



A fully government owned company functioning under the Ministry of Education, Higher Education and Vocational Education

SDFL

The Nation's Leader in Skills Development

SKILLS DEVELOPMENT FUND LIMITED

Ministry of Education, Higher Education and Vocational Education
"Nipunatha Priyaya", 7th Floor, 384/2, Elvitigala Mawatha, Colombo 05
Tel/Fax: 0112507274, 0112507815
E-mail: info@skilldevelop.lk, Web: www.skilldevelop.com

08th January 2026

Director General,
General Manager,
Director Training,
Registrars of Universities,
Administrative Officers,
Human Resource Managers.



Dear Sir/Madam

TRAINING PROGRAMMES FOR THE MONTH OF JANUARY 2026

The Skills Development Fund Limited introduces new dimensions of valuable aptitudes for people who are looking for career improvements in human resource development. The Skills Development Fund which comes under the Ministry of Education, Higher Education & Vocational Education is a leading training institute with programme fees within your means. Our resource persons are prominent scholars drawn from various distinguished academic and educational institutions within country and abroad.

The Skill Development fund has planned to conduct training programmes to enhance employee's productivity and competence. Please find the attached brochures for more details.

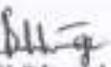
Further, we offer custom made In-house programmes on any topic based on your requirements.

Please feel free to contact through 0112593982, 0714 436638, 0713 753873, 0775 727828, 0778 966221 for further details and sending your nomination.

We appreciate your trust on our training.

Thanking You.

Yours faithfully,


Suraji Dharshani Wadduwage
Programme Officer
Skills Development Fund Limited



මුදල රෙගුලාසි 104 අලාභ වාර්තා කිරීම, හානි පුරුණය හා ගිණුම් තැබීම පිළිබඳ දෙදින ප්‍රහුණු වැඩමුළුව

දෙශීය; වැඩමුළුව අවසානය;

- රජයේ අමාත්‍යාංශ, අදාළත්තාම්පෑනු හා රාජ්‍ය අනුමැද්ධ ආයතනවල විශ්වාසීම මුදල ප්‍රකාශනය හා නැඩ්ස්ත්‍රු විවිධ නිලධාරීන් විසින් ශ්‍රී යා ප්‍රජා ආකාරය පිළිබඳව දැනුවත් කිරීම.

ආන්තර්ගතය:

- රාජ්‍ය විශ්වාසීම අදාළ විනා අලාභය හෝ භාවිතය දැනා ගැනීම
- ශ්‍රී දේ රෙගුලාසි 104 (3) ප්‍රාරුෂණ පරිභෑෂණ පැවැත්‍රීම
- ශ්‍රී දේ රෙගුලාසි 104 (4) අවස්ථ පරිභෑෂණ පැවැත්‍රීම
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- අලාභය හෝ භාවිතය පිළිබඳ ප්‍රාදේශීල්‍ය ආකාරය පැහැදිලි කිරීම
- විභාගී ප්‍රාදේශීල්‍ය දැනා ගැනීම
- අධ්‍යාපන පැහැදිලි අයකිරීම හා ගිණුම් ගැනීම
- අයකාරීන භාෂා අභාස් විලින් ක්‍රියාත්මක ආකාරය පැහැදිලි කිරීම

කාසදහාද:

- පරිපාලන නිලධාරීන්, යාවර්ධන සභාකාර, කළමනාකාරක සභාකාර හා පිළුම් සභාකාර නිලධාරීන් විසය සම්බන්ධව ප්‍රාග්‍රහී හරහා මිනාම නිලධාරීයනුව

න්‍යුම්ලේඩ්‍යු: දෙනා යහ භාෂාවෙහි පිළින්

- ★ ඔබගේ අයෝග්‍යතාවන් පරිදි සය්වාදයක්දී වැඩමුළුවන් පවත්වනු ලැබේ.
- ★ සහායිවන නිලධාරීන්ගේ නාම සහ දුරකථන අංක අප වින ලබා දෙන ලෙස කරුණුවෙන් ඉල්ලා සිටීම්.

නිපුණතා සංවර්ධන අරමුදල

අධ්‍යාපන, උස්ස අධ්‍යාපන හා විශ්‍ර්වීය අධ්‍යාපන අමාත්‍යාංශය
(වෘත්ත්‍යාපන අධ්‍යාපන අංශය)

නිපුණතා පියය, 7 වන මහළ, 354 / 2, ආර්ථිවල මාවත නොදු මෙය.

දු.ක. / ගැස්ත්: 011-2593982, 011-2507810, 011-2055603, 0112507273

SDFL

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2026

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21 ජූලි 22

SDFL මදහා ගාලාවෙහිදී
පැවැත්වේ.

වේලාව:

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(සැප්‍රේ 9.00 පම සහ 4.00 පුරුෂ)

මාධ්‍ය:

සිංහල / ඉංග්‍රීසි

ගාස්තුව්:

රු.13,000/-

(සැප්‍රේ අභ්‍යන්තර දෙනා දෙනා හා සම්බන්ධ අභ්‍යන්තර දෙනා අභ්‍යන්තර දෙනා ප්‍රාග්‍රහී හරහා මිනාම නිලධාරීයනුව)

විමසීම:

සරත් වන්දන මහතා

දු.ක.: 0778 966 221

දු.ක. / ගැස්ත්: 0112 055 603

ඊ. තැංළ:

chandanasarath33@gmail.com

Ten-day workshop in English language

Objectives:

- Improve Writing: Through engaging exercises and personalized feedback, participants enhance their writing skills, learning to express ideas with clarity and precision in written communication.
- Speak Confidently: Interactive speaking sessions and confidence-building activities empower students to communicate fluently and assertively in English, overcoming language barriers with ease.
- Develop Interpersonal & Communication Skills: The course emphasizes the development of effective interpersonal and communication skills in English, enabling students to engage confidently in both professional and social contexts.

Course Outline:

- Speaking skills for day to day communication
- Grammar for speaking & writing skills
- Reading for vocabulary building & comprehension
- Writing skills for career purposes
- Listening & Pronunciation

For whom:

- Employees at Private & Public Sector Organizations & School Leavers

Methodology:

- Lectures & Practical Sessions – (Physical)

- ★ We kindly request you to send us the Names and Mobile Phone Numbers of the participating officers.
- ★ In-house training programmes can be arranged on your request.

Skills Development Fund

Ministry of Education, Higher Education and Vocational Education (Vocational Education Sector)

354/2, Nipunatha Piyasa, 7th Floor, Elvitigala Mawatha, Colombo 05.
Tel / Fax: 011-2593982, 011-2507810, 011-2507273,
011-2055603

SDFL Programme Division

Commencing Date:

21st January 2026

(Every Wednesday)

From

09.00a.m. to 4.00p.m.

at

SDFL Auditorium

Duration:

10 days

Course Fee:

25,000/=

Per Participant

Contact:

Mr. Sarath Chandana

Mobile: 0778 966 221

Tel / Fax: 0112 055 603

Email:

chandanasarath33@gmail.com



Training of Trainers (TOT) - Becoming a Professional Trainer -

This course is designed to help the individual who is not (or at least not yet) a professional trainer. The focus is on the supervisor, manager or brand-new trainer who has been asked to present or train a group of individuals; a task for which he or she has little prior experience. This on the job training can strike fear into the heart of the most skilled and experienced employee.

If you do on the job training in your organization the course will help you feel more comfortable and more competent. You will explore how adults learn and take a step-by-step approach to create training sessions that meet employee and colleagues needs.

Behind every spectacular training session is a lot of preparation and meticulous attention to detail. The truly skilled trainer can make a program exciting. The learners will have fun while they are learning. The facilitator has been able to involve their emotions as well as their minds. You will see the involvement, and you will feel the energy.

To reach this stage as an adult educator isn't always easy, but success isn't just for the naturally gifted. It is possible for all of us who put effort into our personal growth and development, because we want the enormous satisfaction that comes from working with others to help them reach their potential as human beings.

You will learn during this course to:

- Recognize the importance of considering the participants and their training needs, including the different learning styles and adult learning principles.
- Know how to write objectives and evaluate whether these objectives have been met at the end of a training session.
- Develop an effective training style, using appropriate training aids and techniques.
- Understand the importance of an instruction guide to help a trainer prepare and deliver effectively and consistently.
- Conduct a short group training session that incorporates these training concepts.
- Enhance your understanding of learning styles and how to accommodate them in the classroom.
- Understand the key principles of effective communication in a workshop setting.
- Identify strategies to create a no-risk environment. Use a variety of training techniques to stimulate participation.
- Develop a plan and prepare for an effective training session.
- Practice thinking on your feet in a safe environment.
- Identify advanced interventions for difficult situations.
- Practice the skills needed for a team presentation.

For whom: Training managers and Supervisors, HR Personnel, in house trainers, new trainers, Experiences trainers who want a refresher, and Department Heads.

Methodology: This training is being prepared on a practical basis. (Physical)

- Lectures
- Discussions

During all the time you are with us, you can clarify your questions, doubts and suggestions to our lecturers. Once you have completed the full course and perform the exercises certificates will be provided at the end of the course.

Date : 26th, 27th, 28th, 29th & 30th January 2026 at
SDFL Auditorium

Duration : Five days (9.00a.m. to 4.00p.m.)

Workshop Fee : 28,000/= (Per Participant)

Contact : Ms. Dhanushka Paththinigama

Mobile : 0713 753 373

Tel/ Fax : 0112507810

Email : dpaththinigama1@gmail.com

Day 01

- Defining a Successful Training Program
- What Training Can Do
- What Training Cannot Do
- Advantages of Workplace Training
- A Word about Adult Learning
- Principles of Adult Learning
- Motivating the Adult Learner

Day 02

- The Learning Process: the four basic steps
- Your Approach to Learning as a Trainer
- Training Style
- The Learning Cycle
- The Training Process
- Defining Training Needs
- A Participative Approach

Day 03

- Planning Training
- Designing the Program
- Training Methods
- Types of Trainers
- Setting the Climate – Icebreakers
- Common Errors in Training
- Characteristics of an Effective Trainer
- Dealing with Difficult Trainees

Day 04

- Types of Visual Aids
- Presentation Skills
- Overcoming Nervousness
- Impact of Communication for Training
- Using Non-Verbal Communication
- Managing the Question and Answer Period

Day 05

- The Art of Facilitation
- Left Brain/Right Brain
- Planning a Workshop
- Your Role as an Effective Communicator
- Training Evaluations
- Difficult Situations when Delivering Training
- End of Training Conclusions