



WORKSHOP

GLOBAL BUSINESS COMMUNICATIONS: ENGLISH FOR THE EMPLOYEES

One Day Programme

Target Group

Experienced and new Management Assistants, Executive Assistants, and Administrative professionals.

Programme Outline

- Professional presence and networking
- Active Listening
- The spoken - Phone calls and Virtual meetings
- The written word - Precision in emails and Business Letters
- Integration, Feedback and Action Plan

Join with us



26 FEBRUARY 2026

09:00 AM - 04:00 PM



UNIVERSITY OF COLOMBO

Rs. 8000/= only

Deardline for the Applications : 16th February 2026

To Apply : Visit our website - <https://codl.cmb.ac.lk/>

For more details



0112595953



0728555975



courses@codl.cmb.ac.lk



<https://codl.cmb.ac.lk/>



MS. NILUFA WICKREMASINGHE

Directress- GIBE/Examiner-
CALSDA/MSTSD(UK)/Visiting
Academic(BALPP)/Trainer(IELTS/TKT/BPE(SLIM)



Registrar
University of Colombo



Centre for Open and Distance Learning of University of Colombo

No 94, Cumarathunga Munidasa Mawatha, Colombo – 03

28.01.2026

Dear Sir/ Madam,

Workshop on Global Business Communications: English for the Employees

The Centre for Open and Distance Learning of the University of Colombo invites applications for the following workshop on Global Business Communications: English for the Employees. This workshop is designed to refine and enhance Business English skills for clarity, confidence, and professionalism in all forms of communication in Government, Semi Government and Private Institutions.

Name of Workshop : Workshop on Global Business Communications: English for the Employees
Duration : From 9.00 a.m. to 4.00 p.m.
Venue : University of Colombo
Fee : Rs. 8,000.00
Date : **26th February 2026**
Application Deadline : 16th February 2026

We kindly request you to share this information among the relevant officers of your institution and make arrangements for their participation.

For registration,

please fill and submit the *google form*: <https://forms.gle/muRWomuRrw7FXSJSA>

or

Visit our *website*: <https://codl.cmb.ac.lk>

For further details or clarifications, please do not hesitate to contact us via courses@codl.cmb.ac.lk or 0112595953 / 0728555975.

Thank you

Yours Sincerely

Director
Centre for Open and Distance Learning
University of Colombo

Prof. I. M. K. Fernando

Director

Centre for Open and Distance Learning

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