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இலங்கை அபிவிருத்தி நிருவாக நிறுவகம்
SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION
(Ministry of Public Administration, Provincial Councils & Local Government)

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28/10, மலலசேகர மாவத்தை, கொழும்பு 07, இலங்கை
28/10, Malalasekara Mawatha, Colombo 07, Sri Lanka

Telephone : 94 11 5980200
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Web : www.slida.lk

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My No: SLIDA/CL/5/COM/AGP/2019

22..09.2026

Secretaries of Ministries / Chief Secretaries of Provincial Councils
Head of Departments / CEOs of State Owned Enterprises
District Secretariats

Dear Sir / Madam

CALL FOR APPLICATIONS - SPEECHCRAFT TRAINING PROGRAMME 2026 (WITH TOASTMASTERS INTERNATIONAL)

We are pleased to inform you that SLIDA is now accepting applications for the Speechcraft Training Program in collaboration with Toastmasters International.

This program is intended for managerial-level officers in all-island services, with a particular focus on those at higher levels of management. While applications are welcome from all eligible officers, priority will be given to Special-Grade and Grade I officers. We kindly request you to encourage suitable officers to apply, especially those who would benefit from strengthening their public speaking and communication skills.

The program will run for ten weeks, with sessions held once a week from 5.00 p.m. to 7.00 p.m. The course fee is Rs. 35,000.00 per participants, and the exact date will be shared shortly.

The information brochure and application forms can be downloaded from the SLIDA website: **www.slida.lk**. Scanned copies of the completed applications, duly recommended by the Head of the Institution, should be sent to **language@slida.gov.lk** by 28 September 2026.

For further information, please contact the Centre for Language Studies of SLIDA during office hours at 011-5980262.

Yours faithfully

A.V. Janadara
Director General (Acting)

SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION

For Office Use	Application No:

CENTRE FOR LANGUAGE STUDIES

Please select the appropriate course (Only one course in an application)	Preferred Day	Weekdays		Weekends	
		During Office Hours	After Office Hours	Saturday	Sunday
	1. Diploma in Professional English				
	2. Certificate in English for Careers				
	3. Speech craft Training with Toastmasters International				

1. Name with Initials: Rev. / Mr./ Ms.	
2. Name in Full : (Block Letters)	
3. National Identity Card No :	
4. Designation : Class/Grade	
5. Service Category :	
6. Organization :	
7. Official Address :	Tele No : Fax No :

8. Private Address :		**Mobile No :** **WhatsApp No :**
9. Email :		

Nomination by the Head of the Institution.

Director General / SLIDA

I recommend and forward the application of Mr./Ms..... of this institution for the above course. The course fee **will be / will not be** paid by the institution.

.....	.....	.....
Date	Signature	Name and Designation (Rubber Stamp)

Please send the application by registered post or email.

Course Coordinator
Centre for Language Studies
Sri Lanka Institute of Development Administration
No. 28/10, Malalasekera Mawatha, Colombo 07.

Tel No - 011 5980261/262
Fax - 011 5898505
Email - language@slida.gov.lk (simple letters)