Letter Writing	DO/MA	2	Trinco	S
2	Disciplinary Procedure	DO/MA	2	Kalmunai	T
3	MS Word and Excel	OES	2	Trinco	S
4	Effective Store Management & Annual Board of Survey	DO/MA	2	Trinco	S
5	Basic Administrative Procedures	OES & Health M/S	2	Kalmunai	T
6	Introduction MS Office	OES/KKS	2	Ampara	S
7	MS Access	DO/MA	5	Trinco	T
8	Salary Conversion	DO/MA	3	Batti	T
9	Leading effective teams	DO/MA	1	Trinco	T
10	Effective Public Relations	PHI	1	Batti	T
11	Effective Public Relations	DO/MA	1	Batti	
12	Investigation procedure	Investigation Officers	1	Trinco	T
November					
13	Salary Conversion for Education Staff	Education Staff	2	Batti	T
14	Payroll	DO/MA	5	Trinco	T
15	Advance Database	DO/MA	4	Ampara	S
16	Office Procedures	Health Minor Staff	2	Batti	T
17	Effective Public Relations	PHI	1	Kalmunai	T
18	Basic Hardware & Networking	DO/MA	2	Trinco	T
19	Basic Administrative Procedures	Health Minor Staff	2	Batti	T
20	Procurement Procedure	DO/MA	2	Ampara	S
21	Salary Conversion for Educational Staff	Educational Staff	2	Trinco	T
22	Designing Software (CORELDRAW)	DO/MA	3	Trinco	T
23	Vehicle Maintenance	Drivers	2	Ampara	S
24	Positive Thinking and Attitude Development	Interested Officer	1	Trinco	S
25	Library Organization & General Administration and Financial Procedures	Librarian	3	Trinco	T
26	Effective Public Relations	OES	2	Trinco	T
December					
27	Salary Conversion for Education Staff	Educational Staff	2	Ampara	T
28	CIGAS	DO/MA	5	Trinco	T
29	Advance Database	DO/MA	4	Ampara	S
30	Effective Public Relationship	PHI	1	Trinco	T
31	Traffic Rules and Regulation	Drivers	1	Ampara	S
32	Communication Skills	Interested Officers	2	Trinco	T
33	Effective Public Relationship	DO/MA	2	Batti	T

