



பிரதிப் பிரதமசெயலாளர் அலுவலகம் (ஆளணிமற்றும் பயிற்சி) - கிழக்குமாகாணம்
නියෝජ්‍ය ප්‍රධාන ලේකම් කාර්යාලය (පිරිස් හා පුහුණු) - නැගෙනහිර පළාත
OFFICE OF THE DEPUTY CHIEF SECRETARY (Personnel & Training) - EASTERN PROVINCE

கன்னியாவீதி, வரோதயநகர்,
திருகோணமலை.

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නගර, ත්‍රිකුණාමලය.

Kanniya Road, Varothaya Nagar,
Trincomalee.

உமது இல. }
ඔබේ අංකය }
Your No. }

எனது இல. } EP/P&T/LT/2016
මගේ අංකය }
My No. } 15/3/2016

All Secretaries
Deputy Chief Secretaries
Heads of the Department
Eastern Province

Training Programmes for Managerial Cadres (April to June -2016)

This has reference to the letter No: S/PD/TP/M/2016 dated 02/03/2016 by Director General, SLIDA, Colombo on the above subject. (Copy is attached herewith).

The Sri Lanka Institute of Development Administration has designed the above training programmes for Staff Grade Offices of all island services and other managerial cadres in government institutions. They have invited nominations from eligible officers. Further interested officers are requested to directly submit the nominations for the above programmes to the following address before two weeks from the date of commencement with copy to me.

Registrar
Sri Lanka Institute of Development Administration
28/10 Malalasekara Mawatha, Colombo 07

Note : Course details can be downloaded from www.ep.gov.lk (Foreign Training Opportunities).


Mrs. Kalamathy Pathmarajah
Deputy Chief Secretary - Personnel & Training, EP

Copy to : Director General, SLIDA-f.i



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இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்
SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION
(Ministry of Public Administration and Management)



ක.අ.ප.	28/10, මලලසේනර මාවත, කොළඹ 07, ශ්‍රී ලංකාව	Telephone :	94 11 5980200
த.பெ.இ	28/10, மலலசேனா மாவத்தை, கொழும்பு 07, இலங்கை	Fax :	94 11 2584406
P.O. Box	28100, Mawatha, Mawatha, Colombo 07, Sri Lanka	E-mail :	mail@slida.lk
		Web :	www.slida.lk

1123
 Office of the Director General
 Personnel & Training
 13 MAR 2016
 My No: S/PD/TP/M/2016
 2016.03.02
 Eastern Province
 Trincomalee
 DEPT / AS
 29/3



To all Ministry Secretaries, Heads of Departments, Chief Secretaries
 District Secretaries, Divisional Secretaries

Dear Sir/Madam

Training Programmes for Managerial Cadres – April to June - 2016

We are pleased to inform that SLIDA has planned to conduct a series of newly designed managerial level training programmes for the year 2016, and the programmes brochure April to June 2016, is enclosed herewith for your convenience.

These programmes are designed for Staff Grade Officers of all island services and other managerial cadres in governmental and semi - governmental organizations and Provincial Councils.

We would appreciate it very much if you could make necessary arrangements to forward your nominations to the Registrar, SLIDA, before two weeks of the date of commencement of the respective programmes.

I also wish to kindly inform that applicants should come to SLIDA to participate in a particular programme, only on receipt of a letter of selection from the institute.

For any further information, please contact the Programmes Division, on 011-5980275/ 011-5980272/ 011-5980212/ Fax: 2553806/ 5898502.

Thank you

Yours sincerely

Prof. M Thilakasiri
 Director General

Diploma in Public Procurement and Contract Administration (DIPPCA)

Applications are invited from suitable officers in the Public and Private Sector Organizations for the above Diploma (DIPPCA), conducted by Sri Lanka Institute of Development Administration (SLIDA)

Date of Commencement:

May 2016. Lectures will be conducted on Saturdays from 08.30 am to 06.00pm.

Venue of the Programme:

Lectures are conducted in a spacious air-conditioned lecture hall at the Sri Lanka Institute of Development Administration (SLIDA)

Who can apply?

Staff grade officers / Procurement Assistants
Graduates from recognized Universities or persons with equivalent qualifications (Preference will be given to Liaison officers, Procurement Assistants and other officers who are engaged in procurement activities)

Modules

- PCA-01 Introduction to Public Procurement & Procurement Policies
- PCA-02 Procurement Planning and Bidding Documents
- PCA-03 Stores Management
- PCA-04 Pre & Post Qualifications
- DIPPCA-05 Selection of Consultants
- DIPPCA-06 Bid Evaluation
- DIPPCA-07 Supply Chain Management
- DIPPCA-08 Contract Administration (Including Second Country Visit)
- DIPPCA-09 Procurement Performance & Value for Money in Public Procurement
- DIPPCA-10 Risk Management, Public Assets Disposal Procedure & Post Contract Activities

Duration: 12 months part-time

(10 Saturdays - Average Lecture Hrs 07½ hrs per day; 10 Saturdays - Examination, 03½ Papers, 80hrs Presentation of Assignments/Report)

Methodology:

Multimedia Presentations, Assignments, Case Studies, Group Exercises, Role Play, Presentations, Demonstrations, Debates and Quizzes

Medium: English Medium

Resource Persons: About 10-15 practicing professionals including procurement specialists, qualified Engineers and Accountants

Course Fee: Rs. 100,000/= for the Diploma programme. This fee includes the examination fees.

How to apply: Obtain the application form from the Registrar SLIDA or download from the SLIDA website (www.slida.lk), and forward the form to Director General, Sri Lanka Institute of Development Administration, 28/10 Malalasekara Mawatha, Colombo 07, on or before March 2016.

If you need further information, please contact Mr. Anura Lakshmanapala, * Consultant, SLIDA Email: inf@slidainstitute.lk, Contact Nos: 9980200, 011-5980226.

General Information

The Sri Lanka Institute of Development Administration (SLIDA) was established the SLIDA Act No.9 of 1982. The organization has been at the forefront of public sector training and as such, is currently the leading public sector human resources development organization in Sri Lanka.

SLIDA believes that learning is an unending journey. Also at the heart of our philosophy is the belief that in each individual lay an area of untapped potential. It is the quest to unlock this potential that gives SLIDA its meaning and drive for sustainable human resource development. Continuously evolving and changing to match the demanding requirements of our diverse client base, SLIDA has developed many "learner centric" programs included in this brochure that are geared to facilitate learning and competency development of public sector managers.

Mode of Applying -

Please forward the applications for training programmes to the Registrar, SLIDA, through the Head of the Organization. Applications should reach SLIDA at least 2 weeks before the date of commencement of a course.

Please note that applicants should come to SLIDA to participate in a particular programme, only on receipt of a letter of selection from the institute.

Course Fee -

Except Diploma programmes other Courses are non fee levying for all managerial cadres of the Government, Semi Government and Provincial Councils.

For further information, please contact the Programme Division, SLIDA.

Sri Lanka Institute of Development Administration
(SLIDA)

Tel No.011-5980200

Fax No.011-5898502

Web: www.slida.lk

Search us on Facebook

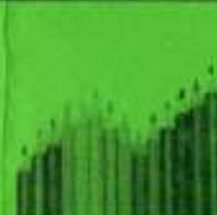
Sri Lanka Institute of Development Administration



SLIDA

"Learning Confers Discipline"

Training Programmes 2016 - April to June (For Managerial Cadres)



OUR COURSES



Sri Lanka Institute of
Development Administration
No 28/10, Malalasekara
Mawatha,
Colombo 07

April

- 1. Building a Customer Friendly Organization**
Duration: 02 Days
Medium: English/Sinhala
Dates: 2016.04.06 - 2016.04.07
Course Coordinator: Ms. M Wakkumbura
- 2. Workshop on Bid Evaluation**
Duration: 03 Days
Medium: Sinhala/English
Dates: 2016.04.27 - 2016.04.29
Course Coordinator: Mr. Anura Lokugamage
- 3. Workshop on Negotiation Skills**
Duration: 02 Days
Medium: English/Sinhala
Dates: 2016.04.28 - 2016.04.29
Course Coordinator: Ms. M Wakkumbura

May

- 1. Workshop on "Positive Attitudes and Thinking make a good job"**
Duration: 01 Day
Medium: English/Sinhala
Dates: 2016.05.05
Course Coordinator: Ms. M Wakkumbura
- 2. Presentation and Public Speaking Skills**
Duration: 03 Days
Medium: English
Dates: 2016.05.09 - 2016.05.11
Course Coordinator: Mr. S Medagama
- 3. Workshop on How to Market Yourself Better**
Duration: 01 Day
Medium: English
Dates: 2016.05.10
Course Coordinator: Prof. M Thilakaviri
- 4. Parallel Thinking Skills for Managers**
Duration: 02 Days
Medium: English/Sinhala
Dates: 2016.05.12 - 2016.05.13
Course Coordinator: Mr. S Medagama

- 5. Managing Human Resources**
Duration: 02 Days
Medium: English
Dates: 2016.05.16 - 2016.05.17
Course Coordinator: Ms. K Jayasekara
- 6. Workshop on Project Proposal Preparation**
Duration: 05 Days
Medium: English/Sinhala
Dates: 2016.05.23 - 2016.05.27
Course Coordinator: Mr. D Wijekoon
- 7. Preparation of Cabinet Papers**
Duration: 03 Days
Medium: English
Dates: 2016.05.24 - 2016.05.26
Course Coordinator: Mr. S Medagama

June

- 1. Work Life Balance through Self Development and Emotional Intelligence**
Duration: 02 Days
Medium: English/Sinhala
Dates: 2016.06.01 - 2016.06.02
Course Coordinator: Ms. NJ Jayasundera
- 2. Workshop on Training of Trainers**
Duration: 05 Days
Medium: English/Sinhala
Dates: 2016.06.06 - 2016.06.10
Course Coordinator: Mr. D Wijekoon
- 3. Building a Customer Friendly Organization**
Duration: 02 Days
Medium: English/Sinhala
Dates: 2016.06.06 - 2016.06.07
Course Coordinator: Ms. M Wakkumbura
- 4. Advanced Word Processing and Data Analysis**
Duration: 05 Days
Medium: English/Sinhala
Dates: 2016.06.06 - 2016.06.10
Course Coordinator: Mr. N.M.S.A. Handura

- 5. Workshop on How to Market Yourself Better**
Duration: 01 Day
Medium: English
Dates: 2016.06.07
Course Coordinator: Prof. M Thilakaviri
- 6. Essence of Public Procurement**
Duration: 03 Days
Medium: English/Sinhala
Dates: 2016.06.08 - 2016.06.10
Course Coordinator: Mr. A. Lokugamage
- 7. Workshop on Research Proposal Writing**
Duration: 01 Day
Medium: English/Sinhala
Dates: 2016.06.20
Course Coordinator: Dr. S Sudasinghe
- 8. Disaster Risk Management**
Duration: 05 Days
Medium: English/Sinhala
Dates: 2016.06.20 - 2016.06.24
Course Coordinator: Ms. NJ Jayasundera
- 9. Preparation of Cabinet Papers**
Duration: 03 Days
Medium: English
Dates: 2016.06.27 - 2016.06.29
Course Coordinator: Mr. S Medagama

Application for Training

SEELANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION

Please complete the form below for application to scheduled training programme at the SLIDA.
Please note fields marked with * are compulsory.

Center Name :
*Course No. :
Course Name :
Duration :
*Scheduled Period :

1. *Name in Full : Mr. / Ms.

*Initials: _____ *Last Name: _____

2. *Service and Grade and Date of appointment to grade : (e.g. SLAS I,II,III)

4. Designation : _____ *Essential
National Identity Card No : _____

5. *Organization :

6. *Official Address : _____ *Tel No. : _____
*Fax No. : _____
E-mail : _____

7. Private Address : _____ Mobile No : _____

8. Mention below the details of Training Programmes followed by you at SLIDA during the last 6 months.

Course Title	Dates	
	From	To
i.		
ii.		
iii.		

9. Mention below the details of any other SLIDA Training Programmes that you have simultaneously applied for

Course Title	Dates	
	From	To
i.		
ii.		

I certify that the particulars given by me in this application are correct.

.....
Date Signature

Director / SLIDA My No.

I am nominating Mr./Ms. to participate in the above mentioned training programme.

He / She will be released to follow the course if selected.

.....
Signature (Head of the Organization) Designation Date

Important: The application should reach the Registrar, SLIDA, 28/10, Malalasekera Mawatha, Colombo 07, two weeks prior to the closing date. Please prepare your own application according to the above format.