



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



SDFL

Creating Career Confidence ...

SKILLS DEVELOPMENT FUND LIMITED

Ministry of Education, Higher Education and Vocational Education

"Nipunatha Piyasa", 7th Floor, 354/2, Elvitigala Mawatha, Colombo 05

Tel/Fax : 0112593984, 2593983/ 011250724

E-mail : Info@skillsdevelop.lk, Web : www.skillsdevelop.com

19th December 2025

To – Secretary Administration / Director General / Director- HR /Manager / Admin Officer

Dear Sir / Madam,

TRAINING PROGRAMMES FOR EMPLOYEE PERFORMANCE ENHANCEMENT

We are pleased to introduce the **Skills Development Fund Limited (SDFL)**, an institution operating under the Ministry of Education, Higher Education and Vocational Education, which is committed to fostering the professional growth and talent enhancement of individuals across various sectors.

As a leading organization in the field of human resource development, SDFL offers high-quality training programmes at highly affordable rates. Our team of resource consultants comprises some of the most experienced and distinguished professionals in the country. Furthermore, the exceptional caliber of our guest lecturers enables us to consistently uphold superior standards in training delivery.

We are pleased to offer customized training programmes tailored to suit your organization's specific needs and we have the capacity to conduct training at your preferred location for your convenience. These programmes are available in English, Sinhala, and Tamil mediums. For your reference, please find attached a document outlining a selection of our training programmes and services.

We sincerely hope to collaborate with your organization in delivering effective training solutions to enhance your staff's performance. We would greatly appreciate the opportunity to discuss how we can assist you further.

If you require any additional information or clarification, please do not hesitate to contact me at **071 094 6858** or **077 265 9332**. Our team is always at your service.

Thank you for your attention, and we look forward to hearing from you soon.

Yours faithfully,

Sadhna A. Gunawardhane

Programme Officer

Skills Development Fund Ltd

(Ministry of Education, Higher Education & Vocational Training)

Tel – 071-0946858, 0772659332 Fax – 2593984

E-mail- sadhee19@gmail.com

Programme Schedule –January to April 2026

January

No.	Programme Name	Duration	Programme Date	Programme Fee (Including Lunch & Refreshments)
01	Induction Training	3 day	20 th , 21 st & 22 nd	Rs.21,000/-
02	Duties and Responsibilities of Admin Officers	2 day	26 th & 27 th	Rs.13,000/-
03	Work Smarter with AI Tools	2 day	29 th & 30 th	Rs.13,000/-
04	How to Prepare Procurement Plan	2 day	29 th & 30 th	Rs.13,000/-
05	Higher National Diploma in Public Administration	72 hrs	31 st Jan & 01 st	Rs.100,000/-

February

01	Ethics & Discipline for Drivers & Minor Staff	2 day	9, 10	Rs.13,000/-
02	Good Governance and Anti-corruption Law	01 day	24	Rs.7,000/-
03	Preliminary Investigation	2 day	19 th , 20 th	Rs.13,000/-
04	Gov. Payroll System	3 day	09 th , 10 th , 11 th	Rs.21,000/-
05	Certificate Course in Internal Auditing & Investigation	72 hrs	26 th to....Every Thursday	Rs.45,000/-

March

01	Inventory and Disposal Procedures	2 day	04 th & 05 th	Rs.13,000/-
02	Logistic & Supply Chain Management	2 day	25 th , 26 th	Rs.13,000/-
03	E code & Financial Regulation	2 day	17 th & 18 th	Rs.13,000/-
04	Transport Management	1 day	16 th	Rs.7,000/-
05	Final Accounts : සංස්ථා ව්‍යවස්ථාපිත මණ්ඩල සඳහා අවසාන ගිණුම් පිළියෙළ කිරීම	2 day	26 th & 27 th	Rs.13,000/-
06	Setting KPIs for Staff Development	2 day	10 th , 11 th	Rs.13,000/-

April

01	Practical Aspects of Accounting , Auditing & Taxation	2 day	07 th & 08 th	Rs.13,000/-
02	Advance Excel	3 day	28 th ,29 th & 30 th	Rs.21,000/-
03	Preparation of Biding Documents for Goods & Services	2 day	20 th & 21 st	Rs.13,000/-
04	Positive Thinking and Work Place Etiquettes	1 day	24 th	Rs.7,000/-
05	Contract Payments, Files Maintenance & Contract Closeout Activities	1 day	22 nd *	Rs.7,000/-

Program Officer : Mrs .Sadhna A.Gunawardane

Mobile : 0710946858 / 0772659332

Email : sadhee19@gmail.com

Programme Coordinator – Mr. Gayan Muthukumarana

Mobile - 070-3238100

E-mail - gayanskillsdevelopment@gmail.com

We are pleased to inform you that training programmes can be arranged (In-house programmes) in accordance with your specific training requirements, either at your preferred location or at any suitable venue anywhere in the country.