



**MILODA
ACADEMY OF
FINANCIAL STUDIES**

The Training arm of the Ministry of Finance

The Quarterly Training Bulletin

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No 3 Bristol Street Colombo 01

3302

October

2019

Code No	Programme	Programme Dates (Tentative)	For Whom	Duration	Medium	Course Fee Rs.
1	Professional Presentation Techniques	1, 2 & 3	Staff Grade Officers	3 days	English	18,000.00
2	Warehouse and Transport Management	1, 2 & 3	Middle Level and Operational Level Managers	3 days	English & Sinhala	18,000.00
3	Personality & Personal Development	1, 2 & 3	Staff Grade Officers	3 days	English & Sinhala	18,000.00
4	Database Management using MS Access	2 & 3	Non-staff Grade Officers	2 days	English & Sinhala	13,000.00
5	Public Financial Regulations	2, 3 & 4	Technical and Finance Officers	3 days	English & Sinhala	18,000.00
6	Government Payroll System	2, 3 & 4	Non-staff Grade Officers	3 days	Sinhala	18,000.00
7	Project Proposal Writing Skills	7 & 8	Staff Grade and Non-staff Grade Officers	2 days	English	13,000.00
8	Grievance Handling & Counseling	8	HR Managers	1 day	English	7,750.00
9	Accountability & Governance	8	Staff Grade Officers	1 day	English	7,750.00
10	Office Correspondence Skills	9, 10 & 11	Front Office Staff	3 days	English	18,000.00
11	Computer Hardware & PC Maintenance	9 & 10	ICT Officers	2 days	English & Sinhala	13,000.00
12	Public Speaking Skills	14, 15 & 16	Staff Grade	3 days	English	18,000.00
13	Inventory and Asset Management	14, 15 & 16	Middle Level Managers	3 days	Sinhala	18,000.00
14	MS Outlook for Effective Office Communication	16	Non-staff Grade Officers and ICT Assistants	1 day	English & Sinhala	7,750.00
15	Preparation Of Job Description	16, 17 & 18	Administrative Officers, HR Officers and Head of departments	3 days	English & Sinhala	18,000.00
16	Procurement Guidelines, Planning and Regulations	16, 17 & 18	Middle Level Managers	3 days	Sinhala	18,000.00
17	Formal Letter Writing Skills	21, 22 & 23	Non-staff Grade Officers	3 days	English	18,000.00
18	Cisco Certified Technician Routing & Switching (CCT Routing and Switching)	23, 24 & 25	Network Analysts, Network Auditors & Network Technicians	3 days	English	18,000.00



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19	Event Management in your Organization	24 & 25	Staff Grade Officers	2 days	English & Sinhala	13,000.00
20	Combating Corruption	28	Staff Grade Officers	1 day	English	7,750.00
21	Certificate in Public Procurement Management (CPPM)	1 Month	Non-staff Grade Officers	5 days	English & Sinhala	26,000.00
22	Advanced Certificate in Public Procurement Management (ACPPM)	3 Months	Non-staff Grade Officers	10 days	English & Sinhala	50,000.00
23	Certificate in English for Employment Purposes (CEEP) – Level 1, Level 2 & Level 3	9 Months	Non-staff Grade Officers	36 weeks	English	75,000.00
24	Diploma in Public Procurement and Contract Administration (DIPPCA)	1 Year	Staff Grade Officers	40 weeks	English	100,000.00
25	Diploma in English for Professionals (DEP)	1 Year	Staff Grade Officers	30 weeks	English	75,000.00
26	Diploma in English for Junior Executives (DEJE)	1 Year	Non-staff Grade Officers	30 weeks	English	75,000.00
27	Diploma in Network Administration (DNA)	1 Year	Non-staff Grade Officers and ICT Assistants	30 weeks	English	75,000.00
28	Diploma in Information Communication Technology (DICT)	1 Year	Non-staff Grade Officers and ICT Assistants	30 weeks	English	75,000.00
29	Diploma in Office Management Administration (DOMA)	1 Year	Middle Level Managers and Administrative Officers	40 weeks	English	100,000.00
30	Diploma in Supply Chain Management (DSCM)	1 Year	Middle Level Managers and Staff Grade Officers	40 weeks	English	100,000.00
31	Diploma in HRM for Public Sector (DHRMPS)	1 Year	Staff & Non- Staff grade Officers	40 weeks	English & Sinhala	100,000.00



November**2019**

Code No	Programme Dates (Tentative)	For Whom	Duration	Medium	Course Fee Rs.
1	4 & 5	Accounts Officers	2 days	Sinhala	13,000.00
2	4 & 5	Staff & Non-staff Grade Officers	2 days	English & Sinhala	13,000.00
3	4, 5 & 6	Staff & Non-staff Grade Officers	3 days	English	18,000.00
4	4, 5 & 6	Staff & Non-staff Grade Officers	3 days	English	18,000.00
5	6	Staff Grade and Non-staff Grade Officers	1 day	English & Sinhala	7,750.00
6	6 & 7	Staff Grade Officers	2 days	English & Sinhala	13,000.00
7	7	Staff Grade Officers	1 day	English	7,750.00
8	7	ICT Officers	1 day	English & Sinhala	7,750.00
9	8	Staff Grade Officers	1 day	English & Sinhala	7,750.00
10	13 & 14	Staff Grade Officers	2 days	English & Sinhala	13,000.00
11	13, 14 & 15	Non-staff Grade Officers	3 days	Sinhala	18,000.00
12	13, 14 & 15	Staff Grade Officers	3 days	English	18,000.00
13	13, 14 & 15	Staff Grade & Middle Level Managers	3 days	Sinhala	18,000.00
14	19, 20 & 21	HR Managers	3 days	English	18,000.00
15	18, 19 & 20	Non-staff Grade Officers	3 days	Sinhala	18,000.00
16	20	Staff Grade Officers	1 day	English & Sinhala	7,750.00
17	20, 21 & 22	Staff Grade Officers	3 days	English & Sinhala	18,000.00
18	25 & 26	Staff Grade and Non-staff Grade Officers	2 days	English & Sinhala	13,000.00

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19	Essentials for Financial Analysis using MS Excel	26	Staff Grade and Non-staff Grade Officers	1 day	English & Sinhala	7,750.00
20	MS Word Applications	26 & 27	Staff Grade and Non-staff Grade Officers	2 days	English & Sinhala	13,000.00
21	Project Management: Introduction to Computer Tools In Project Management	26	Staff Grade Officers	1 day	English	7,750.00
22	File Management & General Office Administration, E-code	26, 27 & 28	Non-staff Grade Officers	3 days	English & Sinhala	18,000.00
23	Formal Letter Writing Skills	25, 26 & 27	Staff Grade and Non-staff Grade Officers	3 days	English	18,000.00
24	Advanced MS Excel Skills for Government Officers	27 & 28	Staff Grade and Non-staff Grade Officers	2 days	English & Sinhala	13,000.00
25	Web Development using PHP & MySQL	27, 28 & 29	ICT Officers and Technical Assistants	3 days	English & Sinhala	18,000.00
26	Government Payroll System	27, 28 & 29	Non-staff Grade Officers	3 days	Sinhala	18,000.00
27	Roles, Responsibilities and Challenges of CFOS and CAs	29	Chief Financial Officers, Chief Accountants	1 day	Sinhala	7,750.00
28	Certificate in Office Management and Administration	1 Month	Administrative Officers	5 days	English & Sinhala	26,000.00
29	English for Academic Purposes	3 Months	Non-staff Grade Officers	10 days	English	26,500.00
30	Certificate in Conversational Tamil (CCT)	3 Months	Non-staff Grade Officers	10 days	Tamil & Sinhala	26,500.00
31	Diploma in Computer Hardware (DCH)	1 Year	Non-staff Grade Officers and ICT Assistants	30 weeks	English	75,000.00
32	Diploma in English for Professionals (DEP)	1 Year	Staff Grade Officers	30 weeks	English	75,000.00
33	Diploma in Public Procurement and Contract Administration (DIPPCA)	1 Year	Staff Grade Officers	40 weeks	English	100,000.00



December

2019

Code No	Programme	Programme Dates (Tentative)	For Whom	Duration	Medium	Course Fee Rs.
1	Inventory and Asset Management	4, 5 & 6	Middle Level Managers	2 days	Sinhala	13,000.00
2	Public Service Disciplinary Procedures	3, 4 & 5	Non-staff Grade Officers	3 days	Sinhala	18,000.00
3	Advanced MS Excel Skills for Government Officers	2 & 3	Staff Grade and Non-staff Grade Officers	2 days	English & Sinhala	13,000.00
4	Board of Survey, Losses and Write-Offs	5 & 6	Non-staff Grade Officers	2 days	Sinhala	13,000.00
5	Decision Making Tools & Techniques	6	Staff Grade Officers	1 day	English & Sinhala	7,750.00
6	Database Management using MS Access	4 & 5	Non-staff Grade Officers and ICT Assistants	2 days	English & Sinhala	13,000.00
7	Roles, Responsibilities and Challenges of Chief Internal Auditors	5	Chief Internal Auditors	1 day	Sinhala	7,750.00
8	English for Personnel in the Hospitality & Tourism Industry (EPHTI)	4, 5 & 6	Tourism & Hospitality Sectors Officers	3 days	English	18,000.00
9	Supervisory Management Training	9	Staff Grade and Non-staff Grade Officers	1 days	English & Sinhala	7,750.00
10	Customer care & Service Excellence	9 & 10	Non-staff Grade Officers	2 days	English & Sinhala	13,000.00
11	ICT for Management Assistants	9 & 10	Non-staff Grade Officers	2 days	English & Sinhala	13,000.00
12	Public Speaking Skills	16, 17 & 18	Staff Grade Officers	3 days	English	18,000.00
13	Fundamentals of Computer Networking	16, 17 & 18	ICT Officers and Technicians	3 days	English & Sinhala	18,000.00
14	Procurement Guidelines, Planning and Regulations	16, 17 & 18	Non-staff Grade Officers	3 days	Sinhala	18,000.00
15	English for Financial Assistants	17, 18 & 19	Non-staff Grade Officers	3 days	English	18,000.00
16	English for Public Sector Legal Professionals	17, 18 & 19	Legal Officers	3 days	English	18,000.00



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17	Awareness Programme on e-Procurement	19	Staff Grade Officers	1 day	English	7,750.00
18	Essential IT Skills for Non IT Officers	18 & 19	Staff Grade and Non-staff Grade Officers	2 days	English & Sinhala	13,000.00
19	Accountability & Governance	19	Staff Grade Officers	1 day	English	7,750.00
20	File Management & General Office Administration, E-code	18, 19 & 20	Non-staff Grade Officers	3 days	English & Sinhala	18,000.00
21	Project Proposal Writing Skills	23 & 24	Non-staff Grade Officers	2 day	English & Sinhala	7,750.00
22	Presentation Applications using Microsoft PowerPoint	27	ICT Officers	1 day	English & Sinhala	7,750.00
23	Cisco Certified Entry Networking Technician (CCENT)	1 Month	Network Analysts, Network Auditors & Network Technicians	5 days	English	26,000.00
24	Certificate in Public Procurement Management (CPPM)	1 Month	Non-staff Grade Officers	5 days	English & Sinhala	26,000.00
25	Certificate Course in Office Automation Software	2 Months	Non-staff Grade Officers	10 days	English & Sinhala	26,500.00
26	Certificate in Management Skills for Emerging Leaders	2 Months	Non-staff Grade Officers	10 days	English & Sinhala	26,500.00
27	Diploma in English for Professionals (DEP)	1 Year	Staff Grade Officers	30 weeks	English	75,000.00
28	Diploma in English for Junior Executives (DEJE)	1 Year	Non-staff Grade Officers	30 weeks	English	75,000.00
29	Higher National Diploma in Digital Forensics and Cyber Investigations	1 Year	Staff Grade Officers	40 weeks	English	120,000.00
30	Diploma in Graphic Designing (DGD)	1 Year	Non-staff Grade Officers and ICT Assistants	30 weeks	English	75,000.00
31	Diploma in Supply Chain Management (DSCM)	1 Year	Middle Level Managers and Staff Grade Officers	40 weeks	English	100,000.00
32	Diploma in Public Procurement and Contract Administration (DIPPCA)	1 Year	Staff Grade Officers	40 weeks	English	100,000.00



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