

## Training Programmes - 2012 (01<sup>st</sup> Quarter)

### Management Development Training Department, EPC

S.No	Training Programme	Date	Days	Target Group	Venue	Medium
<b>January</b>						
1	Good Governance	19 - 20	2	Members & Staff -LA	Trincomalee	Tamil
2	Database Management using MS Access Phase I&II	23 – 27	5	MAAs, DEO & PAs	MDTD Computer Lab, Trincomalee	Tamil
3	Office Procedure & File Management	24	1	MAAs - LA	Ampara	Tamil
4	Office Procedure & File Management	25	1	MAAs - LA	Batticaloa	Tamil
5	Database Management using MS Access Phase II	30 – 3 Feb	5	MAAs, DEOs & PAs	MDTD Computer Lab, Trincomalee	Sinhala
6	Office Procedures and File Management	31	1	MAAs - LA	MDTD Learning Hall, Trincomalee	Tamil
7	Six Thinning Hats	31 – 1 Feb	2	AOs, CMAAs	Batticaloa	Tamil
<b>February</b>						
8	Good Governance	2	1	Members & Staff -LA	MDTD Learning Hall, Trincomalee	Tamil
9	PAYROLL	6 – 11 *	5	Accounts branch Staff- LA-. Trincomalee	MDTD Computer Lab, Trincomalee	Tamil
10	Annual Financial Accounts	10 – 11	2	Acct. Staff	MDTD Learning Hall, Trincomalee	Tamil
11	Communication Skill I	14 - 17	4	PAs	MDTD Learning Hall, Trincomalee	Tamil
12	Internet & e mail	13 - 14	2	LA Staff -Trincomalee	MDTD Computer Lab, Trincomalee	Tamil
13	Internet & e mail	16 - 17	2	LA Staff -Batticaloa	MDTD Computer Lab, Trincomalee	Tamil
14	Annual Financial Accounts	16– 17	2	Acct. Staff	Ampara	Sinhala
15	CIGAS	21 - 25	5	MAAs & PAs- Ampara	MDTD Computer Lab, Trincomalee	Sinhala

\* Except Poya Day

16	Productivity and service delivery	21 - 22	2	MAAs	Ampara	Tamil
17	Communication Skill I	22 - 24	3	AOs, CMAs & MAs	MDTD Learning Hall, Trincomalee	Tamil
18	Productivity and service delivery	23 - 24	2	PAs & LGAs	Ampara	Sinhala
19	PAYROLL	27 Feb- 2 March	5	Accounts branch Staff- LA Batticaloa	MDTD Computer Lab, Trincomalee	Tamil
<b>March</b>						
20	Training on safe Driving	1 - 2	2	Drivers	MDTD Learning Hall, Trincomalee	Tamil
21	Internet & e mail	5 - 6	2	LA Staff- Ampara	MDTD Computer Lab, Trincomalee	Tamil
22	Good Governance	9	1	Members & Staff -LA	MDTD Learning Hall, Trincomalee	Tamil
23	Internet & e mail	12 -13	2	LA Staff -Ampara	MDTD Computer Lab, Trincomalee	Sinhala
24	Annual Financial Accounts	13 - 14	2	Acct. Staff	Batticaloa	Tamil
25	Database Management using MS Access Phase 1I	14 - 18	5	PAs & MAs	MDTD Computer Lab, Trincomalee	Sinhala
26	Communication Skill II	15 – 17	3	PAs	MDTD Learning Hall, Trincomalee	Tamil
27	Six thinning Hats	21 - 22	2	Staff Officers	Batticaloa	Tamil
28	Office Procedure & file Management	23	1	LA Staff -Ampara	MDTD Learning Hall, Trincomalee	Sinhala
29	PAYROLL	26 - 30	5	Accounts branch Staff- LA Ampara	MDTD Computer Lab, Trincomalee	Tamil
30	Training on safe Driving	29 -30	2	Drivers	Ampara	Tamil