



HR

Miloda - Academy of Financial Studies

The Training Arm of the Ministry of Finance.



AFS

PR2-D

19 October 2020

The Administrative Officer
Ministry of Education
Isurupaya
Pelawatta
Battaramulla

Dear Sir/Madam

School of Communication & Language Skills
Online Training Programmes - November & December 2020

The School of Communication & Language Skills at Miloda is pleased to inform you that we have planned to conduct the following training courses for officers in the Public / Private Sector during November & December 2020 and we hereby call nominations for the same.

Delivery Method: - Online Lectures via Zoom Application

Course	Duration	Time	For Whom	Course Fee	Scheduled Dates (Tentative)
Introduction to Presentation Skills	2 Days	9.00 am 12.00 pm	Staff Grade Officers	2,000/=	26, 27 November
English for Front Office Staff	2 Days	9.00 am 12.00 pm	Non Staff Grade Officers (Front Office staff)	2,000/=	23, 24 November
Reading Techniques	2 Days	9.00 am 12.00 pm	Non Staff Grade Officers	2,000/=	07, 08 December
Introduction to Letter Writing	2 Days	9.00 am 12.00 pm	Non Staff Grade Officers	2,000/=	15, 16 December
Introduction to Research Proposal Writing	2 Days	9.00 am 12.00 pm	Staff Grade Officers	2,000/=	30, 31 December

We highly appreciate if you send your nominations for the above courses on or before 01 November 2020 addressed to the undersigned. For further inquiries, if any please contact Ms. Tharushi on 0763164782.

Thank you
Yours faithfully

Jayani Ulagoda
Senior Assistant Registrar

Handwritten initials



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For office use only

APPLICATION FORM

1. Course Title/No:

2. Name of Applicant:

3. Designation:

4. Organization:

5. Official Address:

Tele:

 Fax:

 Email:

6. Private Address

Tele:

 Mob:

 Email:

7. Identity Card No:

8. I do hereby certify that the above information is true and correct

.....
Signature

.....
Date

Mr/Ms is nominated for the training program on
 His/Her course fee will be / will not be paid by our department.

Signature:

Name/Designation:

Date:

**NB : Application should accompany the course fee by cheque drawn in favor of
 "Academy of Financial Studies"**

