



TRAINING CALENDAR



LABOUR LAW AND INDUSTRIAL RELATIONS

Date/s	Programme	Mode & Medium	Duration	Member Rate (Rs.)	Non-Member Rate (Rs.)
12 th January	Recent Developments in Labour Laws	English In-class	Half Day	7,000.00	8,000.00
31 st January	Outsourcing Work Arrangements	English In-class	Half Day	7,000.00	8,000.00
14 th February	Contract of Employment	English Online	Full Day	10,500.00	12,000.00
28 th February	Non-Disciplinary Terminations in the Private Sector	English In-class	Full Day	11,500.00	13,000.00
14 th March	Managing Employee Absenteeism	English Online	Half Day	7,000.00	8,000.00

OCCUPATIONAL SAFETY AND HEALTH (OSH)

Date/s	Programme	Mode & Medium	Duration	Member Rate (Rs.)	Non-Member Rate (Rs.)
27 th January	Hazard Identification, Risk Assessment and Risk Control	Bilingual In-class	Full Day	11,500.00	13,000.00
28 th February	Fire and Emergency Response Plan (with Demonstrations)	Sinhala In-class	Full Day	11,500.00	13,000.00
28 th March	How to conduct Industrial Incident Investigation	Bilingual In-class	Full Day	11,500.00	13,000.00

MANAGEMENT DEVELOPMENT

Date/s	Programme	Mode & Medium	Duration	Member Rate (Rs.)	Non-Member Rate (Rs.)
03 rd February	Leading Work Teams through Effective Communication and Negotiation Skills	English In-class	Extended Half Day	7,000.00	8,000.00
21 st February	Managing Employee Incompetence	English In-class	Extended Half Day	8,000.00	9,000.00
07 th March	#Embracing Equality at the Workplace to coincide with International Women's Day	English In-class	Half Day	5,500.00	6,500.00

INCLUSION TRAINING

Date/s	Programme	Mode	Duration	Member Rate (Rs.)	Non-Member Rate (Rs.)
07 th February - 11 th April	Basic Sign Language	In-class	10 Days	20,000.00	22,000.00

CERTIFICATE PROGRAMMES

Date/s	Programme	Mode & Medium	Duration	Member Rate (Rs.)	Non-Member Rate (Rs.)
25 th January - 19 th April	Certificate Programme in Labour Law and Industrial Relations (Programme 1)	English In-class	12 days	75,000.00	90,000.00
10 th , 17 th , 24 th , February & 03 rd , 10 th , 17 th March	Certificate Programme in Supervisory Development (Programme 1)	Sinhala In-class	6 Days	35,000.00	40,000.00
02 nd , 09 th , 16 th , 23 rd , 30 th March	Certificate in Occupational Safety and Health (Programme 1)	English In-class	5 Days	35,000.00	40,000.00

VAT Applicable



EFC EXECUTIVE DIPLOMA IN EMPLOYMENT RELATIONS 2023/24

This programme will be conducted from March 2023 –February 2024,
with the dissertation to be completed by May 2024.

Please note that:

- The above training dates are subject to change.
- Nominations for EFC training programmes can be made when details of the respective programmes are circulated amongst EFC Members and others, approximately 2-3 weeks before the scheduled programme date.
- As places at our **Certificate and Diploma Level training programmes** tend to fill in very fast, you may send us an **expression of interest** in relation to any of such programmes at the beginning of the year, and we will ensure that our Circulars are directly dispatched to the designated person.
- In addition to the scheduled programmes, the EFC conducts a series of organization-based programmes, most of which are tailor-made to meet organization specific needs. You may contact us on **0774777771 / 0117801801** or send an email to **training@empfed.lk** for more details.
- In keeping with the past practice, the EFC plans to conduct special training programmes, especially in collaboration with international agencies during the year. These will be brought to your attention before the scheduled date.
- EFC Training Circulars will also be posted on the EFC website (www.employers.lk). If you wish for your organization to be included in our Training mailing list, please email your contact details to the undersigned.

Yashoravi Bakmiwewa
Head of Training
(0773362208/yashob@empfed.lk)

**FOR MORE INFORMATION
AND CONCESSIONS**



077 4777771



training@empfed.lk