



METROPOLITAN CAMPUS

The Quarterly Training Bulletin January – March 2022

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An ISO 9001:2015 Certified Training Institute



January 2022

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
Certificate Programmes						
01	Certificate in English for Employment Purposes (CEEP)	English	10 Days	Non-Staff Grade Officers	59,000/=	21
02	Certificate in e-Commerce and Digital Marketing (CECDM)	Sinhala & English	05 Days	Staff Grade & Non-Staff Grade Officers	29,000/=	27
Workshops						
01	Personal File Management	Sinhala & English	03 Days	Non-Staff Grade Officers	18,000/=	03 , 04 & 5
02	Government Payroll System	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	06, 07 & 10
03	Board of Survey Losses & Write-Offs	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	11 & 12
04	Event Management in Your Organization	Sinhala & English	02 Days	Non-Staff Grade Officers	13,000/=	19 & 20
05	Internal Auditing Practices in the Public Sector	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	19 , 20 & 21
06	Procurement Guidelines, Planning & Regulations	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	26, 27 & 28
07	Formal Letter Writing Skills	Sinhala & English	03 Days	Non-Staff Grade Officers	18,000/=	26, 27 & 28
08	Developing Soft Skills to Transit Your Career	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	31 & 01



January 2022 cont.

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
Seminar Programmes						
01	English for Front Office Staff	Sinhala & English	01 Day	Non-Staff Grade Officers	7,750/=	11
02	Effective use of Internet and Email	Sinhala & English	01 Day	Staff Grade & Non-Staff Grade Officers	7,750/=	12
03	Coaching and Mentoring for Performance Management of the organization	Sinhala & English	01 Day	Staff Grade Officers	7,750/=	13
04	Network Administration Basics	Sinhala & English	01 Day	IT Officers	7,750/=	21
05	Enhancing Social and Emotional Intelligence Skills	Sinhala & English	01 Day	Staff Grade Officers	7,750/=	25
06	Introduction to Research Proposal Writing	Sinhala & English	01 Day	Staff Grade Officers	7,750/=	31



February 2022

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
<i>Certificate Programmes</i>						
01	Certificate in Public Procurement Management (CPPM)	Sinhala & English	05 Days	Staff Grade & Non-Staff Grade Officers	29,000/=	01 (Every Tuesday)
02	Preliminary Course in Human Resource Management (PCHRM)	Sinhala & English	10 Days	Non-Staff Grade Officers	59,000/=	01 (Every Tuesday)
03	Certificate in Office Management and Administration (COMA)	Sinhala & English	05 Days	Staff Grade & Non-Staff Grade Officers	29,000/=	03 (Every Thursday)
04	Certificate in e-Commerce and Digital Marketing (CECDM)	Sinhala & English	05 Days	Staff Grade & Non-Staff Grade Officers	29,000/=	03 (Every Thursday)
05	Certificate in Conversational Tamil (CCT)	Sinhala & Tamil	10 days	Staff Grade & Non-Staff Grade Officers	59,000/=	15 (Every Tuesday)
06	Advanced Certificate in Information Technology (ACIT)	Sinhala & English	10 Days	Staff Grade & Non-Staff Grade Officers	59,000/=	18 (Every Friday)
<i>Workshops</i>						
01	Essentials in Project Management	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	01, 02 & 03
02	Project Proposal Writing Skills	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	09 & 10
03	Effective Verbal Communication Skills	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	10 & 11



February 2022 cont.

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
Workshops cont.						
04	Stores and Inventory Management	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	10, 11 & 14
05	Employee Capacity Development Programme	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	17 & 18
06	Public Service Disciplinary Procedures	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	17, 18 & 21
07	Report Writing Skills	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	22, 23 & 24
08	Bidding Documents and Tender Procedures	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	23, 24 & 25
09	Computer Hardware & PC Maintenance	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	28
Seminar Programmes						
01	Artificial Intelligence for Public Sector Decision Making	Sinhala & English	01 Day	Staff Grade Officers	7,750/=	11
02	Letter Writing	Sinhala & English	01 Day	Non-Staff Grade Officers	7,750/=	25
03	Customer Service Masterclass for Financial Institutes	Sinhala & English	01 Day	Staff Grade Officers	7,750/=	28



March 2022

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
<i>Diploma Programmes</i>						
01	Diploma in English for Junior Executives (DEJE) - Batch 09	English	30 days	Non-Staff Grade Officers	75,000/=	03 (Every Thursday)
<i>Certificate Programmes</i>						
01	Advanced Certificate in Information Technology (ACIT)	Sinhala & English	10 Days	Staff Grade & Non-Staff Grade Officers	59,000/=	04 (Every Friday)
02	Certificate in English for Academic Purposes (CEAP)	Sinhala & English	10 Days	Staff Grade & Non-Staff Grade Officers	59,000/=	31 (Every Thursday)
<i>Workshops</i>						
01	Computer Hardware & PC Maintenance	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	02
02	Bid Evaluation in Public Procurement	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	02, 03 & 04
03	Service Ethics and Etiquette's for Customer Care in Public Sector Organizations	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	09 & 10
04	General Office Administration and E-Code	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	09, 10 & 11
05	Information System Auditing	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	14 & 15
06	Law for Public Procurement	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	21, 22 & 23



March 2022 cont.

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
Workshops cont.						
07	English for Office Use	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	22, 23 & 24
08	Achieving Personal and Professional Development for Success	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	22 & 23
09	Information Communication Technology	Sinhala & English	02 Days	Staff Grade & Non-Staff Grade Officers	13,000/=	23 & 24
10	Public Financial Regulations	Sinhala & English	03 Days	Staff Grade & Non-Staff Grade Officers	18,000/=	28, 29 & 30
Seminar Programmes						
01	PC Management and System Administration Basics	Sinhala & English	01 Day	Staff Grade & Non-Staff Grade Officers	7,750/=	10
02	Reading Techniques	Sinhala & English	01 Day	Staff Grade Officers	7,750/=	11
03	Performance Management & Setting Key Performance Indicators (KPIs)	Sinhala & English	01 Day	Staff Grade & Non-Staff Grade Officers	7,750/=	16
04	Awareness Programme on e-Procurement	Sinhala & English	01 Day	Staff Grade & Non-Staff Grade Officers	7,750/=	25
05	Preparation of Spreadsheets using MS Excel	Sinhala & English	01 Day	Staff Grade & Non-Staff Grade Officers	7,750/=	30



Panel of Resource Persons

School of Financial Management, Commercial Skills & Governance	
Resource Person	Credentials
Mr. H.M. Ajith Chandra	MBA (PIM), PGD in Mgt. (PIM), B. Com (Special), USJ Add. Director General (Rtd), Department of Treasury Operations, Ministry of Finance
Ms. Gayani De Alwis	MBA (PIM), MSc (Reading, UK), CSCM, FISMM, FCILT Global Chairperson Women in Logistics & Transport (WILAT), Director Singer Sri Lanka PLC, Director, Logicare Pvt Ltd, Former Director Supply Chain Management Unilever Sri Lanka, Management Consultant and Lecturer, Immediate Past Chairperson Chartered Institute of Logistics & Transport (CILT)
Mr. I.G Perera	MBA (Supply Chain Management), MSc (SCM), MSc Proj.Mgt), International Diploma in Supply Chain Management, (ITC-Geneva), Six Sigma (Black Belt), Visiting Lecturer - NSBM, University of Colombo, ISMM (UK), RMIT (Australia)
Mr. Christy Perera	B.Sc. University of Peradeniya PGD "Equipment Procurement Management" (ILO - Italy), PGD, "Procurement of Information Technologies" (ILO - Italy) CMP - NUS, Singapore, CCM - ILO, Italy, CSC - ILO, Italy, CPM - CAE, Australia, CPP&C - SETIM, Canada, CPF - Manila
Mr. N.R. Asoka De Silva	BSc (Eng)(Peradeniya), Msc(Eng) (National University of Ireland) Member of Institute of Industrial Engineers (USA)
Mr. Pius Fernando	MSc (University of Teesside, Middleborough, UK) Consultant - The World Bank, General Education Management Project Former Director General of Public Finance (MoF, General Treasury) Former Director General of Management Audit (MoF, General Treasury)
Mr. Saliya Dharmawardhane	BSc. Business Administration (USJ) Master of Public Administration (PIM USJ), CPA Ireland, CPA SL, DPFM, DIPCA
Eng. S.M.P. Suriyabandara	B. Sc Engineering (Hons) MSc in Construction Project Management (Moratuwa) DIPPCA (SLIDA), Diploma in Commercial Arbitration (ICLP)
Mr. R.S. Weerawickrama	LLB (Col), LLM (HK), MPA & M (Col), Attorney-at-Law, Legal Practitioner in the Supreme Court of Sri Lanka
Ms. W. G. Chandrika	B.com(Special) (Kelaniya), MA (Kelaniya), MAT, APFA, CPFA, Former Director, Department of Public Finance,

School of Financial Management, Commercial Skills & Governance	
Resource Person	Credentials
Mr. W.A. Jayasundera	B. Ed (Hons), Colombo University, Msc in Marketing- Strathclyde University, UK, Attorney-at-Law Post Graduate Diploma in Legislative Drafting- Boston University- USA Long term Research Fellow on Intellectual Property Rights- Japanese Patent Office (JPO), Japan
Eng. M. K. D. Lawrance	BSc. Eng. in Civil Engineering (Peradeniya) M.Eng. (Moratuwa), MBA (Wayamba), Advanced certificate in procurement and contract administration (CIDA), MIE(SL), MIEP(SL) Distinguished Toastmaster of Toastmasters International (Jun 2017)
Mr. S. Upananda	BSc (SJP) MSc in IT, CPFA, FCMA, DISSCA, FPFA, PGD in IT, PGD in Management, DPFM
Mr. H.M.P.B. Herath	MPA (University of Jayewardenepura) PGD. In Economic Development (University of Colombo) PGD. In Community Development (University of Colombo)
Mr. K. M. S. Wijenayake	MBA, MSc, BSc, PGD (Scm), PGD (Mat Mgt), PGD (HRM), CMILT, MIM, (SL) MISMM CEO/Director, University Collage
Eng. Chalana Munasinghe	BSc Eng., MIE(SL), PG Dip (En.Eng.), Associate green professional Civil Engineer, Ministry of Health and Indigenous Medicine
Mr. Nalaka Dissanayake	Dip.In Journalism (Colombo), Dip.In Environmental Journalism (Slejf), Master of Human Resource Management(Colombo) Diploma in Public Administration (Slida), MA (Sociology), Kelaniya Deputy director of establishment Ministry of public services, provincial councils and local governance
Mr. L. Gamage	MBA (University of Rajarata), PG Dip (Management), BSc Special (Hons) - Accounting & Finance Internal Auditor - Special Task Force
Mr. M. K. W. Wickramaratne	PGD in Mgt. (OUSL), B. Com (UOP), USJ SLAS (Rtd), Chief Secretary (Fmr), Sabaragamuwa Provincial Council Inquiry Officer, Public Service Commission & Ministry of Public Administration
School of Leadership and Organizational Management	
Resource Person	Credentials
Mr. Chaaminda Kumarasiri	FCA, FCCA, ACMA, FMAAT, MBA (University of Colombo), B.Sc. Accountancy (Sp) 1stclass (University of Sri Jayewardenepura), Chartered Accountant, Leadership Coach, Management Consultant, Corporate Trainer



School of Leadership and Organizational Management

Ms. Kanthi Basnayake	MBA (UK) BBM (India), Management Consultant APMI Certified Professional Coach – CPC, Fed Uni. (Aus.)
Eng. Nishantha Kamaladasa	MBA (SJP), BSc (Eng), FIE Sri Lanka, C Eng Former Senior Consultant, SLIDA Former CEO, Distance Learning Centre
Ms. Denuka Perera	(Chartered MCIPM) CEO-Zion Consulting, Chartered Member - Chartered Institute of Personnel Management Sri Lanka, Human Resource Consultant and Trainer, Faculty Member – Chartered Institute of Personnel Management Sri Lanka, Senior Consultant - Chartered Institute of Personnel Management Sri Lanka
Ms. Navoda Rathnayake	PQHRM (CIPM), Human Resource Consultant – at Zion, Consulting
Dr. Madhu Fernando	DBA (Swinburne University, Australia), MEng (RMIT University, Australia) PMP (PMI USA), CEO Innova Strategies, Chairperson Institute of Project Management Education and research
Mr. J. B. Senevirathne	Master of Development Studies, (University of Colombo), PGD (University of Colombo), BSc. Agriculture (University of Peradeniya), Director, Monitoring & Evaluation (Information & Communication Technology Agency Sri Lanka- ICTA), Development Planning, Monitoring & Evaluation Specialist
Mr. Sathika De Silva	M.Sc. in App. Stat. (UOP), B.Bu.Mgt (Hons) UK, Dip. in Deve. Psycho, Cer. Prac. in NLP Managing Director, ORG Analytics (Pvt) Ltd.
Mr. Jagath Peiris	MBA (ISLE University, Brussels), CEO, MD – GTCC Certified Professional Coach, Certified 5S Trainer, Member of Sri Lanka Institute of Training & Development
Mr. Velusamy Poobalasingam	Dip – Quality Management Productivity Trainer, 5S Kaizen Consultant Professional Trainer
Dr. Manesha Kodithuwakku	PhD (Business Management), Management and Science University, Malaysia, 2018, MBA University of Southern Queensland Australia, Chartered Marketer, Certified Green Consultant, Visiting Lecturer, SLIDA, University of Moratuwa, University of Sri Jayewardenepura, SLIIT Academy (Pvt.) Ltd
Ms. Jacintha Monushia Rajamohan	MBA (UK), Certified Professional Coach (Aus), National Dip in Counselling & Phycology, Member of Sri Lanka Institute of Marketing

School of Information Communication and Digital Management

Resource Person	Credentials
Mr. Samantha Indika	MSc. in Computing (UK), BSc. in Computing (Hons) First Class (UK),MCT, ACS, MBCS, CJEH, MCS (SL) CCNA R&S, CCNP R&S, CCNA Voice, CCNA Security RHCSA, RHCVA,MCSE, MCSA, MCITP, MCTS,MCSE1, MCSE1 + Security + Messaging, MCSA1, MCSA1 + Security + Messaging, MCP
Mr. Chathura Palliyaguru	DIT, HDIT UCSC (BIT), MBCS, MCS(SL), MIEEE

School of Communication and Language Skills	
Resource Person	Credentials
Mr. Wishwajith Gunasekara	BA, MA
Ms. Lalanthika Wijesinghe	B.Ed., M.Ed (Open University of Sri Lanka), M.phil (Open University of Sri Lanka)
Ms. Anjane Sewwandika Wijewardana	CELTA- University of Cambridge, MA – University of Kelaniya , BA – University of Colombo
Ms. J. Balaranjani	BA, MA, PhD (pending conferment), Former Lecturer (University of Kelaniya)
Mr. M. Anas	BA, MA, Sworn Translator, Grade 1 Translator in the public service,
Ms. Swetha Jinadari Jayakody	PGDE (TESL) – University of Colombo, PGD (TLSC) – Open University BA – University of Sri Jayewardenepura, English Trained Teacher – NIE
Dr. Shashinie Maneera Thenabadu	PhD in Teaching English as a Second Language (TESL) – Monash University, Australia, MA in Teaching English as a Second Language (TESOL) – La Trobe University, Australia, MA in Linguistics – University of Kelaniya, BA – University of Peradeniya
Dr. Sumudu Nisala Embogama	PHD(Kelaniya), M.A. (Kelaniya), M.A. (Peradeniya), B.A. English Special (Peradeniya)

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