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CERTIFICATE PROGRAM IN ENGLISH FOR OFFICE MANAGEMENT

NILS

CONTENT

- Conversational Skills
- Telephone Techniques
- Conducting Meetings
- Interview Techniques
- Expressing Opinions
- Public Speaking
- Presentation Techniques
- Reading Skills for academic

APPLY NOW

26th March 2026
08.30 a.m - 04.00 p.m

Course Coordinator :-
Mr.Priyantha
Tel : 071 84 84 683
Ms.Poornima
Tel : 076 693 1697

Course Fee: Rs. 25,000
(Including training materials, certificate)

Duration : 10 days
2026 March 26, April 2,
April 09,23,30,
May 07, 14,21
June 04,11

Please submit your nominations on or before 26th September 2025

NATIONAL INSTITUTE OF LABOUR STUDIES
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National Institute of Labour Studies