

**“The value of a college education is
not the learning of many facts but the
training of the mind to think”**
Albert Einstein

**“An MDTU education is not only the
training of the mind to think but also
putting those thoughts into action”**
MDTU Management

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The Catalogue on Competency Enhancement Trainings-2015



**Management Development Training Unit
Northern Provincial Council**

வடக்கு மாகாண சபை உத்தியோகத்தராகிய நீங்கலும் அங்கத்தவராகலாம்

முகாமைத்துவ அபிவிருத்திப் பயிற்சி அமைதி
நூலகம் தல்கள் தேடலுக்கு களம் அமைக்கின்றது

- ❖ பொதுச் சேவை மற்றும் ஆங்கில மொழிபெயர்த்து உள்நாட்டினர் நூல்கள்
- ❖ கற்கக்கூடிய மொழிபெயர்த்து நூல்கள்
- ❖ பயிற்சியாளர் வளவளங்கள் கையேடுகள்
- ❖ வளவளங்களின் பயிற்சித் திட்டமிடலுக்கான இடவசதி

உத்தியோகத்தர்

நேரம் கருதி நற்போது
கிழமை நாட்களில் நிற்பகல்
5.00 வரையும், சனிக்கிழமைகளில்
முற்பகல் 9.00 மணி தொடக்கம்
மதியம் 12.00 மணிவரை
திறந்திருக்கின்றது

தொடர்புக்கு
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02/05/2014

MISSION

Enhancing provincial public service competence by providing capacity building and institutional development

KEY FUNCTIONS

- ❖ Coordinate trainings of cross cutting subjects and studies meant for Provincial Institutions
- ❖ Update knowledge, skills and attitude of officers in the fields of non-professional subjects
- ❖ Coordinate trainings of the provincial projects, and national and international agencies
- ❖ Assist to develop management practices and work norms to improve institutional productivity
- ❖ Contribute to the national initiatives for trilingual public service
- ❖ Accredite trainers who are willing to serve for the Northern Provincial Public Service
- ❖ Coordinate HRD Scholarship process of the Provincial Public Service

STEPS Program that functions under Provincial Ministry of Education conducts following Courses

- General English for School Leavers (preSTESL)
- Foundation English for School Leavers (FESL)
- General English for Public Servants (preSTEPS)
- Foundation English for Public Servants (FEPS)
- Skills Through English for Public Servants (STEPS)
- Self Access Skills Trainings (SAST)
- English Language Teaching Methodology (ELT Methodology)

Course Administrator: Mr.G.Gunaruban
(Contact No: 0212224580, 0212221395)



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Training Program on Community Development Funded by JICA FORWARD Project

Aim:

Active involvement of Frontline Officers to provide better service deliveries at community level in the Northern Province by having right knowledge, required skills and positive attitude that this training intends to impart

Course I: Communication and Community Empowerment

Module I: Communication Skills and Conflict Management

Module II: Community Empowerment, Leadership and Team Building

Course 2: Good Governance and Project Management

Module III: Good Governance and Productivity and Quality Improvement

Field Visit : Frontline Officers practice information collection about a village and, use those raw data and other findings for training sessions

Module IV: Community Level Planning and Project Management

Course 3: Entrepreneurship and Livelihood Development

Module V: Entrepreneurship and Livelihood Development

Target Group: Field Officers

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Training Module : Productivity & Quality Improvement

Aim :

Creating a collective effort towards productivity at public offices and adhering to an implementation plan



Objectives :

- Outline the demand for a more simplified and productive systems and procedures for a better public service
- Develop the attitude to fulfill the office activities in a simple an efficient way
- Demonstrate the performance of service delivery in their office

Contents :

- Management of change
- Productivity, 5 S Concept, Quality circle
- Managing wastage
- Effective time management
- Effective filing and record system
- Total Quality Management
- Moment of Truth for effective productivity
- Six Sigma
- Management ideas for better productive decision

Duration : 03 days

Target Group : NPC Staff

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)

People Skills



Training Module : Establishing a Public Redress System

Aim :

Making Local Authorities more responsive to the needs of the Public

Objectives :

- Establish a system/improve existing systems for receiving complaints from members of the public
- Respond to complaints in a constructive manner
- Mediate between complainants
- Prepare regular statistical reports on the complaints received

Contents :

- The role of public service
- Public perceptions of service delivery
- Principles of service delivery
- A public redress system
- Public redress as a needs analysis and planning tool
- Strengthening the public redress system
- Categorizing complaints
- Registering a complaint
- Using reference numbers
- Acknowledging a complaint
- Dealing with requests and suggestions
- Conducting an effective investigation
- Mediating a dispute
- Extracting data and Preparing a statistical report
- Preparing a narrative report

Duration : 03 days

Target Group : Local government staff who involve or plan to involve in this system

Officer In-Charge: Mr.K.Kamalababu

(Contact No: 0217391251)

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Training Module : Training Methodology

Aim :

Giving participants cross-cutting skills in methodology optimally

Objectives :

- Conduct input-task-output type training sessions
- Plan and deliver training sessions based on given materials
- Manage participatory teaching and learning in classroom situations
- Reflect and give feedback on own and other's teaching and learning for on-going professional development



Contents :

- Introduction to Methodology
- Learning styles
- Understanding your participants
- The training cycle
- Shape of a training session
- Input techniques, Task types, & Practicing input and task
- Giving instructions, & Eliciting and responding
- Participatory work arrangements
- Monitoring and discipline
- Presentation skills, & Using training aids
- Output techniques
- Observation
- Giving constructive feedback
- Setting objectives & Session planning

Duration : 10 days

Target Group : Potential Resource Persons

Officer In-Charge: Mr.S.Paheerathan

Page 1



Training Module : Managing disputes in workplace

Aim :

Setting up the conducive work environment to produce better results by appropriate way of handling disputes



Objectives :

- Distinguish problem vs dispute
- Recall nature of workplace disputes
- Identify the factors generating disputes
- Identify the ways of handling disputes
- Analyze impacts of disputes in workplaces
- Develop mutual trust among staff members to mitigate destructive impacts from disputes

Contents :

- Problem vs dispute
- Factors of dispute
- Ways of handling disputes
- Impacts of dispute
- Steps to be taken to resolve disputes
- Mutual trust building

Duration : 02 days

Target Group : Middle Level Officers & Combined Service Officers

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Training Review & Resource Mapping

Aim :

Getting a list of demand oriented but, cross-cutting programmes that are to be meant for specific target groups most probably by 'service'



Objectives :

- Learn how to define specific session objectives
- Analyse existing contents relevancy against the trainings
- Identify implications, which may arise when apply the trainings know-hows

Contents :

- Workshop introduction
- Expectations barriers
- Defining session objectives
- MDTU training situational analysis
- Categorizing training lists
- Defining training objectives and contents
- Compulsory and Optional Trainings
- Resource Mapping

Duration : 02 days

Target Group : MDTU Trainers

Officer In-Charge: Mr.S.Paheerathan
(Contact No: 0217391252)



Training Module : Client/Customer Care: Public Information Dissemination

Aim :

Developing the capacity of the Northern Provincial Council staff to disseminate information about local services to the public effectively



Objectives :

- Explain the stages to follow when planning a communication
- Describe various data collection techniques and state their uses and limitations
- Plan an outline for presentation on Public Redress System
- Identify data collection methods to explore an issue within their own departments
- Prepare and deliver a community presentation, and
- Make an action for their communication campaign

Contents :

- | | |
|------------------------------------|----------------------------------|
| • Effective Communication | • Choice of Media |
| • The 'P' Process | • Face-to-Face Communication |
| • Exploring an Issue | • Mass Media: Posters |
| • Conducting an Audience Analysis | • Mass Media: Leaflets |
| • Identifying Allies | • Developing a Poster or Leaflet |
| • Planning a Problem Analysis | • Developing an Action Plan |
| • Setting Communication Objectives | |

Duration : 04 days

Target Group : Public Relations Officers

Officer In-Charge: Mr.K.Kamalababu

(Contact No: 0217391251)

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Training Module : Interpersonal Skill Development: Managing Public Offices

Aim :

Providing knowledge on competencies for managing public offices effectively to administrative officers and sectional supervisors



Objectives :

- Practice the learnt skills within their working capacity as and when necessary, and
- Attempt freshly acquired aspects on public management for smooth and productive service delivery

Contents :

- Managing conflict in workplaces
- Motivation
- Personal and personality development
- Leadership
- Interpersonal communication
- Teams and team work
- Organizational culture and knowledge management

Duration : 03 days

Target Group : Staff Officers

Officer In-Charge: Mr.S.Paheerathan

(Contact No: 0217391252)

Page 3

Training Module : Self Access Skills

Aim :

Helping to design, implement and evaluate an individualized learning plan relevant to their learning needs



Objectives :

- Access the internet using a web address
- Refer to the buttons, tabs, hyperlinks and bars on an internet screen using the correct terminology
- Use buttons, tabs, hyperlinks and bars to navigate a website
- Bookmark a useful website

Contents :

- Introduction to the Internet
- English language needs analysis
- Evaluating a website
- Conducting a search
- Evaluating web material
- Setting up a filing system
- Using email
- Using an antivirus program

Duration : 02 days

Target Group : Officers who seek higher studies & Search professional updates

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Interpersonal Skill Development: Positive Thinking & Personality

Aim :

Creating awareness on the importance of cultivating interpersonal skills in order to confidently perform towards the organizational effectiveness



Objectives :

- Explain how self-image affects one's feeling/attitude/behavior
- Discover appropriate ways for becoming physically fit so as to stay young and healthy
- Demonstrate effective ways of coping with difficult people who resemble persecutors in a psychological game with win-win mindset
- Identify the behavioral manifestations of self-discipline

Contents :

- Personality development aspects
- Indicators of positive and negative self-image
- Personal development planning
- Personal goal setting and social image defined
- Poise, posture and eye contact of body language
- Social grace, table manners and manners in conversations

Duration : 03 days

Target Group : Staff Officers
Non Staff Officers

Officer In-Charge: Mr.S.Paheerathan
(Contact No: 0217391252)



Training Module : Official Letter Writing & Minute Writing Skills

Aim :

Design the official letters and minutes to make the decision in easy and proper way

Objectives :

- Identify the methods of minute writing
- State the aspects involved in minute writing
- Explain the importance and application
- Find the designing for official letters
- Know the steps to write the letters
- Write the letters

Contents :

- Definition of minute writing and importance
- Methods of minute writing
- Aspects to be involved in letters and location
- Case study

Duration : 02 days

Target Group : Staff who involve
MAs

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Skills for Performance: Vehicle Administration

Aim :

Establishing an effective vehicle movement and vehicle management system through competent officers

Objectives :

- Explain Existing System
- Assess areas for system improvement
- Plan for an improved system

Contents :

- Existing System for Vehicle Administration
- Pros and Cons of the Existing System
- Mechanical Operation of Auto Mobiles
- Efficient Fuel Consumption and Effective Maintenance
- Rules and Regulations Governing Vehicle Administration
- Productive Vehicle Usage

Duration : 02 days

Target Group : Staff who handle Subjects

Officer In-Charge: Mr.S.Paheerathan
(Contact No: 0217391252)



Training Module : Letter Writing in Sinhala

Aim :

Providing skills to comprehend letters in Sinhala and write letters in Sinhala properly

Objectives :

- Explain/Summarize letters written in Sinhala language, and
- Prepare letters in Sinhala language by applying learned skills



Contents :

- Parts of letter
- Types of letter
- Comprehension
- Way of writing
- Writing practices

Duration : 03 days

Target Group : Staff who involve

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Skills for Performance: Effective Office Assistance

Aim :

Enhancing the capacity of Office Assistants to hope up with changing Office equipment

Objectives :

- Recall the Office environment
- Explain the rules, regulation and duties



Contents :

- Public Sector Ethics
- General conduct and discipline of Public Sector with clean hands
- Benefits enjoyed by Public Offices
- Interpersonal Communication Skills
- Basic knowledge of Accounts
- Handling Office Equipments

Duration : 02 days

Target Group : OES

Officer In-Charge: Mr.S.Paheerathan
(Contact No: 0217391252)



Training Module : Report Writing Skills in English

Aim :

Enhancing report writing capacity of officers who involve in preparation of reports for various officials

Objectives :

- write reports that are measured by their presentations

Contents :

- Preparing for Report Writing
- Parts of the Report
- Style and Clarity
- Checklist
- Practicing Report Writing
- Presenting Reports

Duration : 02 days

Target Group : Staff who involve

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Skills for Performance: Safety Driving & Vehicle Maintenance

Aim :

Ensuring skilled and morally sound drivers behind each steering of vehicles

Objectives :

- Define the driver's role in a public office
- Develop enhanced driver observation skills that facilitate anticipation and therefore a more smooth and flowing driving style
- Apply lesser brake applications by developing advanced vehicle, road environment and traffic management skills
- Use available engine power resources efficiently
- Explain latest traffic regulations
- Discover the engine/running troubles by identifying symptoms
- Explain the approved process in an accident

Contents :

- Introduction to driving for a public office
- General conduct and discipline of public officers
- The role of a Driver, financial matters, and maintaining running charts
- Daily maintenance of a vehicle; Mechanical operation
- Traffic regulations
- Deficiencies of vehicles, prevention of accidents and steps to be followed in case of an accident

Duration : 02 days

Target Group : Drivers

Officer In-Charge: Mr.S.Paheerathan
(Contact No: 0217391252)



Training Module : Conversation in Sinhala

Aim :
Improving Sinhala speaking skills of officers

Objectives :

- Converse in Sinhala confidently by recalling the patterns learnt, and
- Demonstrate their Sinhala speaking ability in official transaction



Contents :

- Conversation between two members
 - Conversation between Doctor & Patient
 - Conversation between Passengers
 - Conversation between Farmer & Customer
 - Conversation between vegetable Seller & Customer
 - Telephone Conversation
- Language for reception
 - Receiving clients/customers
- How to face Interview Board
- How to Solve Problems in an Accident

Duration : 05 days

Target Group : Staff who involve

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Skills for Performance: Event Management

Aim :
Organizing or coordinating events while considering each and every aspects of event management in order to achieve event objectives successfully



Objectives :

- Describe the entire events management process and resources required
- Explain what makes a successful event, getting started and what are the key elements that pull it together
- Formulate strategies for your events with available budget
- Recognize potential problems and plan accordingly for a successful event
- Prepare good marketable events with use of new trends and technologies

Contents :

- Introduction to Event Management
- Categories of Events
- Role of Event Manager
- Specific areas for Effective Event Management
- Suitable Technology
- Education/Knowledge for Event Management

Duration : 02 days

Target Group : Staff who are assigned event organization

Officer In-Charge: Mr.S.Paheerathan
(Contact No: 0217391252)



Training Module : Good Governance Aspects: Responsiveness

Aim :

Creating awareness on the importance of upholding good governance principles in institutional activities



Objectives :

- Define aspects of responsiveness
- Evaluate responsiveness of public service organizations

Contents :

- Understanding responsiveness
- Evaluating responsiveness

Duration : 01 day

Target Group : NPC Staff

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)

Training Module : Induction for Newly Recruited Public Servants

Aim :

Having a basic knowledge, skill, attitude and an understanding of the working Environment to deliver quality service



Objectives :

- Prepare themselves to hope up in a public service
- Describing the Office System
- Operate with full adherences to basic rules and regulations
- Show ethical behavior in public service
- Identify interpersonal skills for good public relations

Contents :

- Role of Public Service
- Provincial Council Setup
- General Functions - Admin.
 - Finance
 - Planning
 - Auditing
 - IT
- Interpersonal Communication Skill
- Team Building
- Time Management
- Productivity

Duration : 05 days

Target Group : Newly Recruited Public Servants

Officer In-Charge: Mr.S.Paheerathan
(Contact No: 0217391252)

Training Module : Good Governance Aspects: Efficiency and Effectiveness

Aim :

Creating awareness on the importance of upholding good governance principles in institutional activities



Objectives :

- Give examples of effectiveness and efficiency in service delivery
- Describe the characteristics of good objectives for service delivery
- Prepare objectives and milestones to measure the effectiveness and efficiency of a project

Contents :

- Introduction
- Case studies
- Setting objectives
- Measuring effectiveness and efficiency

Duration : Half day

Target Group : NPC Staff

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Induction for Newly Recruited Technical Officers

Aim :

Having a basic knowledge, skill, attitude and an understanding of the working Environment to deliver quality service



Objectives :

- Prepare themselves to hope up in a public service
- Describing the Office System
- Operate with full adherences to basic rules and regulations
- Show ethical behavior in public service
- Identify interpersonal skills for good public relations

Contents :

- Role of public service
- Provincial council setup
- General functions
 - Admin.
 - Finance
 - Auditing
- Interpersonal communication skill
- Team building
- Good Governance: Participation and Responsiveness
- Basic construction techniques on
 - building construction
 - Irrigation
 - road sector
- Introduction to procurement procedure and contract management

Duration : 05 days

Target Group : Newly Recruited Technical Officers

Officer In-Charge: Mr.S.Paheerathan
(Contact No: 0217391252)



Training Module : Good Governance Aspects: Women in Local Government

Aim :

Creating awareness on the importance of upholding good governance principles in institutional activities



Objectives :

- List causes for under-representation of women in local government
- Come up with practical ways of increasing women's participation in local government

Contents :

- Women's representation in local government
- The Indian quota system
- Under-representation of women
- Action planning

Duration : Half day

Target Group : NPC Staff

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)

Training Module : NPC Induction Workshop

Aim :

Establishing clear foundations and expectations for public officers in terms of ethics, integrity and social responsibility
Beginning to develop useful skills for the workplace

Objectives :

- Operate within the context of public service with a better understanding of the culture, values and regulation
- Practice work-related skills for better results

Contents :

- The Sri Lankan Constitution
- Living in the Northern Province
- Qualities and skills of a public officer
- Governance
- Teamwork
- The NPC
- Leadership
- Local government
- The Code of conduct
- Using data
- Poverty
- Motivation
- Evaluation

Duration : 05 days

Target Group : Newly appointed public servants
Newly transferred in public servants

Officer In-Charge: Mr.S.Paheerathan
(Contact No: 0217391252)

Training Module : Good Governance Aspects: Anti-Corruption

Aim :

Creating awareness on the importance of upholding good governance principles in institutional activities



Objectives :

- Identify areas vulnerable to corruption
- Recommend necessary steps to minimize corruption risks

Contents :

- Areas vulnerable to corruption
- Minimizing corruption risks

Duration : Half day

Target Group : NPC Staff

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)

System and Procedure



Training Module : Good Governance Aspects: Equity and Social Inclusion

Aim :

Creating awareness on the importance of upholding good governance principles in institutional activities

Objectives :

- Describe the effects of inequity and social exclusion
- Find ways of making government services more inclusive

Contents :

- Effects of inequity and social exclusion
- A case study
- Improving equity and social inclusion in service delivery

Duration : Half day

Target Group : NPC Staff

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Project Management: Project Planning & Preparation

Aim :

Enhancing project formulation capability through trained officers

Objectives :

- Define project and characteristics
- Estimate for a cost of project
- Analyze all aspects for project feasibility
- Appraise project proposals from the range field offices
- Use the MS Project software for better results

Contents :

- Definition of Project
- Characteristic of a Project
- Importance of a Project
- Illustrate the Project Cycle
- Project Identification/ Formulation
- Project Preparation and Feasibility
- Appraisal
- Project Management and Failures
- Project Implementation tools
- Use of MS Project
- Cost and Accounting system for Project

Duration : 03 days

Target Group : DOs
Planning unit staff in LG

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Good Governance Aspects: Governance aspects & actors

Aim :

Creating awareness on the importance of upholding good governance principles in institutional activities



Objectives :

- Describe 8 key aspects of good governance
- Explain the importance of governance actors in the decision making process

Contents :

- Aspects of good governance
- Governance actors

Duration : 01 day

Target Group : NPC Staff

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Project Management: Proposal Writing

Aim :

Forming in group of offices with skills to assist their respective institutions in proposal writing



Objectives :

- Identify the elements of Project Proposal
- Plan the proposal write-up in a logical manner
- Demonstrate their proposal writing

Contents :

- Elements of a Project Proposal Format
- Logical Sequence of the Project Proposal
- Demonstrate the Proposal Writing

Duration : 03 days

Target Group : Middle level Managers
DOs

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Good Governance Aspects: Participation

Aim :

Developing the capacity of provincial staff to promote participation in local level for better results



Objectives :

- Analyze existing mechanisms of community participation
- Identify which formal and informal mechanisms need strengthening
- Identify key issues that affect the quality of participation
- Identify 4 types of participation and their main uses

Contents :

- Community participation analysis
- Aspects affecting participation
- Types of participation
- Video Demo – Getting Input from Citizens of Mitaka City in Japan

Duration : 01 day

Target Group : Staff from LA

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)

Training Module : Project Management: Project Monitoring & Evaluation

Aim :

Creating vigilant offices that put importance to project monitoring and evaluation in institutions for better project implementation



Objectives :

- Explain the aspects of Project Monitoring and Evaluation
- Demonstrate the different method obliges approaches Project Management, and evidence based decision making
- Evaluate project against to the respective objectives

Contents :

- Definition of Monitoring & Evaluation
- Importance of Monitoring & Evaluation
- Tools, Methods and approaches for Monitoring & Evaluation
- Evidence based decision making
- Evaluation feedback
- Institutionalization of learning
- Case study

Duration : 03 days

Target Group : Middle Level Managers
DOs in Sectoral Agencies

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)

Training Module : Good Governance Aspects: Effective Meeting Skills

Aim :

Understanding how to conduct effective meetings with a solid objective in mind, a tight agenda, and a commitment to involving the meeting participants in the planning, preparation, and execution of the meeting



Objectives :

- Use meeting planning and management skills to conduct meeting in a more and effective way, and
- Use effective listening and speaking skills to participate in meeting in a more inclusive and conflict resolving way

Contents :

- Preparing a meeting
- Role of the chairperson
- Role of the participants
- Effective listening skills
- Effective speaking skills
- Taking minutes
- Putting it all together

Duration : 01 day

Target Group : Officers who frequently involved in meeting organization/Participation

Officer In-Charge: Mr.K.Kamalababu
(Contact No: 0217391251)



Training Module : Planning: Logical Framework Analysis (LFA)

Aim :

Creating capacity to formulate precise log frames to reflect outcomes and impacts of interventions that institutions make for its beneficiaries in view of available resources and time



Objectives :

- State the terms of LFA
- Describe the theory of change and result chain
- Interpret the result framework matrix
- Assess the use of LFA in project cycle
- prepare the project in logical way

Contents :

- Defining LFA
- Theory of Change (Program Theory)
- Result Chain
- Result Framework Matrix/ LF Matrix
- Vertical Logic and Horizontal Logic
- Use of LFA in Project Cycle
- Pros and Cons of LFA
- Case study

Duration : 03 days

Target Group : DOs

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Service Delivery

Training Module : Planning: Managing for Development Result (MfDR)

Aim :

Creating awareness on aspects of MfDR for producing better development results

Objectives :

- Describe the concept of MfDR
- Identify the component of MfDR
- Illustrate the agency result framework and score card
- Find the fundamental prerequisite for MfDR installation
- Assess the key performance indicators
- Predict the issues and challenges implementing MfDR



Contents :

- Concept of MfDR
- Core component of MfDR
- Result Based Management - Best Practice Models
- Agency Result Framework
- Managing for Result
- Agency Score Card
- Key Performance Indicators
- Process of Institutionalization of MfDR in Sri Lanka
- Fundamental Prerequisite for MfDR installation
- Issues and Challenges in MfDR
- National Electronic Project Monitoring System (e-PMS)
- Case study

Duration : 02 days

Target Group : Planning Unit Staff

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)

Training Module : Managing Performance: Effective Performance Appraisal

Aim :

Producing better results by appraising the performance of staff using Performance targets and indicators



Objectives :

- Identify the relationship between organizational performance and individual performance
- Explain the difficulties in performance measurement due to goal ambiguity
- Recall the basics of annual performance plan
- Describe roles of appraise, appraiser and moderator
- Assess the existing performance appraisal system
- Formulate appropriate performance indicators for the office and individual

Contents :

- Goal Ambiguity in Public Service
- Organization vs Individual Performance
- Performance indicators, Performance measurement and Performance feedbacks
- Role of appraise, appraiser and Moderator

Duration : 03 days

Target Group : Staff who participated in SY2071

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Planning: Participatory Rural Appraisal (PRA)

Aim :

Developing work force that could analyze the local problems and formulate tentative solutions in consultations with local stakeholders



Objectives :

- Identify the methods and tools, Appraise the local problems faced by public
- Reorganize the available resources in relation to actual needs

Contents :

- Definition of PRA
- PRA Principals
- Appraisal of Local Problems
- Tools and Techniques
- Challenges in PRA
- Mock PRAs

Duration : 03 days

Target Group : Planning Unit Staff

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Preparation of Job Descriptions

Aim :

Capacity building for a meaningful and effective job assignments through appropriate job descriptions



Objectives :

- Identify the purpose of job description
- Classify the parts of accurate job description
- Design the job description for the staff under the purview in proper way

Contents :

- Parts of job specification and description
- Relationship between job description and individual performance appraisal
- Identification of staff categories
- Case study for formulation of job descriptions
- Action plan to continue the process of job description at offices

Duration : 02 days

Target Group : Administrative Officers

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)

Training Module : Planning: Objective Oriented Planning

Aim :

Developing capacity to identify, analyze, prepare and present project proposals and concept papers for development purposes



Objectives :

- Interpret development Issues and Problems
- use project planning tools to formulate comprehensive project plan
- apply standard reviewing techniques in project proposal writing
- Prepare comprehensive project proposal and concept paper

Contents :

- Introduction to objective oriented Project Planning
- Formulation of Development Plans and Micro Projects
- Problem Tree Analysis/ Objective Tree Analysis
- Setting Objectives
- Log Frame Analysis
- Use of Statistics in Planning
- Agency Framework Model
- Case studies and Assignments
- Drafting Project Proposal

Duration : 02 days

Target Group : Planning Unit Staff
DOs

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)

Training Module : Financial Sector Management: Store and Annual Verification

Aim :

Familiarizing with store and supply procedures in efficient manner

Objectives :

- Maintain an in-stock position on all items of recurring demand and keeping inventories within prescribed limitations
- Avoid over and under stocking of materials
- Maintain systematic records of materials
- Protect materials from losses and damage

Contents :

- Role and Responsibility of Store Keeper
- Introduction to store keeping and supply management
- Stores Procedure
- Maintenance of stocks and relevant documents
- Responsibilities and role of Board of Surveys
- Procurement process and functions
- Calling quotations, opening, and evaluation and awarding
- Composition of Procurement Committee and financial limits of authority
- Responsibilities and functions connecting to Procurement process

Duration : 02 days

Target Group : Account Unit Staff

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)



Training Module : Know-how for Management Assistants: Personal Files – An Intrinsic Motivator

Aim :

Ensuring the system for personal file maintenance in place in order to ease any transaction

Objectives :

- Describe the filing system
- Explain the documents to be maintained in file
- Demonstrate the filing methods and identification of file
- Construct personal files that they handle as per the guidelines given

Contents :

- Explanation of files with examples
- Filing system , advantages and disadvantages
- Classification of documents in personal files
- Preparation of documents
- Case Studies

Duration : 02 days

Target Group : Subject MAs

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)



Training Module : Audit & Assurance: Internal Audit Techniques and Procedures

Aim :

Imparting knowledge on management audit including techniques and procedures to the internal audit staff who are mandated to assist provincial institutions with regard to prudent resource management against to required services



Objectives :

- Describe the Modern Internal Audit Theory
- Identify organizational risks and find ways of managing them
- Explain circulars released by the Department of Management Audit, and
- Plan to become professional internal auditors

Contents :

- Introduction to Management Audit
- Code of Ethics
- Risk Management
- Department of Management Audit Circulars
- Methods of Auditing
- Internal Auditor Competency Framework

Duration : 01 day

Target Group : Staff from Audit Dept.

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)

Training Module : Know-how for Management Assistants: Benefits and Privileges for Public Servants

Aim :

Creating informed subject officers in order to handle staff requests in terms of benefits and privileges set by the E Code, and P A and Provincial Circulars



Objectives :

- List out leave benefits by establishment code, Amendments, and circulars
- Relate loan applications with available schemes
- Explain other benefits and privileges on request from needy officers

Contents :

- Overview of benefits and privileges for public servants
- Types of leave
- Types of Loans
- Other privileges
- Returns expected

Duration : 01 day

Target Group : Subject MAs

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)

Training Module : Audit & Assurance: Cooperative Auditing

Aim :

Enhancing auditing in cooperative sector towards accountability



Objectives :

- Explain the financial procedure in Cooperative sector
- Identify the investigation techniques to audit the accounts
- Describe the Roles, powers, responsibilities

Contents :

- Roles and responsibilities of auditing
- Power of delegation in cooperative sector
- Financial procedure
- Investigation techniques and presentation skills
- Difference between shortage, leakage and theft fault
- Value for money

Duration : 02 days

Target Group : Cooperative Audit Staff

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Know-how for Management Assistants: Salary Conversions

Aim :

Building capacity of subject officers to handle salary conversions as when necessary



Objectives :

- Define salary conversion and describe the steps of salary conversion
- Prepare correct salary conversions as and when necessary
- Predict potential problems and remedies

Contents :

- Description of salary conversion
- Aspects to be looked when salary conversions
- Preparation of salary conversion
- Salary conversions on promotion
- Case studies

Duration : 03 days

Target Group : Staff who handle the subject

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Government Accounting System : Computerized Payroll System

Aim :

Using the package for the preparation of salaries and other related documentation successfully



Objectives :

- Developing a module that monitors status of an officer's loan and other deductions such as cash advances and charges
- Minimizing manual checking of each daily time records of the officers
- Providing a way for fast transactions

Contents :

- Introduction to MS DOS
- Creation of Master Files
- Creation of Variable /Static/Loan/Remittance Data Files
- Updation and Installation of GPS Modified Version
- Modification of Existing Data
- Preparation of Pay-sheet and Pay-slips
- Preparation of Monthly Reports
- Back - up System Security and Error Handling

Duration : 05 days

Target Group : Account Unit Staff

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Know-how for Management Assistants: Disciplinary Procedures

Aim :

Developing competent subject officers to maintain the system of disciplinary control prudently



Objectives :

- List out the steps of Procedure
- Classify the disciplinary authorities (Organization and Courts)
- Discuss about disciplinary action process
- Draft a charge sheet

Contents :

- General conduct and discipline for public servants
- Responsibility of the Disciplinary Authorities
- Preliminary investigation (Preparation, collection and analysis of evidences, and final report)
- Drafting charge sheets
- Survey the explanation
- Formal inquiry
- Preparation of appointment letters to inquiry officer, defending officer and prosecuting officer
- Final verdict
- Case studies

Duration : 03 days

Target Group : Subject MAs

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Government Accounting System : Computerized Accounting System

Aim :

Understanding of the package in recording, analyzing and summarizing the financial transactions carried out during the budget implementation using budget classifications



Objectives :

- Ensure error free functionality of installations of Government Accounting Software
- Handle tactical problems with regard to office financial matters
- Prepare financial reports efficiently

Contents :

- Introduction to CIGAS Package
- Budget Classification of Revenue and Expenditure
- Transactions and Commitments
- Cash Book and Other Ledgers
- Bank Reconciliations
- Month End Balancing
- Monthly Summaries of Accounts

Duration : 05 days

Target Group : Account Unit Staff

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Know-how for Management Assistants: Pension Procedures

Aim :

Creating an environment with full compliance to existing pension procedure for delighting retired public servants



Objectives :

- Identify the reasons for pensions
- Evaluate pension applications for its eligibility
- Compute pension and revise pensions without much hassle
- Prepare pension awards

Contents :

- Pension schemes
- Eligibility for pensions
- Pensionable service period and reduction of period
- Calculations for pensions (no pay, half pay, gratuity and pension revisions)
- Preparation of pension awards
- Case studies

Duration : 03 days

Target Group : Subject MAs

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Public Finance Concepts: Introduction to Public Finance

Aim :

Creating awareness on legal framework and finance management concept for Public Finance



Objectives :

- Define the legal framework of Public Finance of Sri Lanka
- Describe the Provincial financial frame work of Northern Province
- Explain basic concept of financial management

Contents :

- Constitutional Provision for Public Finance
- Parliamentary control of Public Finance
- Role of Min. of Finance and Planning
- Role of General Treasury
- Role of Auditor General in Public Finance
- Role of Finance Commission
- Provincial Financial Framework
- Role of Public Officers in relation to Public Financial Management
- Application of Good Governance Principals to Public Finance
- Key Financial Functions and Regulations in Public Finance

Duration : 02 days

Target Group : DOs/Account Unit Staff

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)

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Training Module : Record/Archive Management

Aim :

Equipping staff with knowledge and skills in managing different types of records and archives



Objectives :

- Identify possible ways to keep/ maintain records and archives within their departmental scope
- Explain and clarify 'document', 'record' and 'archive'

Contents :

- Principles of records and archive management
- Classification of document, record and archive
- Records retention and disposition schedules
- Managing electronic records
- Archive administration
- Current issues in record maintenance

Duration : 02 days

Target Group : staff who involve

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)

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Training Module : Construction Works: AUTO CAD

Aim :

Capacity building of Technical Officers on powerful tools and design aggregation and documentation connecting the technical works



Objectives :

- Draw and Edit commands General Construction Works
- Define basic commands
- Device draw the practice the sectorial works
- Design 2D and 3D drawing practice and presentation

Contents :

- Creating Drawing
- Learning the Tools of Trade
- Organizing your work
- Editing for Productivity
- Enhancing your Drawing Skills
- Printing, Plotting and Layouts
- Adding Text to Drawing
- Using Dimensions
- Attributes Storing Data with Graphics
- working with external Databases
- Copying pre-existing Drawings into AUTOCAD
- Power Editing
- Drawing Curves and Solid fills
- Getting and Exchanging data frame working
- 3D modeling and imaging

Duration : 02 days

Target Group : Technical Officers

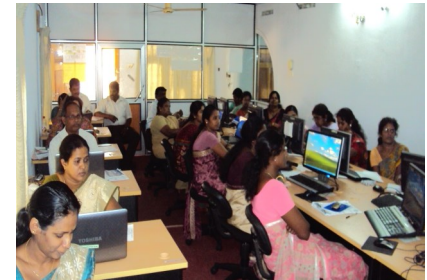
Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)

Training Module : MS Office: MS Word & MS Excel

Aim :

Improving the participants' skills to produce official documents, and do data analysis and data visualization



Objectives :

- Develop professional documents
- Analyze data and reporting
- Visualize data and produce trends

Contents :

- Formatting a document
- Illustrations
- Page setup
- Mailings – connect a data source for a document
- Track changes

Duration : 03 days

Target Group : DOs/MAs

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)

Training Module : Contract Management : Quality Control Assurance

Aim :
Creating awareness on quality control responsibilities and the process as per ICTAD standards



- Objectives :**
- Describe basics and main stages of quality control process as per the ICTAD standards
 - Identify the responsibilities of various stakeholders involved in a quality control
 - Classify various steps involved in quality control system
 - Recommend appropriate solutions for the practical issues related to quality control & quality assurance

- Contents :**
- Importance of quality assurance in engineering
 - Quality control process
 - Responsibilities of various stakeholders
 - Quality control system
 - Practical issues

Duration : 02 days

Target Group : Technical Officers

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : MS Office: Designing Slides for Presentation

Aim :
Improving participants' skills on designing effective presentations



- Objectives :**
- Choose appropriate templates
 - Prepare effective presentations

- Contents :**
- Design slides
 - Animations
 - Slide transitions
 - Insertions
 - Setup slide show
 - Checking the time duration

Duration : 02 days

Target Group : Staff who prepare the slides

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Contract Management : Contract Management

Aim :

Making awareness on public contract management responsibilities and contract management process as per the prescribed standards



Objectives :

- Describe basics and main stages of Contract Management process as per the prescribed standards
- Identify the responsibilities of various stakeholders involved in a Contract Management
- Classify various steps involved in a Contract Management system
- Recommend appropriate solutions for the practical issues related to Contract Management

Contents :

- Common features of contract
- Form of BID Provisions and Contract Formations
- Performance security and Risks
- Execution of the works ; Sub contracting
- Taking Over at Completion
- Remedying Defects
- Contract Price and Payment
- Variation and Claim Procedure
- Retention and Payment at Completion
- Default by Contractor and Employer
- Payment upon Termination

Duration : 02 days

Target Group : Technical Officers

Officer In-Charge: Mr.T.Sujathas

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Training Module : MS Office: Database Management System (DBMS)

Aim :

Improving participants' skills to develop and manage a database



Objectives :

- Develop a database for a manageable environment
- Create queries in order to answer specific questions
- Generate report so as to support for the decision making process

Contents :

- Database Base Management Systems in decision making
- Data modeling and Normalization
- Data storing and Data integrity
- Data manipulation
- Database Security

Duration : 05 days

Target Group : Officers to be assigned with database designing

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)

Training Module : Procurements in Public Sector : Procurement Procedures

Aim :

Making awareness on public procurement responsibilities and public procurement process as per the prescribed standards at institutions



Objectives :

- Describe basics and main stages of procurement process as per the prescribed standards.
- Identify the responsibilities of various stake holders involved in procurement
- Classify various steps involved in a public procurement system
- Recommend appropriate solutions for the practical issues related to public procurement

Contents :

- Introduction to Public Procurement
- Roles and responsibilities of Procuring Entity, Procurement Committee, Technical Evaluation Committee and Bid Opening Committee
- Procurement Methods
- Procurement Process
- Preparing a Bidding Document
- Inviting Bids and issuing Bidding Documents
- Bid Opening Procedure
- Bid Evaluation
- Procurement Decision and Contract Award

Duration : 03 days

Target Group : Account Unit Staff

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)

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Training Module : MS Office: Decision Support Database

Aim :

Creating ability to conceptualize decision support databases and operating them for better results



Objectives :

- Recall DBMS aspects
- Conceptualize a database in focus with necessity
- Write queries for getting expected reports

Contents :

- Recap of DBMS
- Web-based databases
- Group activity conceptualizing a database
- Creation of database
- Query and Report

Duration : 03 days

Target Group : Officers who already participated DBMS training
(Code: SY2043)

Officer In-Charge: Mr.T.Sujathas

(Contact No: 0217391251)

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Training Module : Information Management Using Computer

Aim :

Enhancing standardized information management practices at provincial public offices

Objectives :

- Understand the information management life cycle
- Understand file naming conventions for future compliance
- Maintain their official documents in an effective manner for retrieve easiness, and
- Work in a shared computer linked via a network with basic understanding of information security and privacy

Contents :

- Information Systems Life Cycle
- Electronic Documentation System
- Computer Networks and File Sharing
- Standard File Naming Conventions
- Information Security and Privacy
- E-mail Etiquette and e-Archives

Duration : 02 days

Target Group : DOs/MAs

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Graphics Designing

Aim :

Disseminate the knowledge on Photoshop and Corel Draw to produce brochures, design handbills, posters and other propaganda material

Objectives :

- Develop concepts and graphic designs based on creative approaches and techniques
- Select and set typography to communicate a specific message in logo designs and page layouts
- Use a layout grid and professional layout rules to design magazine covers, article spreads, book covers, and book chapter pages, and
- Create brochures, handbills and poster layout designs with a clear visual hierarchy of information

Contents :

- Photoshop features
- Manipulation of photos, typography and image creation with a variety of effects
- Corel Draw-Creation of typography, and
- Output print layout

Duration : 05 days

Target Group : DOs/MAs/DEOs

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : Spatial Information System: GIS and Its Applications

Aim :

Disseminating the knowledge of GIS and its applications to middle level staff of needful departments/ planning staff attached at DS offices



Objectives :

- Recognize the importance of GIS
- Demonstrate the advantages of GIS to stakeholders
- Use the information systems learned to support decision making
- Develop a mechanism to operate GIS effectively

Contents :

- Introduction to information systems
- Introduction to Graphical Information System
- Remote Sensing and Global Positioning System
- Introduction to coordinate systems and map projections
- Introduction to geo-referencing and its method
- Data input and map preparation including map elements
- Introduction to Geo-database creation
- Introduction to map layers and its creation
- Application of Geo informatics in various disciplines (sample case studies)

Duration : 02 days

Target Group : Subject Officers

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Training Module : PC Maintenance & Trouble Shooting

Aim :

Disseminating the knowledge and skills on effective maintenance of personal computers with less breakdowns



Objectives :

- Solve computer hardware malfunctions and trouble shooting
- Identify precautionary measures to run personal computers

Contents :

- Introduction to hardware components
- Functionalities of important components
- Basic trouble Shooting techniques
- Important prequetary measures
- Practical exposure

Duration : 05 days

Target Group : DOs/MAs

Officer In-Charge: Mr.T.Sujathas
(Contact No: 0217391251)



Management Development Training Unit - Northern Provincial Council
Nomination for Training - February - June 2015

Nomination 1Semi -2015

Ministry/Department :

S.No	Training Programme	Date	Venue	Target Group	Duration	No of Nomination	Name of the Nominee	NIC No	Designation
1	Contract Management : Contract Management	19-20 Feb	MDTU training hall, Temple Road, Nallur	Engineers & Technical Officers of Buildings dept.	02 days				
2	Managing Disputes in workplace	2-Mar	MDTU training hall, Temple Road, Nallur	Middle Level Managers AOs & CMAs	01 day	2			
3	Self Access skills	3-4 March	MDTU lab, Temple Road, Nallur		02 days	2			
4	Government Accounting System : CIGAS	9-13 March	MDTU lab, Temple Road, Nallur	Account Unit Staff	05 days	2			
5	Know-how for Management Assistants: Personal Files - An Intrinsic Motivator	10-11 March	Vavuniya	Staff who handle the Subjects	02 days	1			
6	Contract Management : Contract Management	12-13 March	MDTU training hall, MOH, Kopay	Staff who involve	02 days				
7	Good Governance Aspects: Effective Meeting Skills	14-Mar	MDTU training hall, Temple Road, Nallur	Principals - Pointpedro zone	01 day				
8	Government Accounting System : Government Payroll System	16-20 March	MDTU lab, Temple Road, Nallur	Account Unit Staff	05 days	2			
9	MS Office: Decision Support Database	23-27 March	MDTU lab, Temple Road, Nallur	Officers already participated in DBMS training	04 days	2			
10	MS Office: Designing Slides for Presentation	1-2 April	MDTU lab, Temple Road, Nallur	Staff who prepare the slides	02 days	2			
11	Interpersonal Skill Development: Managing Public Offices	6-8 April	MDTU training hall, Temple Road, Nallur	Staff Officers	03 days	2			
12	MS Office: Database Management System (DBMS)	6-10 April	vavuniya	Officers to be assigned with databases	05 days	2			
13	Letter Writing in Sinhala	9-10 April	MDTU training hall, Temple Road, Nallur	Staff who involve	02 days	2			
14	Report Writing Skills in English	20-21 April	MDTU training hall, Temple Road, Nallur	Staff who involve	02 days	2			
15	Government Accounting System : Government Payroll System	20-24 April	MDTU lab, Temple Road, Nallur	Account Unit Staff	05 days	2			

Management Development Training Unit - Northern Provincial Council
Nomination for Training - February - June 2015

Nomination 1Semi -2015

Ministry/Department :

S.No	Training Programme	Date	Venue	Target Group	Duration	No of Nomination	Name of the Nominee	NIC No	Designation
16	Good Governance Aspects: Effective Meeting Skills	25-Apr	MDTU training hall, Temple Road	Principals - Thenmaradchi zone	01 day				
17	Information Management Using Computers	27-28 April	MDTU lab, Temple Road	DOs/MAs	02 days	1			
18	Official Letter Writing & Minute Writing Skills	27-28 April	MDTU training hall, Temple Road	Staff who involved	02 days	1			
19	Planning : Managing for Development Result (MfDR)	29-30 April	MDTU training hall at MOH,Kopay	DOs	02 days	2			
20	Know-how for Management Assistants: Disciplinary Procedures	6-7 May	MDTU training hall, MOH,Kopay	Subject MAs	02days	1			
21	Spatial Information System: GIS and its Applications	7-8 May	MDTU lab, Temple Road, Nallur	Subject Officers	02 days	1			
22	Good Governance Aspects: Effective Meeting Skills	9-May	MDTU training hall, Temple Road, Nallur	Principals - Madhu	01 day				
23	MS Office: Database Management System (DBMS)	11-15 May	MDTU lab, Temple Road, Nallur	Officers to be assigned with database	05 days	2			
24	Preparation of Job Descriptions	18-19 May	MDTU training hall, Temple Road, Nallur	Administrative Officers	02 days				
25	MS Office: MS Word & MS Excel	18-21 May	MDTU lab, Temple Road	DOs/MAs/DEOs	04 days	2			
26	Official Letter Writing & Minute Writing Skills	21-22 May	Vavuniya	Staff who involved	02 days	1			
27	Project Management : Project Planning & Preparation	25-27 May	MDTU training hall, Temple Road, Nallur	Planning Unit Staff in LG	03 days	2			
28	Graphics Designing	25-29 May	MDTU lab, Temple Road	DOs/MAs/DEOs	05 days	2			
29	Procurements in Public Sector : Procurement Procedures	28-30 April	Kilinochchi	Account Unit Staff	03 days	1			
30	Know-how for Senior Managers: Pension Procedures	3-5 June	other district	Staff who handle Subjects	03 days	1			

Management Development Training Unit - Northern Provincial Council
Nomination for Training - February - June 2015

Nomination 1Semi -2015

Ministry/Department :

S.No	Training Programme	Date	Venue	Target Group	Duration	No of Nomination	Name of the Nominee	NIC No	Designation
31	MS Office: Designing Slides for Presentation	4-5 June	MDTU lab, Temple Road	Staff who prepare the slides	02 days	2			
32	Good Governance Aspects: Effective Meeting Skills	6-Jun	MDTU training hall, Temple Road, Nallur	Principals - Kilinochchi	01 day				
33	Official Letter Writing & Minute Writing Skills	8-9 June	MDTU training hall, Temple Road, Nallur	Staff who involved	02 days	1			
34	PC Maintenance & Trouble Shooting	8-12 June	MDTU lab, Temple Road, Nallur	DOs/MAs	05 days	1			
35	Contract Management : Quality Control Assurance	11-12 June	MDTU lab, Temple Road, Nallur	Technical Officers	02 days				
36	Government Accounting System : CIGAS	15-19 June	MDTU lab, Temple Road, Nallur	Account Unit Staff	05 days	1			
37	Good Governance Aspects: Effective Meeting Skills	20-Jun	MDTU training hall, Temple Road, Nallur	Principals - Thunukkai	01 day				
38	Construction Works: AUTO CAD	22-26 June	MDTU lab, Temple Road, Nallur	Technical Officers	05 days				
39	MS Office: Designing Slides for Presentation	23-24 June	vavuniya	Staff who prepare the slides	02 days	1			
40	Procurements in Public Sector : Procurement Procedures	08-10 July	vavuniya	Account Unit Staff	03 days	1			
41	Skills for Performance: Vehicle Administration	02-03 July	MDTU training hall, Temple Road, Nallur	Staff who handle Subjects	02 days	1			
42	Official Letter Writing & Minute Writing Skills	06-08 July	MDTU training hall, Temple Road	Staff who involved	03 days	1			
43	MS Office: MS Word & MS Excel	06-09 July	MDTU lab, Temple Road, Nallur	DOs/MAs/DEOs	04 days	2			