

EP/P&T/LT/2015

12/8/2015

All Secretaries
Deputy Chief Secretaries
Heads of the Department
Eastern Province


Managerial Programmes -2015

This has reference to the letter No: S/PD/15/02/TP dated 03/08/2015 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. 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).


R. Shanmugathan
Administrative officer
For Deputy Chief Secretary –Personnel & Training, EP

Copy to : Director General, SLIDA, Colombo – f. i



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



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28/10, මලලසේකර මාවත, කොළඹ 07. ශ්‍රී ලංකාව
28/10, மலலசேகர மாவத்தை, கொழும்பு 07. இலங்கை
28/10, Malalasekara Mawatha, Colombo 07. Sri Lanka

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My No: S/PD/15/02/TP

2015-08-03

Chief Secretary
Chief Secretariat
Eastern Provincial Council
Varodhaya Nagar
Trincomalee

Dear Sir/Madam,

Managerial Programmes – 2015

We are pleased to inform you that SLIDA has planned to conduct fresh managerial level training programmes for the year 2015, and the programme list is enclosed herewith.

These programmes are designed for Staff Grade Officers of all island services and other comparable services in governmental and semi - governmental organizations, provincial councils and managerial grade officers in the private sector.

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

Please contact Programme Division by 011-5980275/ 011-5980272/ 011-5980212/ Fax: 2553806/ 5898502 for any further information.

Thank you!

Yours Sincerely

Wasantha Deshapriya

Director General

20/8

DCS/PRT
17/2/11
2/8
10/8

10 AUG 2015

D.M.S. Abeygunawardana
Chief Secretary
Eastern Province

Office of the Deputy Chief Secretary
Personnel & Training
10 AUG 2015
Eastern Province
Trincomalee

Training Schedule for Executive Grade Officers of all island services

from July to December 2015



	Course Name	Date/s	Duration	Course Coordinator
1	Social Media for Governments	2015.09.29	01 Day	Mr. Wasantha Deshapriya
2	JOOMLA Web Development for middle / low level managers	2015.10.08 – 2015.10.10	03 Day	
3	Success Formula for Leaders Personal/ Self-development planning for leaders	2015.08.18	01 Day	
4	Personal and Professional Effectiveness	2015.09.03 2015.09.10	01 Day	Mr. D.V. Bandulasena
5	Developing Personal Development Plan	2015.09.17 2015.10.01	01 Day	
6	Constitutional Reforms in Sri Lanka	2015.10.08 2015.10.15	01 Day	
7	One day Workshop on Public Speaking and Presentation Skills for Success for Medical Doctors and Engineers	2015.08.31	01 Day	Prof. M. Thilakasiri
8	One day Workshop on How to Make Meetings Productive for Senior Officers	2015.09.21	01 Day	
9	One day Workshop on Building Trust – The Foundation of Strategy Leadership for Senior Managers	2015.09.08	01 Day	
10	One day Workshop on “Positive Attitudes and Thinking Make a Good Job for Senior and Middle Level Officers”	2015.10.01	01 Day	
11	One day Workshop on “How to Market Yourself Better for Junior and Middle Managers”	2015.10.20	01 Day	
12	Two day Workshop on “Building a Customer Friendly Organization for Middle and Senior Officers”	2015.11.02	02 Day	
13	Thinking skills for Managers	2015.09.07 2015.10.05 2015.11.09	01 Day	Mr. Sunil Medagama
14	Gender Analysis (to be gender sensitive in meeting the objectives of organizations)	2015.09.21 2015.10.12 2015.11.16 2015.12.14	01 Day	

	Course Name	Date/s	Duration	Course Coordinator
15	One Day Seminar on Project Management Practices Theme 1: Risk Management- A Key to Success of Project Management Effectiveness Theme 2: Best Practice in Project Leadership	2015.08.26 2015.09.29	01 Day 01 Day	Mr. D. Wijekoon
16	Training program on MS Project	2015.11.04 – 2015.11.06	03 Days	
17	Workshop on Outcome Mapping	2015.11.16 2015.11.20	05 Days	
18	Training of Trainer Program	2015.11.23 – 2015.11.27	05 Days	
19	Workshop on Logical Framework Approach	2015.12.14 – 2015.12.18	05 Days	
20	Leading for sustainable development (Administering in the era of sustainable development)	2015.09.01	01 Day	Ms. N. Jayasundara
21	Workshop on E-Waste Management	2015.11.06	01 Day	
22	One day seminar on Climate change Mitigation and Adaptation	2015.12.04	01 Day	
23	Certificate course on General Management for Financial Managers.	One day per week Starting date 2015.09.11	10 Days	Mr. Saliya Dharamawardana
24	20 th Amendment and role of election commission Mr. Mahinda Deshapriya	2015.09.08		
25	Reform initiatives taken by successive governments to strengthen the Parliament Accountability for public financial management – Mr. Sarath Mayadunne	2015.09.22		
26	Successes and failures of arresting frauds and corruption in Sri Lanka – Transparency International	2015.10.06		
27	The challenges for Public officers' in implementing Right to information Act	2015.10.22		

	Course Name	Date/s	Duration	Course Coordinator
28	Giving Real Sense to Citizen Charter through Front Office	2015.09.07-2015.09.08	02 Days	Mr. A.C.M. Nafeel
29	RBM- A Practical Approach for District and Divisional Levels.	2015.09.10-2015.09.11	02 Days	
30	Assigning Tasks to subordinates- A Sensible way	2015.09.17	01 Day	
31	Building Talents through TNA and Custom Training Plan	2015.11.05-2015.11.06	02 Days	
32	Moving from Employee wellness to well being	2015.12.07 – 2015.12.08	02 Days	
33	Essence of public procurement Three days (Two programs)	2015.09.14-2015.09.16	3 Days	Mr. Anura Lokugamage
		2015.11.09-2015.11.11	3 Days	
34	Bid Evaluation 3 days (Two programs)	2015.09.21-2015.09.23	3 Days	
		2015.11.23-2015.11.25	3 Days	
35	Contract payment procedure - one day (Two programs)	2015.08.13	01 Day	
36	Public Sector Productivity	2015.08.20-2015.08.21	02 Days	Mrs. Kumari Jayasekara
		2015.09.07-2015.09.08	02 Days	
		2015.10.12-2015.10.13	02 Days	
37	Managing Human Resources	2015.08.27-2015.08.28	02 Days	
		2015.09.14-2015.09.15	02 Days	
38	Public Diplomacy and Protocols	2015.09.16-2015.09.17	02 Days	Ms. M. Wakkumbura
39	Workshop on Negotiation Skills	2015.09.24-2015.09.25		
40	Workshop on Workplace Dispute Management	2015.10.01-2015.10.02		
41	Course on Grievance Handling	2015.10.12-2015.10.13		
42	Foreign Policy of Sri Lanka and Global Trends	2015.11.05-2015.11.06		

	Course Name	Date/s	Duration	Course Coordinator
43	Workshop on Role of Public Sector Executives in the Private Sector Development	2015.11.03	01 Day	Mr.A.B.M. Ashraff
44	Organizational Development Competencies	2016.01.11 - 2016.01.15	05 Days	
45	How to develop service innovation competencies.	2015.10.15 2016.03.07	01 Day	
46	Supervisory Skills	2016.07.11- 2016.07.12	02 Days	
47	Workshop on show casing Participatory Development Planning Best Practices	2015.09.07 2015.09.08	02 Days	
48	Advance word processing and data analysis	2015.09.14 - 2015.09.16	03 Days	Mr. N.M.S.A. Bandula
49	Cyber security and privacy protection	2015.09.30	01 Day	
50	ICT for Administrative Officers	2015.10.13 to 2015.10.16 And 2015.10.20 to 2015.10.22	07 Days	
51	Workshop on Cyber Applications	2015.11.05 - 2015.11.06	02 Days	
52	Digital Enablement of Public Service	2015.11.26- 2015.11.27	02 Days	
53	Effective Cabinet Papers	2015.10.05	01 Day	Mr. I.S. Jayaratne
54	Winning the Board- Board Paper Writing	2015.10.12	01 Day	
55	How to be an Effective Presenter?	2015.10.19 2015.10.20	02 Days	
56	Do you want to be an Effective Public Speaker?	2015.10.26	01 Day	
57	Creative Reports	2015.10.29 2015.10.30	02 Days	
58	Workshop on Sri Lanka's Economy: Challenges and way forward	2015.10.13	01 Day	Dr. Sepali Sudasingha
59	Workshop on Methods of Policy Evaluation	2015.10.06	01 Day	
60	Workshop on Writing a Policy Paper	2015.09.28 - 2015.10.02	05 Days	
61	Workshop on Soft Skills for Decision Makers – Presentation and Communication Skills	2015.10.19- 2015.10.20 2015.11.16- 2015.11.17	02 Days	
62	Workshop on Research Proposal Writing	2015.08.28 2015.11.03	01 Day	
63	e-Transactions – Specially designed for Financial Manager in Public Sector	2015.09.20 2015.09.29 2015.10.06 2015.10.20 2015.11.10	01 Day	Mr. Lal Kularatne

	Course Name	Date/s	Duration	Course Coordinator
64	Work-shop on Disciplinary Procedure for executive grade officers of all island services/Police officers (except Wednesdays)-four days	2015.09.14 - 2015.09.15 And 2015.09.17 2015.09.18	04 Days	Mrs. Thilini Karasnagoda
65	Maximizing your strengths as a supervisor-specially designed for Administrative Officers	2015.09.21- 2015.09.22	02 Days	
66	Managing work place problems - specially designed for Administrative Officers	2015.10.01 - 2015.10.02	02 Days	
67	Salary conversion and handling pension matters effectively- specially designed for Administrative Officers.	2015.10.29 - 2015.10.30	02 Days	