



MILODA ACADEMY OF FINANCIAL STUDIES

The Training Arm of the Ministry of Finance

The Quarterly Training Bulletin

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An ISO 9001:2015 Certified Training Institute



School of Financial Management, Commercial Skills and Governance

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
October 2020						
<i>Diplomas</i>						
1	Diploma in Public Procurement and Contract Administration (DIPPCA)	English	1 year	Staff Grade Officers	100,000	45 weeks
<i>Workshops</i>						
1	Government Payroll System	Sinhala	3 days	Middle and Junior Level Officers	18,000	27, 28 & 29
2	Board of Survey Losses & Write-offs	Sinhala	2 days	Middle and Junior Level Officers	13,000	08 & 09
3	Internal Auditing Practices in the Public Sector	English & Sinhala	3 days	Middle and Junior Level Officers	18,000	21, 22 & 23
4	General Office Management and E-Code	Sinhala	3 days	Middle and Junior Level Officers	18,000	27,28 & 29
<i>Seminars</i>						
1	Awareness Programme on e-Procurement	English	1 day	Staff Grade Officers	7,750	16
November 2020						
<i>Diplomas</i>						
1	Diploma in Public Procurement and Contract Administration (DIPPCA)	English	1 year	Staff Grade Officers	100,000	45 weeks
<i>Certificates</i>						
1	Certificate in Office Management and Administration (COMA)	English & Sinhala	5 days	Middle and Junior Level Officers	29,000	06, 13, 20, 27 November & 04 December
<i>Workshops</i>						
1	Bid Document and Tender Procedures	English & Sinhala	3 days	Middle and Junior Level Officers	18,000	18, 19 & 20
2	Personal File Management	Sinhala	3 days	Middle and Junior Level Officers	18,000	03, 04 & 05



December 2020

Diplomas

1	Diploma in Public Procurement and Contract Administration (DIPPCA)	English	1 Year	Staff Grade Officers	100,000	45 weeks
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Workshops

1	Government Payroll System	English & Sinhala	3 days	Middle and Junior Level Officers	18,000	02, 03 & 04
2	Public Service Disciplinary Procedure	Sinhala	3 days	Middle and Junior Level Officers	18,000	15, 16 & 17



School of Leadership and Organizational Management

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
October 2020						
<i>Seminar</i>						
1	Supervisory Skills for newly promoted Managers	Sinhala & English	1 Day	Staff Grade Officers	7,750	1
<i>Workshop</i>						
1	Event Management in your Organization	Sinhala & English	2 Days	Staff Grade Officers	13,000	6, 7
2	Leading For the Next Generation	Sinhala & English	2 Days	Staff Grade Officers	13,000	29, 30
November 2020						
<i>Seminar</i>						
1	Decision Making Tools & Techniques	Sinhala & English	7,750	Managerial Level Staff	7,750	17
<i>Workshop</i>						
2	Project Proposal Writing Skills	Sinhala & English	2 Days	Officers who are involved in writing proposals	13,000	9, 10
December 2020						
<i>Seminar</i>						
1	Managing People with challenging behaviors	Sinhala & English	1 Day	Staff Grade Officers	7,750	3
<i>Workshop</i>						
1	Personality & Personal Development	Sinhala & English	3 Days	Staff & Non Staff Grade Officers	18,000	11,12,13



School of Information Technology & Digital Management

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
October 2020						
<i>Workshops</i>						
1	ICT for Management Assistants	Sinhala & English	2 Days	Non-Staff Grade Officers	13,000/-	15, 16
2	Essential IT Skills for Non-IT Officers	Sinhala & English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	28, 29
November 2020						
<i>Workshops</i>						
1	Basic Statistics and Quantitative Data Analysis	Sinhala & English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	12, 13
2	Computer Hardware & PC Maintenance	Sinhala & English	2 Days	Non-Staff Grade Officers and ICT Officers	13,000/-	19, 20
3	Advanced MS Excel Skills for Government Officers	Sinhala & English	2 Days	Staff Grade Officers & Non-Staff Grade Officers	13,000/-	26, 27
December 2020						
<i>Certificates</i>						
1	Advanced Certificate in Information Technology	English	10 Days	Non-Staff Grade Officers and ICT Assistants	26,500/-	10
<i>Workshops</i>						
1	Database Management using MS Access	Sinhala & English	2 Days	Non-Staff Grade Officers and ICT Assistants	13,000/-	23, 24



School of Communication and Language Skills

No	Name of the Programme	Medium	Duration	For Whom	Course Fee Rs.	Tentative Programme Dates
October 2020						
<i>Certificates</i>						
1	Certificate in English for Employment Purposes (CEEP).	English	1 Year	Non-Staff Grade Officers	75,000/-	20
<i>Workshops</i>						
1	Formal Letter Writing Skills	English	3 Days	Non-Staff Grade Officers	18,000/-	12, 13 & 14
<i>Seminars</i>						
1	English for Front Office Users	English	1 Day	Non-Staff Grade Officers	7,750/-	6
2	Introduction to Presentation Skills	English	1 Day	Staff Grade and Non-Staff Grade Officers	7,750/-	23
November 2020						
<i>Diplomas</i>						
1	Diploma in English for Professionals (DEP)	English	1 Year	Staff Grade Officers	75,000/-	7 (Weekend Batch - Saturday)
<i>Workshops</i>						
1	Report Writing Skills	English	3 Days	Staff Grade Officers	18,000/-	3, 4 & 5
<i>Seminars</i>						
1	Introduction to Letter Writing	English	1 Day	Non-Staff Grade Officers	7,750/-	20
2	Introduction to Research Proposal Writing	English	1 Day	Staff Grade and Non-Staff Grade Officers	7,750/-	26



December 2020

Diplomas

1	Diploma in English for Junior Executives (DEJE)	English	1 Year	Non-Staff Grade Officers	75,000/-	5 (Weekend Batch - Sunday)
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Certificates

1	Certificate in Conversational Tamil (CCT)	Tamil & Sinhala	12 Days	Non-Staff Grade Officers	26,500/-	7
2	Certificate in Presentation Techniques and Public Speaking Skills (CPTPS)	English	5 Days	Staff Grade Officers	29,000/-	21

Seminars

1	English for Front Office Users	English	1 Day	Non-Staff Grade Officers	7,750/-	4
2	Reading Techniques	English	1 Day	Non-Staff Grade Officers	7,750/-	15



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), US Add. Director General (Rtd), Department of Treasury Operations, Ministry of Finance Senior Consultant (Visiting), Miloda
Mr. Nishantha Kamaladasa	MBA (SJP), BSc (Eng), FIE Sri Lanka, C Eng Former Senior Consultant, SLIDA Former CEO, Distance Learning Centre Senior Consultant (Visiting), Miloda
Ms. Gayani De Alwis	MBA (PIM), MSc (Reading, UK), CSCM, FISMM, CMILT Former Director Supply Chain Management Unilever, Sri Lanka Management Consultant and Lecturer, Chairperson - Chartered Institute of Logistics & Transport (CILT) Global Vice Chairperson Women in Logistics & Transport (WILAT) Director, Logicare Pvt Ltd Senior Consultant (Visiting), Miloda
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) Senior Consultant (Visiting), Miloda
Mr. Christy Perera	BSc (peradeniya), PGD in Equipment Procurement Management PGD in Information Technology Procurement Management (ITC-ILO, Torino) Visiting Lecturer for IT Procurement management at The University of Colombo School of Computing Commission member of the National Procurement Commission National and International Procurement Consultant Senior Consultant (Visiting), Miloda

School of Financial Management, Commercial Skills & Governance	
Resource Person	Credentials
Mr. N.R. Asoka De Silva	BSc(Eng)(Peradeniya), Msc(Eng) (National University of Ireland) Member of Institute of Industrial Engineers (USA) Senior Consultant (Visiting), Miloda
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) Senior Consultant (Visiting), Miloda
Mr. Saliya Dharmawardhane	B.Sc. Business Administration (USJ) Master of Public Administration (PIM USJ), CPA Ireland, CPA SL, DPFM, DIPCA, Senior Consultant (Visiting), Miloda
Mr. S.M.P. Suriyabandara	B. Sc Engineering (Hons) MSc in Construction Project Management (Moratuwa) DIPPCA (SLIDA), Diploma in Commercial Arbitration (ICLP) Senior Consultant (Visiting), Miloda
Mr. R.S. Weerawickrama	LLB (Col), LLM (HK), MPA & M (Col), Attorney-at-Law Senior Consultant (Visiting), Miloda
Ms. W. G. Chandrika	B.com(Special) (Kelaniya), MA (Kelaniya), MAT, APFA, CPFA, Senior Consultant (Visiting), Miloda
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 Senior Consultant (Visiting), Miloda
Eng. M. K. D. Lawrance	B. Sc. 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) Senior Consultant (Visiting), Miloda

Panel of Resource Persons

School of Financial Management, Commercial Skills & Governance

Resource Person	Credentials
Mr. S. Upananda	BSc (SJP) MSc in IT, CPFA, FCMA, DISSCA, FPFA, PGD in IT, PGD in Management, DPFM Senior Consultant (Visiting), Miloda
Mr. H.M.P.B. Herath	MPA (University of Jayewardenepura) PGD. In Economic Development (University of Colombo) PGD. In Community Development (University of Colombo) Senior Consultant (Visiting), Miloda
Mr. Chalana Munasinghe	BSc Eng., MIE(SL), PG Dip (En.Eng.), Associate green professional Civil Engineer, Ministry of Health and Indigenous Medicine Senior Consultant (Visiting), Miloda
Mr. Nalaka Dissanayake	Dip.In Journalism (Colombo),Dip.In Environmental Journalism (Slej), Master of Human Resource Management (Colombo) Diploma in Public Administration (Slida), MA (Sociology), Kelaniya Assistant Director of Establishments, Ministry of Public Administration and Disaster Management Senior Consultant (Visiting), Miloda

School of Leadership & 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, Senior Consultant (Visiting), Miloda
Ms. Kanthi Basnayake	MBA (UK) BBM (India), Management Consultant-APMI Certified Professional Coach - CPC , Fed Uni. (Aus.), Senior Consultant (Visiting), Miloda
Nishantha Kamaladasa	MBA (SJP), BSc (Eng.), FIE Sri Lanka, C Eng., Former Senior Consultant, SLIDA, Former CEO, Distance Learning Centre, Senior Consultant, Miloda. Former CEO, Distance Learning Centre, Senior Consultant (Visiting), Miloda

School of Financial Management, Commercial Skills & Governance

Resource Person	Credentials
Mr. K. M. S. Wijenayake	MBA, MSc, BSc, PGD (Scm), PGD (Mat Mgt), PGD (HRM), CMILT, MIM, (SL) MISMM CEO/Director, University Collage Senior Consultant (Visiting), Miloda
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. Consultant (Visiting), Miloda

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, C EH, 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, Senior Consultant (Visiting), Miloda
Mr. Chathura Palliyaguru	DIT, HDIT UCSC (BIT), MBCS, MCS(SL), MIEEE, Senior Consultant (Visiting), Miloda



Panel of Resource Persons

School of Communication and Language Skills	
Resource Person	Credentials
Mr. Wishwajith Gunasekara	BA, MA, Senior Consultant, Miloda
Ms. Lalanthika Wijesinghe	B.Ed., M.Ed (Open University of Sri Lanka), M.phil (Open University of Sri Lanka), , Senior Consultant (Visiting), Miloda
Ms. Anjane Sewvandika Wijewardana	CELTA- University of Cambridge, MA - University of Kelaniya , BA - University of Colombo, Senior Consultant (Visiting), Miloda
Ms. J. Balaranjani	BA, MA, PhD (pending conferment), Former Lecturer (University of Kelaniya), Senior Consultant (Visiting), Miloda
Mr. M. Anas	BA, MA, Sworn Translator, Grade 1 Translator in the public service, Senior Consultant (Visiting), Miloda

School of Communication and Language Skills	
Resource Person	Credentials
Ms. Swetha Jinadari Jayakody	PGDE (TESL) - University of Colombo, PGD (TLSC) - Open University BA - University of Sri Jayewardenepura, English Trained Teacher -NIE, Senior Consultant (Visiting), Miloda
Dr. Shashinie Maneera Thenabadu	PhD -Monash University, Lecturer - University of Peradeniya, University of Kelaniya (Faculty of Medicine, Ragama), Kotalawela Defense University (KDU) former Academy (KDA) and the University of Colombo), Senior Consultant (Visiting), Miloda
Ms. Sumudu Nisala Embogama	BA, MA, Sworn Translator, Grade 1 Translator in the public service, Senior Consultant (Visiting), Miloda

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