Competency Mapping of Resources
Management Development Training Department
Eastern Province

1. Personal Information															
1.1 NIC															
1.2 Name with initials															
1.3 .Names denoted by initials															
1.4. Contact details (Official)															
1.4.1 Address															
1.4.2 Telephone No															
1.4.3 e-mail															
1.5 Contact details (Private)															
1.5.1 Address															
1.5.2 Telephone No															
1.5.3 e-mail															
1.6 Gender (Tick (√) as appropriate	Male								Female						
1.7 Date of birth	D	D	M	M	Y	Y	Y	Y							
1.8 Civil status (Tick (√) as appropriate)						Single			Married						

2. Details of Service								
2.1 Name of Institution								
2.2 Date of first appointment to present service	D	D	M	M	Y	Y	Y	Y
2.3 Present Service			2.3.1 Class					

3.0 Qualifications

3.1 Educational Qualifications (Please attached True copy of Certificates, Certified by HOD)

No	Qualification	Main Subject	Year of award	University/Institution

3.2 Professional Qualifications (Please attached True copy of Certificates, Certified by HOD)

No		Main Subject	Year of award	University/Institution

3.3 Training of Trainers Qualifications

No	TOT Subject	Year	Duration	Institution

3.4 Experiences as a Trainer

No	Subject Areas	Duration of the training	Number of training

3. **Interested Training Area (Put a √ mark relevant courses and delivering medium S-Sinhala,T-Tamil,E-English)**

	Medium				Medium		
	S	T	E		S	T	E
Administration				***Planning & Development***			
Establishment matters				Project Planning & Management			
Disciplinary matters				Planning and Development			
Tender Procedures				Project proposal writing			
Store management				Report writing			
Pension matters				Tot for Participatory Rural Apprecial			
Office procedure							
Office administration and management				***Human Value added Training***			
Asset management & Board of survey				Positive Thinking & Motivation			
Finance				Six Thinking Hats			
Revenue License Issuing				Communication Skills I			
Final Account for local Authorities				Communication Skills II			
Final Accounts				CAT (Complain analysis training)			
Procumbent producer				Staff Training & Development			
Annual Budget				Good governance			
Minimizing Audit quarry				Personal Development			
Miscellaneous Programme				Time Management			
				Conflict Management			
Information Communication Technology							
INTERNET & EMAIL				***Certificate course in Multimedia Programme***			
Accounting Applications				Adobe Flash			
CIGAS				Windows Movie Maker			
Payroll				Adobe Premiere			
Certificate Course In Office Applications				Adobe Photoshop			
MS Word				Audacity			
MS Excel				Director MX			
MS Access				Adobe After Effects			
MS Power point				Macromedia flash			
Database Management				***Certificate course in Hardware & Network***			
Ms Access				Basic Hardware & Networking			
MySQL				Advance Hardware & Networking			
MS SQL				***Certificate Course in Web Designing***			
Certificate course in Programming				HTML			
Visual basic				Photoshop			
VB.Net				XHTML			
ASP.net				Dreamweaver			
PHP & CSS				JavaScript			
Others				Adobe Flash			
GIS				Web Hosting			
SPSS				SEO			
AutoCAD				Web Design Resources			
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5. Are you a consultant? (Please strike of the irrelevant)

Yes	No

6.. If Yes, to the above 16, please mention your consultation in the part and areas of consult arias briefly
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é ....

Note : Please update your profile time to time where you obtain additional qualifications or value additions through intimation to the MDTD

I hereby certify that the above details are true and accurate. On my selection, I will give my full support to the MDTD or any other organization in the Eastern Province in their training endeavours.

Date: é é é é é é é é é é é .

Signature of the Applicant

Mr. / Ms é é é é é é é é é é é ..é working as a é é é é é é é é é é é é é é .. in this office. If she/he is selected as a Resource Person, she /he could be released to conduct the training programme during the relevant period.

Date: ..é é é é é .é é é é é .

Signature

Head of the Department

Official Frank

Office use only
Copies of Certificates Annexed
1.
2.
3.
4.
Signature