

Skills Development Fund Limited
Ministry of Education, Higher Education and Vocational Education



Programme Scheduled for October - 2026

No	Programme Name	Duration	Programme Date	Programme Fee per head (Including lunch, refreshments)
01.	Building a Modern Day Organization	01 Day	21 st October	Rs.7,000/-
02	Work as a Team	01 day	23 rd October	Rs.7,000/-
03.	Event Management with Effective Leadership & Communications	02 Day	29 th & 30 th October	Rs.14,000/-
04	Personal Grooming & Social Etiquette	02 Day	27 th & 28 th October	Rs.14,000/-
05.	New Procurement Guidelines	02 Days	08 th , 09 th October	Rs.14,000/-
06.	Financial Regulations	01 Day	14 th October	Rs.7,000/-
07.	Effective Internal Auditing	02 Days	20 th & 21 st October	Rs.14,000/-

Program Officer : Mrs .Sadhna A.Gunawardane
Mobile : 0710946858 / 0772659332 (WhatsApp)
Email : sadhee19@gmail.com
Or

Mr. Gayan Muthukumarana - 070-3238100
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.



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Programme Scheduled for November 2026

No	Programme Name	Duration	Programme Date	Programme Fee per head (Including lunch, refreshments)
01.	Techniques for Happy Work Life	1 Day	06 th November	Rs.7000/-
02.	Ethics for Drivers & Minor Staff	2 Day	12 th – 13 th November	Rs.14,000/-
03.	Reduce Inter-Departmental Conflicts	1 Day	11 th November	Rs.7,000/-
04.	Personality Development	1 day	19 th November	Rs.7,000/-
05	Communication for winning life	1 day	26 th November	Rs.7,000/-
06.	Stores Management, Inventory Handling and Disposal Procedure	2 day	03 rd & 04 th November	Rs.14,000/-
07.	Government Payroll System	3 day	18,19 & 20 th November	Rs.21,000/-
08	Practical Aspects of Government Taxation and Tax Compliance	2 Day	05 th , 06 th November	Rs.7,000/-

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Programme Scheduled for December 2026

No	Programme Name	Duration	Programme Date	Programme Fee per head (Including lunch, refreshments)
01.	Organizational Transformation through Attitudinal Development	1 Day	08 th December	Rs.7000/-
02.	Ethics for Drivers & Minor Staff	2 Day	08 th – 09 th December	Rs.14,000/-
03.	Work Life Balance with Yoga Practice	2 Day	10 th & 11 th December	Rs.14,000/-
04	Effective Presentation Skills	3 days	16, 17, & 18 th December	Rs.21,000/-
06.	Internal Audit	6 days	01, 04, 8, 11, & 15, 18 December	Rs.40,000/-
07.	Public Financial Procedures & Final Accounts Preparation	2 days	03 & 04 December	Rs.14,000/-

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Skills Development Fund Ltd					
Open Workshop List for the month of October 2026					
Programme Division 03					
No	Workshop Name	Date	Venue	Course fee	Coordinator's Name and Contact Number
01	Work Smarter with AI Tools	20 th & 21 st of October 2026	SDFL Auditorium	14,000	Ms.Isuri Anjana Senarath 075 591 5174 isurisenarathsdf@gmail.com
02	Digital Productivity for Effective office Management	15 st & 16 th of October 2026	SDFL Auditorium	14,000	
03	Sentence Construction Skills for effective Workplace Communication	27 th & 28 th of October 2026	SDFL Auditorium	14,000	Ms.Kaveesha Kumarasiri 076 620 99 66 kaveeshasdf@gmail.com
04	Professional Business Writing Skills	22 nd & 23 rd of October 2026	SDFL Auditorium	14,000	

Note:

- Course fee is Includes Lunch , Refreshments ,Writing materials & Certificate for each participant
- We kindly request you to send us the name and mobile number of the participating officer.
- In House training can be arranged on your request (Languages = Ms.Kaveesha Kumarasiri 076 620 99 66 kaveeshasdf@gmail.com & IT Related = Ms.Isuri Anjana Senarath ,075 591 5174 isurisenarathsdf@gmail.com
- For IT Workshops - Participant are Kindly requested to bring their Laptops ,If any Participant is unable to bring a laptop kindly notify us in advance to enable us to arrange one a laptop accordingly.

Skills Development Fund Ltd					
Open Workshop List for the month of November 2026					
Programme Division 03					
No	Workshop Name	Date	Venue	Course fee	Coordinator's Name and Contact Number
01	Fundamentals of Computer Literacy and office Applications for Public Sector Officers	19 th & 20 th of November 2026	SDFL Auditorium	14,000	Ms.Isuri Anjana Senarath 075 591 5174 isurisenarathsdf@gmail.com
02	Work Smarter with AI Tools	26 th & 27 th of November 2026	SDFL Auditorium	14,000	
03	Practical Workplace Application	18 th & 19 th of November 2026	SDFL Auditorium	14,000	Ms.Kaveesha Kumarasiri 076 620 99 66 kaveeshasdf@gmail.com
04	Grievance Handling	16 th & 17 th of November 2026	SDFL Auditorium	14,000	

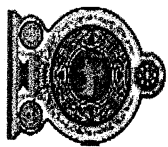
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Skills Development Fund Ltd					
Open Workshop List for the month of December 2026					
Programme Division 03					
No	Workshop Name	Date	Venue	Course fee	Coordinator's Name and Contact Number
01	Digital Productivity for Effective office Management	2 nd & 3 rd of December 2026	SDFL Auditorium	14,000	Ms.Isuri Anjana Senarath 075 591 5174 isurisenarathsdf@gmail.com
02	Advanced Microsoft Excel Training for Data Analysis	9 th , 10 th & 11 th of December 2026	SDFL Auditorium	21,000	
03	Work Smarter with AI Tools	16 th & 17 th of December 2026	SDFL Auditorium	14,000	Ms.Kaveesha Kumarasiri 076 620 99 66 kaveeshasdf@gmail.com
04	Professional English Writing Skills	10 th & 11 th of December 2026	SDFL Auditorium	14,000	
05	Workplace English Skills for Management Assistants and Development Officers	14 th & 15 th of December	SDFL Auditorium	14,000	

Note :

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Programme Schedule -Month of October,November & December 2026

No	Programme Name	Date	Venue	Charges (Rs.)	Programme Coordinator
1	Establishment Code	15th & 16th October	Auditorium - SDFL -	14,000/=	Ms. Dhanushka Tel : 0713 753 873 Email : dpatthini@gmail.com
2	Project Management	22nd & 23rd October	Auditorium - SDFL -	14,000/=	
3	Preparation of Cabinet Papers	30th October	Auditorium - SDFL -	7,000/=	
4	Salary Conversions	12th & 13th November	Auditorium - SDFL -	14,000/=	
5	Professional Development of Development Officers & Management Service Officers	17th & 18th November	Auditorium - SDFL -	14,000/=	
6	Office Management & Office Procedures	03rd & 04th December	Auditorium - SDFL -	14,000/=	
7	Transport Management	09th December	Auditorium - SDFL -	7,000/=	
8	රාජකාරී ලිපි ලිවීම සහ චාරිකා ලිවීම	14th & 12th December	Auditorium - SDFL -	14,000/=	

- 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.

Contact : Suraji Wadduwage (Programme Officer) Tel: 0714436638

Email : division2sdf@gmail.com

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