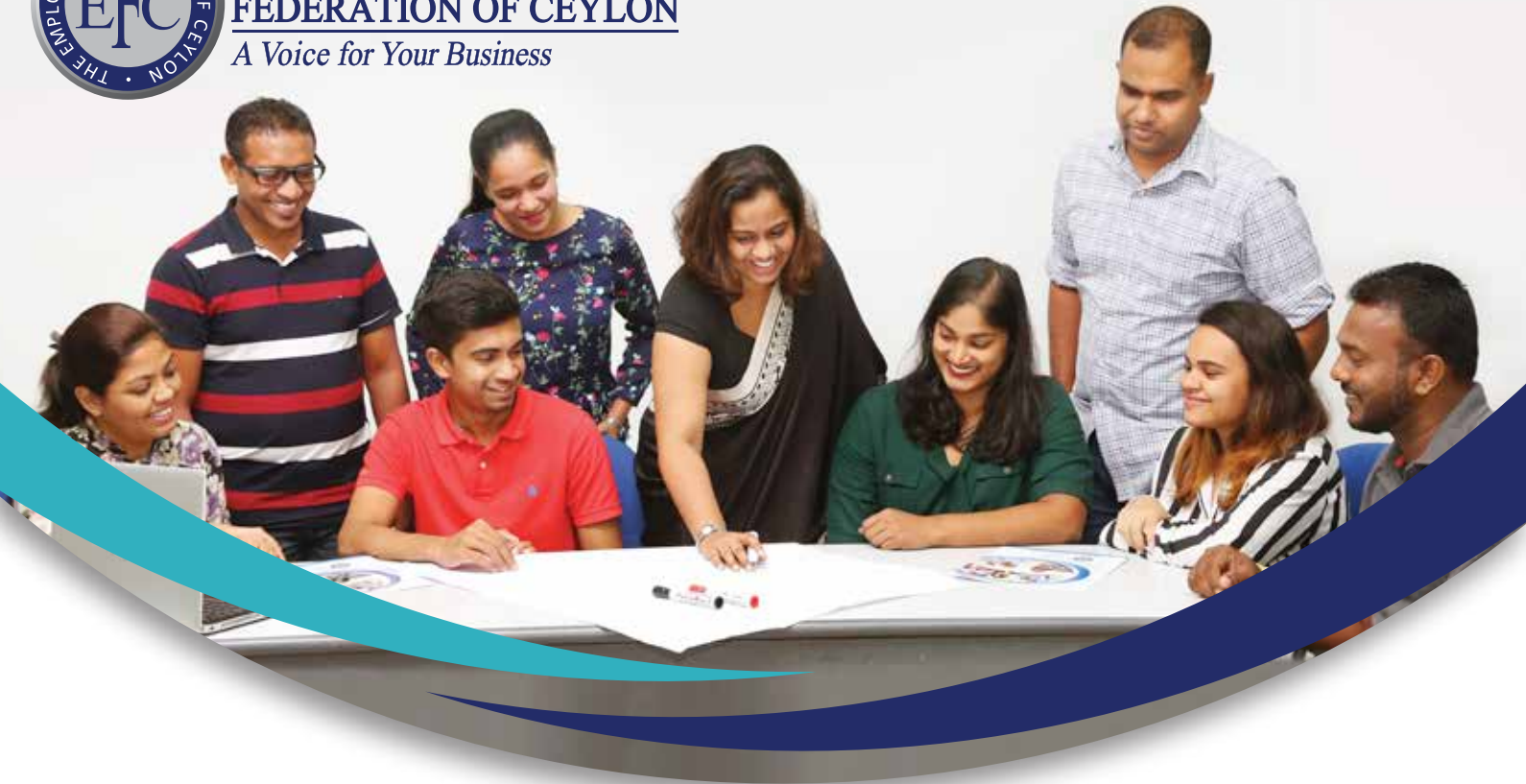




**THE EMPLOYERS'
FEDERATION OF CEYLON**

A Voice for Your Business



EFC Training and Certifications

The Employers' Federation of Ceylon

Established in 1929, the Employers' Federation of Ceylon (EFC) is the national employers' organisation in Sri Lanka. Over the years, we have committed ourselves to adapt to the requirements of a dynamic membership to promote productive employment and social harmony.



Train and Grow with the EFC

Our dedicated resource faculty for Training and Certifications focus on providing the necessary training and development solutions to both member and non-member companies. We have a combined strength of inhouse expertise who possess academic qualifications and hands-on experience in the field of Labour Law, a network of experts drawn from relevant industries and a number of globally recognised organisations that have partnered with us to cater to the trends and demands.



Strengths of the EFC as your Training Partner

- ▶ Our core competence is our professional staff members who have years of experience in dealing with numerous employment-related issues that could be converted to a knowledge-sharing experience.
- ▶ The focus on practical aspects which give participants direct insight into handling work-related issues in the most effective way.
- ▶ As the national employers' organisation, with global affiliates such as the International Labour organisation (ILO), the Nippon Keidanren International Cooperation Center of Japan (NICC), the International Organisation of Employers (IOE), the South Asian Forum of Employers (SAFE), the Confederation of Asia-Pacific Employers (CAPE), increases our ability to offer specially designed training programmes.
- ▶ Our capability to offer "a customised training package" from conducting training needs assessments to delivery of training sessions.



EFC Training Mix

- ▶ Executive Diploma in Employment Relations
- ▶ Certificate Programmes
 - Labour Law and Industrial Relations
 - Supervisory Development
 - Occupational Safety and Health
 - First-Aid
- ▶ Short Programmes/ Seminars/ Workshops on;
 - Labour Law and Industrial Relations
 - Occupational Safety and Health
 - Human Resource Management & Development
 - Specialised Training for Plantation Sector
 - Training for Persons with Disabilities
- ▶ Special Seminars and Workshops

We provide special training on topical themes arranged in collaboration with international organizations such as ILO etc.

- ▶ Company-based Customised Training

Our faculty of experts will provide tailor-made solutions to cater to your specific in-house training requirements.



Executive Diploma in **Employment Relations**

Programme Objectives

- ▶ Gain knowledge of concepts of employment relations, labour law framework in Sri Lanka.
- ▶ Recognise the importance of tripartism and social dialogue for improved employer-employee relations and enterprise performance.
- ▶ Acquire skills in the application of concepts of employment relations and human resource management to deal with employment-related issues at the workplace.

Programme Outline

- Core Modules

Industrial Relations Concept and Evolution of Industrial Relations in Sri Lanka

Labour Economics for Social Negotiators

Labour Law Framework of Sri Lanka

Managing Workplace Relations

Occupational Safety and Health (OSH)



Managing Employee Talent
International Labour Standards

- One Elective
 - Advanced OSH*
 - Enterprise Restructuring and Innovative HRM Practices
 - Small and Medium Enterprises and the Informal Economy
- Project Dissertation

**Terms and Conditions Apply*

Training Methodology

Classroom based Training, E-Learning Modules conducted by the ITC-ILO, Simulated Sessions, Field Visits

For whom?

Managers from any field who aspire to pursue a career in HRM, Senior Managers and Executives involved in HR and Industrial Relations, Academics and Researchers, HR Consultants

Duration and Medium

Twelve months including coursework and dissertation. The programme is conducted in the English medium.



Certificate Programme in **Labour Law and Industrial Relations**

Programme Objectives

This programme has been designed to;

- ▶ Impart in-depth knowledge on the labour laws of Sri Lanka.
- ▶ Provide an insight into factors affecting industrial relations in Sri Lanka.
- ▶ Provide a forum to understand issues involved in managing employer – employee relations at the workplace.
- ▶ Create an awareness of international labour standards.

Programme Outline

- Overview of Industrial Relations in Sri Lanka
- Labour Law Framework in Sri Lanka
- Contract of Employment and Contract for Services
- Outsourcing
- Misconduct and Disciplinary Procedure
- Shop and Office Employees Act
- Wages Boards Ordinance



- Laws Governing the Employment of Women and Young Persons
- Termination of Employment
- Settlement of Industrial Disputes
- Labour Tribunals
- Freedom of Association, Trade Union and Collective Bargaining
- Core Labour Standards, Non-Discriminatory Employment Practices
- Factories Ordinance
- Workmen's Compensation Ordinance
- Superannuation Benefits
- Employer – Employee Negotiations
- Grievance Handling and Counseling
- Workplace Cooperation

Training Methodology

Lectures, Case studies, Role plays, Assignments and Discussions

For whom?

Human Resource Professionals, Compliance Officers, Line Managers

Duration and Medium

Twelve days in consecutive weeks spanning over two months.
The programme is conducted twice a year in the English medium.



Certificate Programme in Supervisory Development

Programme Objectives

This programme has been designed to provide the participants with an opportunity to;

- ▶ Recognize the changing roles of the supervisor in modern organizations.
- ▶ Enhance 'hard' skills in work planning, problem solving and decision making as well as 'soft' skills in leading work teams for better results.
- ▶ Acquaint with the know-how required for managing labour relations.
- ▶ Recognize their role in managing productivity and quality.

Programme Outline

- Introduction to the Management Process and Role of Supervisor as a frontliners Manager
- Work Planning and Scheduling
- Problem Solving and Decision Making
- Motivating Employees
- Communication Skills
- Leading Work Teams



- Training and Performance Coaching
- Legal Framework of Industrial Relations
- Managing Employee Discipline
- Employee Counseling
- Managing Occupational Safety and Health
- Managing Productivity and Quality
- Personality Development
- Working in a Computerized Environment
- Business Game

Training Methodology

Lectures, Individual and Group exercises, Critical incident analyses and Discussions

For whom?

Junior executives and supervisors who want to enhance their resourcefulness as frontliners managers.

Duration and Medium

Eight days spread over eight consecutive weeks. The programme is conducted twice a year in the Sinhala medium.



Certificate programme in **Occupational Safety and Health (OSH)**

Programme Objectives

This programme has been designed to provide the participants with an opportunity to;

- ▶ Increase awareness of the importance of occupational safety and health in a business environment.
- ▶ Enhance knowledge on the legal provisions applicable to occupational safety and health.
- ▶ Increase productivity in the workplace by creating a safe work environment.

Programme Outline

- Introduction to Occupational Safety & Health
- Legal Framework of OSH
- Introduction to First Aid - St. John Ambulance Sri Lanka
- Workplace Hazards and Hazard Control Methods
- Prevention of Occupational Disease
- How to Conduct Industrial Incident Investigation



- Importance of Chemical Safety at Workplace
- Fire Safety at Workplace
- Emergency Planning and the Importance of Safety Audits
- Industrial Waste Management
- Field Visit

Training Methodology

Lectures, Discussions and Video presentations. A special feature of the programme methodology is a visit to an award-winning factory in order to give the participants an insight into the practical aspects of implementing OSH programmes.

For whom?

Managers, Executives, Senior level supervisors and other officials who are in charge of maintenance at their workplaces.

Duration and Medium

Five days spread over five consecutive weeks. The programme is conducted twice a year in the English and the Sinhala media respectively.



Certificate programme in **First-Aid**

The programme will be conducted in collaboration with a reputed First-Aid training provider in Sri Lanka. Upon successful completion of this programme the participants will be awarded an internationally recognised certificate in First-Aid.

Programme Objectives

- ▶ Understand their responsibilities of an Occupational First Aider.
- ▶ Practice skills in giving appropriate treatment for the purpose of preserving life.
- ▶ Practice skills to minimize the consequences of injury until the arrival of medical assistance.
- ▶ Enhance skills to provide appropriate treatment for an injury which does not require the attention of a medical practitioner or a nurse.
- ▶ Acquaint themselves with health and safety legislation on First-Aid in the workplace (e.g. Contents of First-Aid Box)



Programme Outline

- Introduction to First-Aid
- Responsibilities of a First Aider
- Incident Management
- Casualty Management
- Demonstrations on giving CPR and handling Choking
- Actions required for Recovery Position
- How to handle Wounds, Bleeding, Fractures, Dislocation, Poisoning, Burns, Strains and Sprains
- Practical session on Dressing and Bandages
- Shock Management and Treatments
- Common Medical Emergencies (Asthma, Hyper/Hypo Glycaemia, Epileptic Seizures)
- Procedures for Lifting and Casualty Transportations

Training Methodology

Presentations and Demonstrations with Practical Sessions

For whom?

Personnel in charge of OSH activities / First-Aid in organisations and anyone interested in becoming a competent First Aider.

Duration and Medium

A two-day programme conducted once a year in the Sinhala medium.



**Throughout the year we offer
a variety of programmes on;**

Labour Law and Industrial Relations

- ▶ Labour Law for Line Managers
- ▶ Disciplinary Procedure and Punishment
- ▶ Conducting Preliminary Investigations
- ▶ Becoming an effective Inquiring/Prosecuting Officer at Domestic Inquiries
- ▶ Leave, Holidays and Overtime
- ▶ Labour Legislation affecting the Plantation Sector
- ▶ Outsourcing Arrangements
- ▶ Factories Ordinance and Practical Issues
- ▶ Workmen's Compensation Ordinance and Practical Issues



- ▶ Labour Law and Industrial Relations for the Hospitality Sector
- ▶ Managing External Service Providers
- ▶ Dealing with Employee Absenteeism
- ▶ The Shop and Office Employees Act
- ▶ Managing Industrial Disputes
- ▶ Disciplinary Correspondence
- ▶ Collective Bargaining and Negotiations
- ▶ Outsourcing Arrangements
- ▶ Organisation Re-Structuring and Employment Issues
- ▶ Managing Out Employees
- ▶ Laws Relating to Employing Women and Young Persons
- ▶ Flexible Work Arrangements and the Law
- ▶ Superannuation Benefits and Employment Taxation



Human Resource Management and Development

- ▶ HR Skills for Line Managers
- ▶ Gender and HR Management
- ▶ Managing HRIS
- ▶ Managing Under Performance and Incompetence
- ▶ Managing Employee Rewards
- ▶ Enhancing Communication Skills
- ▶ Leadership Skills Development
- ▶ Building Performance Oriented Organisational Culture
- ▶ Training the Trainer
- ▶ Productivity Enhancement
- ▶ Front-Line Management Development
- ▶ Team Building
- ▶ Performance Coaching
- ▶ Planning for Career Growth
- ▶ Total Quality Management



Occupational Safety and Health

- ▶ Introduction to General Concepts of OSH
- ▶ Defensive Driving and Road Safety for Company Drivers
- ▶ Usage of Personal Protective Equipment
- ▶ Conducting Industrial Incident Investigations
- ▶ OSH Interventions for Productivity Improvement
- ▶ Waste Management Practices
- ▶ Ergonomics at the Workplace
- ▶ Managing Occupational Stress
- ▶ Chemical Safety and Safe Use of Chemicals
- ▶ Nutritional and Health Issues at Work
- ▶ Emergency Preparedness and Fire Safety
- ▶ Occupational Health and Safety Management Systems: ISO 450001
- ▶ Occupational Risk Assessments and Risk Management





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