



Miloda - Academy of Financial Studies

The Training Arm of the Ministry of Finance



29 March 2021

AFS

Dear Sir/Madam

School of Communication & Language Skills Programmes - April, May & June 2021

The School of Communication & Language Skills at Miloda is pleased to inform you that we have planned to conduct following training courses for officers in the Public and Private Sector during April, May & June 2021 and we hereby call nominations for the same.

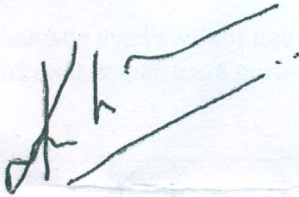
Course	Duration	Time	For Whom	Course Fee	Scheduled Dates (Tentative)
Introduction to Research Proposal Writing (Online Programme)	1 Day	9.00 am - 4.00 pm	Staff Grade Officers & Non Staff Grade Officers	2,000/=	22 April
English for Front Office Staff (Online Programme)	1 Day	9.00 am - 4.00 pm	Non Staff Grade Officers	2,000/=	04 May
Formal Letter Writing Skills	3 Days	9.00 am - 4.00 pm	Non Staff Grade Officers	18,000/=	17, 18, 19 May
Certificate in Presentation Techniques & Public Speaking Skills (CPTPS)	5 Days	9.00 am - 4.00 pm	Staff Grade Officers & Non Staff Grade Officers	5,000/=	03, 04, 05, 06, 07 May
Introduction to Letter Writing (Online Programme)	1 Day	9.00 am - 4.00 pm	Non Staff Grade Officers	2,000/=	03 June
Effective Presentation Skills (Online Programme)	1 Day	9.00 am - 4.00 pm	Non Staff Grade Officers	2,000/=	08 June

P.T.O.

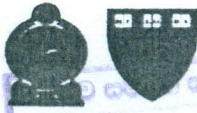
We highly appreciate if you send your nominations for the above courses **on or before 18 April 2021** addressed to the undersigned. For further inquiries, if any please contact Ms. Tharushi on 0763164782.

Thank you

Yours faithfully



Kanchana De Silva
For Senior Assistant Registrar



Application No. []

APPLICATION FORM

01 Course Title 22 APR 2021 []

02 Name of Applicant []

03 NIC Number [] (National Identity Card Number)

04 Date of Birth []

05 Designation []

06 Organization []

07 Official Address []
Tele []
Fax []

Email []

08 Private Address []
Tele []
Mob []

Email []

09 How did you get to know about this programme ?

Miloda Website Bulletin

Programme Coordinator Facebook

Other

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

Signature : Date :

11 Head of Department

Mr/Ms is nominated for the training programme 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"