

EP/P&T/LT/2016

18/1/2016

All Secretaries
Deputy Chief Secretaries
Heads of the Department
Eastern Province

Managerial Programmes -2016

This has reference to the letter No: S/PD/TP/M/2016 dated 06/01/2016 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. 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

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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, Local Government and Democratic Governance)



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

My No: S/PD/TP/M/2016

2016.01.06

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

Dear Sir/Madam

Managerial Programmes – 2016

We are pleased to inform you that SLIDA has planned to conduct a series of newly designed managerial level training programmes for the year 2016, and the programme list of January to March is enclosed herewith for your convenience.

These programmes are designed for Staff Grade Officers of all island services and other comparable services 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 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


 Sujata Manayakkara

Additional Director General (Training and Learning)

For Director General

Office of the Deputy Chief of
 Personnel & Training

12 JAN 2016

Eastern Province
 Registrar

CHIEF SECRETARY'S OFFICE
 04 9 20/E
 11 JAN 2016
 DCS / PCT
 FNA - P1

D.M.S. Abeyaratne
 Chief Secretary
 Eastern Province

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Scheduled Training Programmes for Executive Grade Officers of all island services

From January to March 2016

SN	Name of the Programmes	Coordinator	Duration (Days)	Dates
Short Courses				
1	Work Life Balance through Self Development and Emotional Intelligence	Mr.S Nanayakkara	02	2016.02.11 -2016.02.12
				2016.03.03 -2016.03.04
2	Essence of Public Procurement	Mr.A Lokugamage	3	2016.03.16 - 2016.03.18
3	Report Writing Skills	Mr.IS Jayarathne	3	2016.03.01 - 2016.03.03
4	Certificate in SLIDA Computer Driving License ***	Mr.NMSA Bandara	10	2016.03.14 -2016.04.01
5	Project Proposal Preparation	Mr.D Wijekoon	5	2016.02.15 -2016.02.19
6	Workshop on Solid Waste Management	Ms.NJ Jayasundera	3	2016.02.22 - 2016.02.24
7	Disaster Risk Management		5	2016.02.08 -2016.02.12
8	Workshop on Negotiation Skills	Ms.M Wakkumbura	2	2016.02.29 -2016.03.01
Diploma Programmes				
9	Diploma in Information Technology ***	Mr.NMSA Bandara	6 Months	2016.02.28 - 2016

*****All programmes except Diploma in Information Technology and Certificate in SLIDA Computer Driving License programme are FREE OF CHARGE for public sector officers.**

Course fee for Diploma in IT - Rs.60, 000.00

Course fee for Certificate in SLIDA Computer Driving License - Rs.20, 000.00