



# TRAINING CALENDAR



## LABOUR LAW AND INDUSTRIAL RELATIONS

| Date/s                    | Programme   | Mode & Medium    | Duration          | Member Rate (Rs.) | Non-Member Rate (Rs.) |
|---------------------------|---|------------------|-------------------|-------------------|-----------------------|
| 23 <sup>rd</sup> January  | Flexible Work Arrangements – Law and Practices                                      | English In-class | Half Day          | 7,500.00          | 8,500.00              |
| 20 <sup>th</sup> February | Managing Union Demands and Strike Situations  | English In-class | Extended Half Day | 8,000.00          | 9,000.00              |
| 12 <sup>th</sup> March    | Computer Evidence, Digital Documents and E-signatures – Legal and Practical Aspects | English In-class | Extended Half Day | 8,000.00          | 9,000.00              |
| 21 <sup>st</sup> March    | Non- Disciplinary Terminations in the Private Sector                                | English In-class | Full Day          | 12,500.00         | 13,500.00             |

## OCCUPATIONAL SAFETY AND HEALTH (OSH)

| Date/s                    | Programme   | Mode & Medium      | Duration | Member Rate (Rs.) | Non-Member Rate (Rs.) |
|---------------------------|---|--------------------|----------|-------------------|-----------------------|
| 30 <sup>th</sup> January  | Hazard Identification, Risk Assessment and Risk Control | Bilingual In-class | Full Day | 12,500.00         | 13,500.00             |
| 27 <sup>th</sup> February | Fire and Emergency Response Plan (with Demonstrations)  | Sinhala In-class   | Full Day | 12,500.00         | 13,500.00             |
| 26 <sup>th</sup> March    | How to conduct Industrial Incident Investigation        | Bilingual In-class | Full Day | 12,500.00         | 13,500.00             |

## MANAGEMENT DEVELOPMENT

| Date/s                    | Programme   | Mode & Medium      | Duration          | Member Rate (Rs.) | Non-Member Rate (Rs.) |
|---------------------------|---|--------------------|-------------------|-------------------|-----------------------|
| 06 <sup>th</sup> February | Managing Underperformance and Incompetence                                | English In-class   | Extended Half Day | 8,000.00          | 9,000.00              |
| 13 <sup>th</sup> February | Implementing Performance Improvement Plans                                | English In-class   | Half Day          | 7,500.00          | 8,500.00              |
| 05 <sup>th</sup> March    | #InspireInclusion to forge a more inclusive workplace for women           | English In-class   | Half Day          | 7,500.00          | 8,500.00              |
| 19 <sup>th</sup> March    | Leading Work Teams through Effective Communication and Negotiation Skills | Bilingual In-class | Extended Half Day | 8,000.00          | 8,500.00              |

## CERTIFICATE PROGRAMMES

| Date/s  | Programme  | Mode & Medium    | Duration | Member Rate (Rs.) | Non-Member Rate (Rs.) |
|---|--|------------------|----------|-------------------|-----------------------|
| 17 <sup>th</sup> January - 03 <sup>rd</sup> April   | Certificate Programme in Labour Law and Industrial Relations (Programme 1) | English In-class | 12 days  | 75,000.00         | 90,000.00             |
| 01 <sup>st</sup> , 08 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> , 29 <sup>th</sup> February | Certificate Programme in Supervisory Development (Programme 1)             | Sinhala In-class | 5 Days   | 35,000.00         | 40,000.00             |
| 01 <sup>st</sup> , 08 <sup>th</sup> , 15 <sup>th</sup> , 22 <sup>nd</sup> , 28 <sup>th</sup> March    | Certificate in Occupational Safety and Health (Programme 1)                | English In-class | 5 Days   | 35,000.00         | 40,000.00             |

Tax Applicable





## EFC CLINIC

An exclusive forum for the representatives of **member organisations** to meet the EFC Advisors, discuss and clarify current issues and challenges in Labour Law, Industrial Relations or Human Resource Management



**16<sup>th</sup> February 2024**  
(Time to be notified)



**EFC Auditorium,**  
**Rajagiriya.**



**EFC Professional Staff**



**Rs.3,000.00 Net**

### 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](http://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**



**077 4777771**



**training@empfed.lk**