



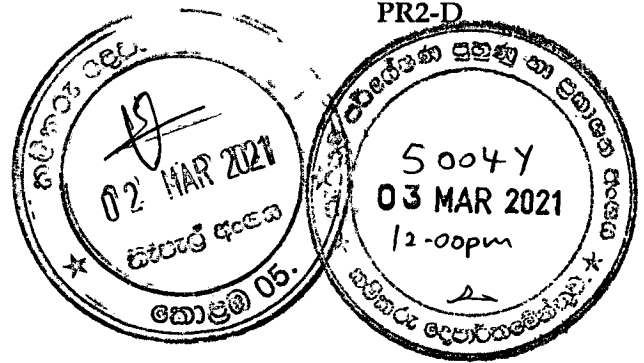
Miloda - Academy of Financial Studies
The Training Arm of the Ministry of Finance.



AFS

22 February 2021

The Director
Labour Department New Building
151 Kirula Rd, Colombo 00500



Dear Sir/Madam

Online Certificate Course in Human Resource Management

Miloda Academy of Financial Studies (AFS), being the training arm of the Ministry of Finance, is pleased to call applications from officers in the public and private sectors for the online Certificate Course in Human Resource Management which is scheduled to be conducted on 23, 25, 30 March, 01, 06, 08, 27, 29 April 04 & 06 May 2021. The details of the programme are as follows,

Content

- Business Environment
- Human Resource Management Concepts
- Recruitment, Selection, Induction & Placement
- Performance Management System
- Compensation and Reward Management
- Human Resource Development
- Legal Environment
- Leadership & Motivation
- Health, Safety & Employee Well Being
- Examination & Project Report Assessment
- Standard HR Administration procedures & Discipline

Duration

05 days [Ten (10) 03 hour sessions, from 12.00pm to 3.00pm]

Medium

English

*Obb
Circular
y 3/4*

Delivery Method

Online Lectures via Zoom Software

Course Fee

Rs. 10,000/- (Course fee should be paid before the commencement date)

Evaluation Criteria

02 hour MCQ Paper, Take-Home Assignment (1500-word count)

Closing Date of Applications

15 March 2021

Your nominations/ applications can be sent to:

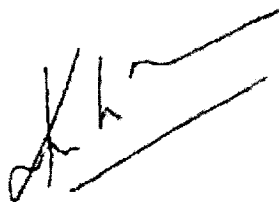
Our Website - http://afs.gov.lk/online_registration

Email - info@afs.gov.lk

For further information, if any, please contact Ms. Thanuja Ekanayake, Programme Coordinator on 076 - 135 9776.

Thank you

Yours faithfully



Kanchana De Silva

For Senior Assistant Registrar

Leadership and Organizational Management



INSPIRATIONAL LEADERSHIP FOR SUSTAINABLE SUCCESS

MILODA ACADEMY OF FINANCIAL STUDIES
An ISO 9001:2015 Certified Training Institute

Duration: 02 Days

Course Fee: Rs. 3,500/-

Medium: Sinhala & English

Apply Now: http://afs.gov.lk/online_registration



APPLICATION OPEN FOR INSPIRED LEADERS

By the end of the programme, participants would be able to:

- Get to know your leadership styles, your strengths, and your weaknesses
- Build the strong team bonds you need to become a more successful leader
- Facilitate teamwork, Manage conflict and clear away obstacles to Develop resilience so that you can achieve your long-term goals

More Information

Ms. Thanuja - 076 - 135 9776

Ms. Hiranya - 076 - 316 4784

No. 03, Times of Ceylon, Building, Bristol Street, Colombo 01
Office: 011 2336439 | Email: info@afs.gov.lk Website: www.afs.gov.lk

MILODA ACADEMY OF FINANCIAL STUDIES
An ISO 9001:2015 Certified Training Institute

Personality Grooming & Confidence Building

Online Seminar



Duration: One Day
Medium: Sinhala & English
Course Fee: Rs. 2,000/-



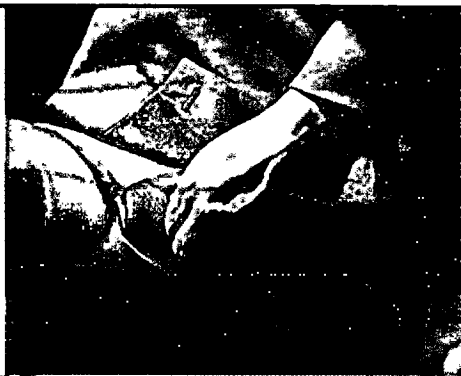
More Information
Ms. Thanuja - 076 135 9776
Ms. Hiranya - 076 316 4784

Apply Now:

http://afs.gov.lk/online_registration


Programme Outcome

- Identify their personality weaknesses and find ways to correct them
- Build confidence, improve on hygiene, and identify proper dress code
- Develop etiquette for office and personal situations



No. 03, Times of Ceylon, Building, Bristol Street, Colombo 01
Office: 011 2336439 | Fax: 011 2336439 | Email: info@afs.gov.lk
Website: www.afs.gov.lk

Leadership and Organizational Management



Workshop on
Performance Management & Key Performance Indicators (KPIs) Settings

from basics to best practices

Objectives

- Provide greater awareness of setting KPIs
- Link KPIs to operational activities & job roles
- Learn best practices of KPIs designing methods
- Carryout effective performance evaluations
- To identify the importance of keep performance indicators for company growth

Target group
This workshop will be highly beneficial for staff grade officers

Enrol Now

Miloda Academy of Financial Studies

Miloda Academy of Financial Studies, No. 3, Sir Razik Fareed Mawatha, Colombo 01

Zoom

MILODA ACADEMY OF FINANCIAL STUDIES
An ISO 9001:2015 Certified Training Institute

POWER OF POSITIVE THINKING

REGISTRATION
http://afsf.gov.lk/online_registration

ABOUT PROGRAMME

- Duration - 03 Days
- Course Fee - Rs. 5,000/-
- Medium - Sinhala & English
- Valid certificate will be issued
- Application open for interested private/ public employees

LEARNING OUTCOME

- Get rid of negative thought patterns
- Develop positive thinking skills
- Discover one's self and personality

Positive Thinking
is Good for Your Brain

CONTACT US
Ms. Thanuja - 076 135 9776
Ms. Hiranya - 076 316 4784

To know more, visit us
No. 03, Times of Ceylon, Building, Bristol Street, Colombo 01
Office: 011 2176300 | Fax: 011 2336439 | Email: info@afsf.gov.lk
Website: www.afsf.gov.lk

