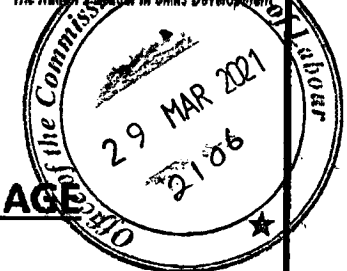




Ministry of Finance S178Y

Skills Development Fund Limited



CERTIFICATE COURSE IN ENGLISH LANGUAGE

Objectives : At the completion of the course the participants will be able to :

- Express themselves confidently in acceptable English
- Use English appropriately
- Read and enjoy a variety of texts
- Produce different kinds of writing

C.L.P.M.P.
[Handwritten signature]

For Whom : Employees at Private & Public Sector Organizations & School leavers

Course outline:

- Communication Skills
- Reading
- Writing
- Grammar

If anyone cannot participate the programme after sending your nomination please note, that you have to inform us **at least one day before**, otherwise you have to make the full payment as per your nominations.

Methodology : Lectures, & Group activities

Venue : SDFL Auditorium

Certificates : A certificate will be awarded by the SDFL for all participants who successfully complete the course

Duration : 72 hours

Date : 03rd May 2021 (Mondays)

Registration Deadline : 30th April 2021 (Friday)

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In-house training programmes can be arranged on your request.

Time : 9.00 a.m – 4.00 p.m

Fee : Rs 25,000/- (All inclusive) per person
(This includes handouts, lecture fee docket, and certificates)

Apply to - Programme Officer
Skills Development Fund Ltd
Ministry of Finance,
354/2, Nipunatha Piyasa, 7th Floor, Elvitigala Mawatha, Colombo 05.

Tel/Fax : 2593983 / 2507273 / 2058080 / 2055604



Ministry of Finance
Skills Development Fund Limited

SDFL
The Nation's Leader in Skills Development

Three Day Workshop on "Advanced Microsoft Excel Training for Data Analysis"

- Objective** - On the completion of the course participants will be able to:
- Interact with their colleagues and superiors with confidence
 - Carry out their responsibilities confidently
 - Influence their customers
 - Look forward to the betterment of their careers
 - To be successful in a business environment

Contents -

- Using Advanced Functions/ Using Other Functions/ Working with Tables
- Working with Data Series/ Using Scenario and Goal Seeking
- Consolidating Worksheets/ Using Worksheet Protection
- Using Templates
- Working with Views
- Creating/Revising PivotTables
- Sharing Workbooks
- Using Data Tables
- Using Auditing Tools
- Interdiction to VBA
- Interdiction to Macros

- For Whom** : All IT and Non IT professionals in Private & Public Sector Organizations
- Dates** : 10th, 11th, & 12th of May 2021
- Methodology** : Lectures, discussions & group activities
- Medium** : English / Sinhala
- Venue** : SDFL Auditorium, 7th Floor
- Fee** : Rs 18,000/= per participant (This includes Certificates, lunch, refreshments, handouts, docketts, and writing materials for all participants)
- Duration** : Three Days (9.00 a.m. to 4.00 p.m)

In-house Programmes can be arranged on your request.

Apply to – Programme Office
Skills Development Fund.
Ministry of Finance
354/2, Nipunatha Piyasa, 7th Floor, Elvitigala Mawatha, Colombo 05.

Tel/ Fax : 011 2593983, 2507273, 2058080, 2055604



Ministry of Finance

Skills Development Fund Limited



Two Day Workshop on Occupational Health & Safety for Better Working Environment

Objectives : At the end of the workshop Participants will be able to,

- Acquire a sound knowledge on the importance of health and safety practices at the work place
- Apply health and safety standards at work
- Create a safety culture among the workforce

Contents :

- Why is Health and Safety Crucial?
- Consequences of Accidents
- Remedial Prevention of Accidents
- Industrial Safety and Health Regulations
- Occupational Hygiene
- Achieving organizational effectiveness through occupational Health & Safety



Conducted by: Ms. Pushpa
Ramyani Zoysa

Target Audience : Executives, Supervisors and Safety Officers

Methodology : Lectures/ Discussions & Group activities.

Medium : Sinhala / English

Date : 06th, 07th May 2021

Venue : SDFL Auditorium, 7th Floor

Time & Duration : 9.00 a.m. – 4.00 p.m. (02 day)

Fee : 8,500/= per participant (This includes Certificates, lunch, refreshments, handouts, docketts & writing materials for all participants)

➤ In-house Programmes can be arranged on your request.

Apply to – Programme Officer

Skills Development Fund Ltd

Ministry of Finance

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

Tel / Fax : 2593983/ 2058080 / 2507273 / 2055604

Phone Number : 071-8670560, 077-8591090, 076-6729001