

EP/PAT/LT/2015  
12/8/2015


All Secretaries  
Deputy Chief Secretaries  
Heads of the Department  
Eastern Province

**Training Consultancies Carried out by SLIDA**

This has reference to the letter No: S/PD/03/TC&MC dated 30/07/2015 by Director General, SLIDA, Colombo on the above subject.

The Sri Lanka Institute of Development Administration has planned to enhance the quality of training consultancy services and reduce the fee of such consultancies. The copy of the letter is annexed herewith for information and further action please.

Note : Details can be downloaded from [www.ep.gov.lk](http://www.ep.gov.lk) (Foreign Training Opportunities ).

  
**R. Shanmugathan** o/c  
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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 P.O. Box }

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/03/TC&MC

30 .07.2015

All Secretaries,  
 Chief Secretaries  
 Heads of Department  
 District Secretaries  
 Divisional Secretaries

Dear Sir/Madam,

10 AUG 2015  
 Dole  
 Eastern Province  
 Trincomalee  
 10 AUG 2015  
 CHIEF SECRETARY'S SECRETARIAT  
 EASTERN PROVINCE  
 D.M.S. Abayagunewardana  
 Chief Secretary  
 Eastern Province

**Training Consultancies carried out by SLIDA**

First of all I wish to express our gratitude for placing your trust in SLIDA to improve the capacity of your organization by using our training consultancy services.

Furthermore, I wish to inform you that we have taken significant steps to enhance the quality of training consultancy services and reduce the fee of such consultancies. Following are the steps taken to improve the quality of the training services.

1. Carry out a Training Need Analysis (TNA) for each training programme and consultancies to identify specific training needs.
  - a. Once the request for the training programme is received, SLIDA will appoint a coordinator and submit a Programme Brief informing you briefly, the training methodology and the cost estimate of the consultancy.
  - b. If the client agrees to the methodology and the cost of the consultancy, SLIDA will appoint a team to carry out the consultancy.
  - c. The Consultancy Team, with your permission, will visit your organization and carry out a TNA using face-to-face interviews, group discussions and administering questionnaires to identify specific areas which should be given special attention.

- d. Based on the results of the TNA, the Consultancy Team will draft a proposal with exact details on the training consultancy and submit the same for your approval.
  - e. Once your approval is granted for the proposal and 50% of the cost is paid, training programme will commence.
2. On-going Evaluation
- a. The quality of the training will be continuously assessed regarding trainers' capability, relevance, knowledge enhancement, time management, facilitation, overall coordination etc.
  - b. Once the consultancy is completed, an overall assessment on the programme will be carried out.
3. Impact Analysis (Post Evaluation)
- a. Two to three weeks after the completion of the consultancy, the Consultancy Team will visit your organization for the purpose of analyzing the impact of the consultancy.
  - b. They will assess the impact of the training by using the first three stages of the Impact Analysis Methodology introduced by Mr. Donald Kirkpatrick. Accordingly, the reaction, learning and behavioral changes will be evaluated by the team. Interviews, group discussions and questionnaires will be used for this purpose too.
4. A Consultancy Report will be drafted based on the results of TNA and Post Evaluation to give your management an idea about the impact of the training consultancy. Once you agree with the Consultancy Report, you will be requested to pay the balance of the total fee.

We are certain that this approach will give you an opportunity to see the benefits of the training and communicate with the SLIDA Consultancy Team visiting your organization to get the best out of training programme..

While thanking you again for placing your trust in SLIDA to meet the capacity building needs of your organization, I am delighted to inform you that we are now ready to provide high quality training consultancy services to you at a lesser cost.

Herewith, I am annexing the list of our key areas of training consultancies for your information.

I kindly request you to contact me ([dg@slida.lk](mailto:dg@slida.lk)) or Mr Sujan Nanayakkara, Additional Director General (T&L) ([sujannanayakkara@slida.lk](mailto:sujannanayakkara@slida.lk)) for more details or any clarifications.

We are hopeful that you would begin to use our training consultancy services more regularly and foster the relationship between your organization and SLIDA.

Thank You.

Yours faithfully,



Wasantha Deshapriya

Director General

## Key Areas

<b>S/N</b>	<b>Key Areas</b>
<b>01</b>	<b>Procurement Procedure</b>
<b>02</b>	<b>Secretarial Practices</b>
<b>03</b>	<b>Parallel Thinking Skills</b>
<b>04</b>	<b>Financial Management</b>
<b>05</b>	<b>Costing &amp; Pricing</b>
<b>06</b>	<b>Productivity Improvement &amp; Capacity Development</b>
<b>07</b>	<b>Bid Evaluation</b>
<b>08</b>	<b>Office Management</b>
<b>09</b>	<b>Stores management</b>
<b>10</b>	<b>Customer Care</b>