

Western Provincial Council

OFFICE OF THE CHIEF SECRETARY

Registration of resource persons for **Management Training Programs** conducted by the Management Development Training Unit of the Western Province - 2017

01. Applications are hereby called from qualified resource persons for registration who can provide resource contribution for management training programs conducted by the Management Development Training Unit of the Western Province. Closing date of receiving of applications – 17.04.2017

02. Training programs

1.	Conducting Primary Investigations and Making Charge Sheets	18.	Vehicle & Equipment Management
2.	Process of Conducting formal Disciplinary Investigation	19.	Work Improvement Course for Minor Staff
3.	Project Planning & Monitoring	20.	Work Improvement Course for Drivers
4.	Procurement Procedure – (Work Construction)	21.	Awareness Programme on Right to Information Act
5.	Procurement Procedure – (Supplies)	22.	Kaizen Concept
6.	Assets Procedure	23.	5 S Concept
7.	Improving Basic Accounts	24.	Green Productivity
8.	Improving Accounting Activities	25.	Quality Circle
9.	Salary Conversion	26.	Improving Communication Skills
10.	Office System	27.	Time Management
11.	Basic Provisions of the Establishment Code	28.	Personality Development
12.	Update and Maintaining of Personal Files	29.	Achieving Professional Goals Through Physical And Psychological Health
13.	Principles of Good Governance	30.	Customer Related Management
14.	Government Audit and Internal Audit	31.	Positive Attitude Development
15.	Disciplinary Management	32.	Musical Therapy
16.	Supervisory Management	33.	Pre preparation For Satisfactory Retirement
17.	Administrative Law	34.	Outward Bound Training

03. Qualifications

Applicants should be officers who are already serving as resource persons in Government Institutions.

04. Applicants will be registered as Resource persons through an interview.

05. A specimen of the application form and further information of this program can be obtained from the Training section of the Chief Secretary's Office (0112692612) or downloaded from www.mdtu.wpc.gov.lk and the applicants are required to send their applications by registered post to reach the Deputy Chief Secretary (Personnel and Training), Office of the Chief Secretary(WP), "Shrawasthi Mandiraya", 32, Sir Marcus Fernando Mawatha, Colombo 07. on or before 17.04.2017.

Office of the Chief Secretary(WP)
"Shrawasthi Mandiraya"
32, Sir Marcus Fernando
Mawatha,
Colombo 07.

M.A.B. Daya Senarath
Chief Secretary
Western Province



**Management Development Training Unit
Western province**

Photograph

Resource Person Bio Data

Title	Rev.		Prof.		Dr.		Mr.		Ms.		
Full Name											
Calling Name											
Personal details											
NIC											
Address											
Date of birth					Age						
Telephone No.					Fax						
email											
Work details											
Designation											
Service											
Class											
Office											
Official address											
Telephone No.					Fax						
email											
Educational qualification											
	Qualification	Institute							Year		
01.											

02.			
03.			

Professional Qualification

	Qualification	Institute / Professional Society/ Professional Group	Year
01.			
02.			
03.			

Experience as a trainer

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Areas of expertise

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Other details	
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Signature		Date	
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