

**Management Development Training Unit - Northern Provincial Council**

**Training Nomination for the year 2019**

Name of the Office : .....

(Kindly refer the Venue before filling the Nominations)

S.No	Training Programme	Date	Venue	Target Group	Duration	Name of the Participant	Designation	Grade/Class	NICNO
1	Networking & System Administration	22 - 25 Apr	MDTU Computer Lab, No. 68, Crosset Lane	Staff who need Networking	04 days				
2	Maintenance of Files	25-Apr	MDTU Training Hall, No. 68, Crosset Lane	MA-III	01 day				
3	Maintenance of Files	26-Apr	MDTU Training Hall, No. 68, Crosset Lane	DO-III	01 day				
4	Maintenance of Files	29-Apr	RDHS Office, Kilinochchi	MA-III	01 day				
5	Maintenance of Files	30-Apr	RDHS Office, Kilinochchi	DO-III	01 day				
6	Maintenance of Files	2-May	District Rural Development Training Centre, Vavuniya	MA-III	01 day				
7	Maintenance of Files	3-May	District Rural Development Training Centre, Vavuniya	DO-III	01 day				
8	Office Management	06 - 08 May	Training Hall, Pradeshiya Sabha, Nallur	MA-III	03 days				
9	CIGAS (New Version)	06 - 10 May	Vavuniya	Account Unit Staff	05days				
10	Government Payroll System	06 - 10 May	MDTU Computer Lab, No. 68, Crosset Lane	Account Unit Staff	05 days				
11	Office Management	13 - 15 May	RDHS Office, Kilinochchi	MA-III	03days				
12	CIGAS (New Version)	13 - 17 May	MDTU Computer Lab, No. 68, Crosset Lane	Account Unit Staff	05 Days				
13	Safety Driving & Vehicle Maintenance	20 - 21 May	MDTU Training Hall, No. 68, Crosset Lane	Drivers	02 days				
14	PC Maintenance & Troubleshooting	21 - 24 May	MDTU Computer Lab, No. 68, Crosset Lane	DO/MA	04days				
15	Project Proposal Writing	22 - 24 May	Training Hall, Pradeshiya Sabha, Nallur	Planning Staff/Field Officers	03 days				
16	Disciplinary Procedures	27 - 28 May	Training Hall, Pradeshiya Sabha, Nallur	MA-I	02days				
17	Pension Procedures	27 - 28 May	RDHS Office, Kilinochchi	Subject Handling Staff	02days				
18	Techniques in MS Word & MS Excel	27 - 30 May	MDTU Computer Lab, No. 68, Crosset Lane	Staff who need Basic Techniques	04days				
19	Contract Management	29 - 30 May	Training Hall, Pradeshiya Sabha, Nallur	Technical Officers	02days				
20	Vehicle Administration	30 - 31 May	MDTU Training Hall, No. 68, Crosset Lane	Subject Handling Staff	02days				
21	Introduction to Public Finance	30 - 31 May	STEPS Institute, Stanley College, Jaffna	DO-III	02days				
22	Introduction to Public Finance	03 - 04 Jun	RDHS Office, Kilinochchi	MA-III	02days				
23	Report Writing Skills in English	03 - 04 Jun	MDTU Training Hall, No. 68, Crosset Lane	NPC staff	02days				
24	Salary Conversions	03 - 06 Jun	District Rural Development Training Centre, Vavuniya	Subject Handling Staff	03days				
25	Basic Computer Operations	03 - 07 Jun	MDTU Computer Lab, No. 68, Crosset Lane	Staff who needs basic computer operations	04days				
26	National Audit Act	6-Jun	Training Hall, Pradeshiya Sabha, Nallur	AO/MA-I/DO-I	01day				
27	Transfer Procedures	6-Jun	MDTU Training Hall, No. 68, Crosset Lane	AO/MA-I/DO-I	01day				
28	Positive Thinking & Personality Development	6-Jun	District Rural Development Training Centre, Vavuniya	Staff Grade Officers	01day				
29	Official Letter Writing & Minute Writing Skills - Tamil	7-Jun	MDTU Training Hall, No. 68, Crosset Lane	DO/MA	01day				

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30	Benefits & Privileges of Public Officers	10-Jun	MDTU Training Hall, No. 68, Crosset Lane	MA-I	01day				
31	Disciplinary Procedures	10 - 11 Jun	District Rural Development Training Centre, Vavuniya	MA-I	02days				
32	Database Management System	10 - 14 Jun	MDTU Computer Lab, No. 68, Crosset Lane	Staff who maintain Databases	05days				
33	Positive Thinking & Personality Development	11-Jun	Training Hall, Pradeshiya Sabha, Nallur	Secondary Grade Officers (DO/MA etc)	01day				
34	Project Planning & Preparation and Monitoring & Evaluation	11 - 12 Jun	MDTU Training Hall, No. 68, Crosset Lane	Planning Staff	02days				
35	Positive Thinking & Personality Development	13-Jun	RDHS Office, Kilinochchi	Secondary Grade Officers (DO/MA etc)	01day				
36	Accrual Basis Assets & Liabilities	13 - 14 Jun	MDTU Training Hall, No. 68, Crosset Lane	Account Unit Staff	02days				
37	Disciplinary Procedures	17 - 18 Jun	RDHS Office, Kilinochchi	MA-II	02days				
38	Procurement Procedures	17 - 18 Jun	Training Hall, Pradeshiya Sabha, Nallur	Subject Handling Staff	02days				
39	Office Management	17 - 19 Jun	RDHS Office, Kilinochchi	DO-III	03days				
40	CIGAS (New Version)	17 - 21 Jun	Kilinochchi	Account Unit Staff	05days				
41	Designing Slides for Presentations	24 - 25 Jun	MDTU Computer Lab, No. 68, Crosset Lane	Staff who prepare Presentation	02 days				
42	Conversation in Sinhala	24 - 28 Jun	Training Hall, Pradeshiya Sabha, Nallur	NPC staff	05 days				
43	AutoCAD (3D Designing)	01 - 05 Jul	MDTU Computer Lab, No. 68, Crosset Lane	TOs/Draughtsman- who already participated 2D Design	05 days				
44	Letter Writing in Sinhala - Basic	01 - 03 Jul	Training Hall, Pradeshiya Sabha, Nallur	NPC staff	03 dyas				
45	Performance Evaluation & Effective Performance Appraisal	4-Jul	District Rural Development Training Centre, Vavuniya	AO	01 day				
46	Office Management	08 - 10 Jul	District Rural Development Training Centre, Vavuniya	MA-III	03days				
47	Office Management	08 - 10 Jul	RDHS Office, Kilinochchi	DO-III	03days				
48	Benefits & & Privileges of Public Officers	11-Jul	MDTU Training Hall, No. 68, Crosset Lane	DO-I	01day				
49	Benefits & & Privileges of Public Officers	12-Jul	District Rural Development Training Centre, Vavuniya	MA-I	01day				
50	Benefits & Privileges of Public Officers	15-Jul	RDHS Office, Kilinochchi	DO-I	01day				
51	Positive Thinking & Personality Development	15-Jul	Training Hall, Pradeshiya Sabha, Nallur	Primary Grade Officers (Drivers/OES etc.)	01day				
52	Procedural Rules	18 - 19 Jul	MDTU Training Hall, No. 68, Crosset Lane	AO/MA-I/DO-I	02 days				
53	Record Management	22 - 24 Jul	Training Hall, Pradeshiya Sabha, Nallur	OES	03 days				
54	Disciplinary Procedures	22 - 23 Jul	RDHS Office, Kilinochchi	MA-I	02days				
55	Disciplinary Procedures	25 - 26 Jul	District Rural Development Training Centre, Vavuniya	MA-II	02days				

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56	Service Minute Preparation	25 - 26 Jul	MDTU Training Hall, No. 68, Crosset Lane	AO/MA-I/DO-I	02days				
57	Disciplinary Procedures	29 - 30 Jul	Training Hall, Pradeshiya Sabha, Nallur	MA-II	02days				
58	Introduction to Public Finance	29 - 30 Jul	District Rural Development Training Centre, Vavuniya	MA-III	02days				
59	Disciplinary Procedures	01 - 02 Aug	MDTU Training Hall, No. 68, Crosset Lane	DO-II	02days				
60	Environment Management	1-Aug	Training Hall, Pradeshiya Sabha, Nallur	AO/MA-I/DO-I	01day				
61	Conflict Management	05 - 06 Aug	Training Hall, Pradeshiya Sabha, Nallur	AO/MA-I/DO-I	02days				
62	Checking and Control of Pubic Finance Expenditure	05 - 06 Aug	MDTU Training Hall, No. 68, Crosset Lane	Account Unit Staff	02days				
63	Introduction to Public Finance	08 - 09 Aug	MDTU Training Hall, No. 68, Crosset Lane	MA-III	02days				
64	Positive Thinking & Personality Development	13-Aug	District Rural Development Training Centre, Vavuniya	Secondary Grade Officers (DO/MA etc)	01day				
65	Pension Procedures	15 - 16 Aug	District Rural Development Training Centre, Vavuniya	Subject Handling Staff	02days				
66	Work Study	19 - 20 Aug	Training Hall, Pradeshiya Sabha, Nallur	AO/MA-I/DO-I	02days				
67	Techniques in MS Word & MS Excel	19 - 22 Aug	Vavuniya	Staff who need Basic Techniques	04days				
68	Disciplinary Procedures	26 - 27 Aug	RDHS Office, Kilinochchi	DO-II	02days				
69	Introduction to Public Finance	29 - 30 Aug	District Rural Development Training Centre, Vavuniya	DO-III	02days				
70	Positive Thinking & Personality Development	2-Sep	Training Hall, Pradeshiya Sabha, Nallur	Staff Grade Officers	01day				
71	Basic Computer Operations	02 - 05 Sep	Mannar	Staff who needs basic computer operations	04days				
72	Benefits & Previlleges of Public Officers	6-Sep	RDHS Office, Kilinochchi	MA-I	01day				
73	Benefits & Previlleges of Public Officers	9-Sep	District Rural Development Training Centre, Vavuniya	DO-I	01day				
74	Positive Thinking & Personality Development	10-Sep	RDHS Office, Kilinochchi	Primary Grade Officers (Drivers/OES etc.)	01day				
75	Office Management	10-12 Sep	MDTU Training Hall, No. 68, Crosset Lane	DO-III	03days				
76	Basic Computer Operations	16-19 Sep	Vavuniya	Staff who needs basic computer operations	04days				
77	Disciplinary Procedures	16-17 Sep	Training Hall, Pradeshiya Sabha, Nallur	DO-II	02days				
78	Introduction to Public Finance	19-20 Sep	RDHS Office, Kilinochchi	DO-III	02days				
79	Government Payroll System	23 - 27 Sep	Vavuniya	Account Unit Staff	05 days				
80	Procurement Procedures	23 - 24 Sep	RDHS Office, Kilinochchi	Subject Handling Staff	02days				
81	Pension Procedures	26 - 27 Sep	STEPS Institute, Stanley College, Jaffna	Subject Handling Staff	02days				
82	Networking & System Administration	30 Sep - 03 Oct	Vavuniya	Staff who need Networking	04 days				
83	Performance Evaluation & Effective Performance Appraisal	30-Sep	Training Hall, Pradeshiya Sabha, Nallur	AO	01 day				
84	Positive Thinking & Personality Development	1-Oct	RDHS Office, Kilinochchi	Staff Grade Officers	01day				
85	Designing Slides for Presentations	07 - 08 Oct	Kilinochchi	Staff who prepare Presentation	02 days				

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86	Effective Office Assistance	10 - 11 Oct	MDTU Training Hall, No. 68, Crosset Lane	OES	02 days				
87	Database Management System	14 - 18 Oct	Vavuniya	Staff who maintain Databases	05days				
88	Performance Evaluation & Effective Performance Appraisal	21-Oct	MDTU Training Hall, No. 68, Crosset Lane	MA-I	01day				
89	Salary Conversions	21-23 Oct	Training Hall, Pradeshiya Sabha, Nallur	Subject Handling Staff	03days				
90	Positive Thinking & Personality Development	24-Oct	District Rural Development Training Centre, Vavuniya	Primary Grade Officers (Drivers/OES etc.)	01day				
91	Public Relations and Behaviour	25-Oct	MDTU Training Hall, No. 68, Crosset Lane	OES	01day				
92	Conversation in Sinhala	28 Oct - 01 Nov	Training Hall, Pradeshiya Sabha, Nallur	NPC staff	05days				
93	Designing Slides for Presentations	28 - 29 Oct	Vavuniya	Staff who prepare Presentation	02 days				
94	Salary Conversions	28,29,31 Oct	RDHS Office, Kilinochchi	Subject Handling Staff	03days				
95	Public Relations and Behaviour	31-Oct	ACLG Office, Kilinochchi	AOs/PROs/Field Officers etc	01day				
96	Effective Office Assistance	31 Oct - 01 Nov	District Rural Development Training Centre, Vavuniya	OES	02days				
97	Performance Evaluation & Effective Performance Appraisal	4-Nov	District Rural Development Training Centre, Vavuniya	MA-I	01day				
98	Public Relations and Behaviour	4-Nov	Training Hall, Pradeshiya Sabha, Nallur	AOs/PROs/Field Officers etc	01day				
99	Public Relations and Behaviour	4-Nov	RDHS Office, Kilinochchi	OES	01day				
100	Public Relations and Behaviour	5-Nov	District Rural Development Training Centre, Vavuniya	AOs/PROs/Field Officers etc	01day				
101	Public Relations and Behaviour	7-Nov	District Rural Development Training Centre, Vavuniya	OES	01day				
102	Advanced Techniques in MS Word & MS Excel	11 - 15 Nov	MDTU Computer Lab, No. 68, Crosset Lane	Staff who need Advanced Techniques	04day				
103	Advanced Techniques in MS Word & MS Excel	11 - 15 Nov	Vavuniya	Staff who need Advanced Techniques	04day				
104	Stores Management	14-15 Nov	MDTU Training Hall, No. 68, Crosset Lane	DO-III/MA-III	02days				
105	Government Payroll System	18-21 Nov	Kilinochchi	Account Unit Staff	05days				