

The Employers' Federation of Ceylon

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Circular: No. 11/2025

14th March 2025

TRAINING CALENDAR – 2025

LABOUR LAW AND INDUSTRIAL RELATIONS

	Date/s	Programme	Mode & Medium	Duration	EFC Fee (Rs.)	
					Member Rate (Excluding Taxes)	Non-mem. Rate (Excluding Taxes)
Q 1	24th Jan	Handling employees of Outsourced and other third-party Service Providers	English Online	Extended Half day	8,750	10,000
	31st Jan	Work Arrangements under the Shop and Office Employees' Act	Sinhala Online	Extended Half day	8,750	10,000
	7th Feb to 28th March (Fridays)	Wages Board Ordinance and Wages Board Decisions <ul style="list-style-type: none"> Part I of the Wages Boards Ordinance (Common provisions) Engineering Wages Board Garment Manufacturing Wages Board Janitorial Service Wages Board Motor Transport Wages Board Security Wages Board Textile and Hosiery Wages Boards Tea, Rubber and Coconut Growing Wages Boards 	English Online	1.5 hour per each Wages Board Decision	4,500 (per session)	5,500 (per session)
	11 th March	Managing Union Demands and Strike Situations	English In-class	Full Day	13,500	14,500
	21 st March	Non- Disciplinary Terminations in the Private Sector	English In-class	Full Day	13,500	14,500
	25 th March	Detecting and Investigating 'cyber-crimes' at the workplace	English In-class	Extended Half day	9,000	10,000
	Q 2	25 th Apr	Employee Misconduct and Disciplinary Procedure	English In-class	Full Day	14,500
7 th May		Managing Employee Absenteeism	English Online	Half Day	9,250	10,250
20 th May		Gender-based violence and harassment at the Workplace	English In-class	Extended Half-day	9,750	10,750
3 rd June		Conducting Preliminary Investigations	English In-class	Extended Half-day	9,750	10,750
13 th June		Labour Law for Line Managers –Day 1	English In-class	Full Day	14,500	15,500
20 th June		Labour Law for Line Managers –Day 2	English In-class	Full Day	14,500	15,500

	Date/s	Programme	Mode & Medium	Duration	EFC Fee (Rs.)	
					Member Rate (Excluding Taxes)	Non-mem. Rate (Excluding Taxes)
	24 th June	Legal and HR Implications of Transfers and Secondments	English Online	Extended Half-day	9,750	10,750
	27 th June	Labour Law for Line Managers –Day 3	English In-class	Full Day	14,500	15,500
Q 3	8 th July	Contract of Employment and Types of Contracts	English In-class	Extended Half-day	9,750	10,750
	17 th July	Employment related Correspondence in Disciplinary matters	English In-class	Full Day	14,500	15,500
	24 th July	Probationary Employment: What every manager should know	English In-class	Half-day	9,250	10,250
	12 th Aug	Workshop for Prosecuting / inquiring officers at domestic inquiries	English In-class	Full Day	14,500	15,500
	26 th Aug	Work Arrangements under the Shop and Office Employees Act	English Online	Extended Half-day	9,750	10,750
	9 th Sept	Laws relating to employment of Women and Young Persons	English In-Class	Half-day	9,250	10,250
	23 rd Sept	Leave, Holidays and Overtime in the Private Sector	English Online	Extended Half-day	9,750	10,750
Q 4	14 th Oct	Flexible Work Arrangements and the Law	English Online	Half Day	9,250	10,250
	22 nd Oct	Laws applicable to Garment and Textile Manufacturing Sectors	English Online	Half Day	9,250	10,250
	28 th Oct	Organizational Re-structuring and Employment Issues	English In-class	Extended Half-day	9,750	10,750
	13 th & 14 th Nov	Two-day Training Programme on Employee Misconduct and Disciplinary Procedure	English In-class	2 days	26,500	28,500
	19 th Nov	Workmen's Compensation: Law and Practices	English In-class	Half Day	9,250	10,250
	3 rd Dec	EPF, ETF & Gratuity	English Online	Half Day	9,250	10,250

OCCUPATIONAL SAFETY AND HEALTH (OSH)

	Date/s	Programme	Mode & Medium	Duration	EFC Fee (Rs.)	
					Member Rate (Excluding Taxes)	Non-Mem Rate (Excluding Taxes)
Q 1	30 th Jan	Hazard Identification, Risk Assessment and Risk Control	Bilingual In-class	Extended Half Day	8,750	10,000
	1 st March	Fire and Emergency Response Plan (with Demonstrations)	Sinhala In-class	Full Day	13,500	14,500
	27 th Mar	Training on Accident Investigation	Bilingual In-class	Full Day	13,500	14,500

	Date/s	Programme	Mode & Medium	Duration	EFC Fee (Rs.)	
					Member Rate (Excluding Taxes)	Non-Mem Rate (Excluding Taxes)
Q 2	30 th April	Factories Ordinance and OSH-related other Laws and Regulations	Bilingual Online	Half Day	9,250	10,250
	30 th May	Formation of Effective Safety and Health Committees	Bilingual In-class	Full Day	14,500	15,500
	26 th June	Electrical Safety at Workplace	Bilingual In-class	Extended Half Day	9,750	10,750
Q 3	30 th July	Work Related Stress and Stress Management	Bilingual In-class	Half Day	9,250	10,250
	19 th Aug	Employee Wellbeing through Lifestyle Medicine	English In-class	Half Day	9,250	10,250
	29 th Aug	Safe Use of Chemicals at Work	Sinhala In-class	Full Day	14,500	15,500
	11 th Sept	Creating a Safety Culture through Behavioral Changes	Bilingual In-class	Half Day	9,250	10,250
	26 th Sept	Defensive Driving and Road Safety for Company Drivers	Sinhala In-class	Full Day	14,500	15,500
Q 4	30 th Oct	Proper usage of Personal Protective Equipment	Bilingual In-class	Full Day	14,500	15,500
	25 th Nov	Ergonomics for Productivity in the Workplace	Bilingual In-class	Half Day	9,250	10,250
	10 th Dec	Training on Basics of Boiler Operations and Maintenance	Bilingual In-class	Extended Half Day	9,750	10,750

MANAGEMENT DEVELOPMENT

	Date/s	Programme	Mode & Medium	Duration	EFC Fee (Rs.)	
					Member Rate (Excluding Taxes)	Non Mem Rate (Excluding Taxes)
Q 1	17 th Jan	Leading Work Team for Better Results	Sinhala In-class	Half day	8,250	9,500
	18 th Feb	Managing Underperformance and Incompetence and Implementing Performance Improvement Plans	English In-class	Full day	13,500	14,500
	1 st Feb – 5 th April	English for Management Development – Basic Level	In-class	10 half days	37,500	40,000
Q 2	22 nd May	What you need to know about Employment Related Taxation	English In-class	Extended Half-day	9,750	10,750
	6 th June	Personal Development for Career Growth	Bilingual In-Class	Half Day	9,250	10,250
	18 th June	Employee Grievance Handling	English In-class	Full Day	14,500	15,500
Q 3	1 st & 2 nd July	Competency Based Training Needs Assessment	English Online	2 Full Days	25,000	27,500
	15 th July	Mastering Excel	Bilingual In-Class	Half Day	9,250	10,250
	22 nd July	HR Aspects of Managing Employee Exits	Bilingual In-Class	Half Day	9,250	10,250
	3 rd Sept	Leading work teams through effective Communication and Negotiation Skills	Bilingual In-class	Extended Half-day	9,750	10,750

	Date/s	Programme	Mode & Medium	Duration	EFC Fee (Rs.)	
					Member Rate (Excluding Taxes)	Non Mem Rate (Excluding Taxes)
	16 th & 17 th Sept	HR Skills for Line Managers	Bilingual In-class	1 ½ days	19,500	21,500
Q 4	8 th and 9 th Oct	Creative Psychotherapy techniques for enhancing employee engagement and productivity	Bilingual In-class	2 Full Days	25,000	27,500
	16 th Oct	Business Letter Writing and Email Etiquette	English In-class	Half Day	9,250	10,250
	4 th Nov	Drafting Letters of Appointment	English In-class	Half Day	9,250	10,250
	11 th Nov	Basic Counselling	Bilingual In-class	Extended Half Day	9,750	10,750
	12 th Dec	Employee Motivation and Personality Development	Bilingual In-class	Extended Half Day	9,750	10,750

INCLUSION TRAINING

	Date/s	Programme	Mode & Medium	Duration	EFC Fee (Rs.)	
					Member Rate (Excluding Taxes)	Member Rate (Excluding Taxes)
Q 3	18 th July – 3 rd Oct	Basic Sign Language	In-class	10 days	20,000	22,000
Q 4	7 th Nov	Disability Etiquette	English In-class	Half Day	8,500	9,500

CERTIFICATE PROGRAMMES

	Date/s	Programme	Mode & Medium	Duration	EFC Fee (Rs.)	
					Member Rate (Excluding Taxes)	Non Mem Rate (Excluding Taxes)
Q 1	22 nd Jan to 9 th April	Certificate Programme in Labour Law and Industrial Relations (Programme 1)	English In -class	12 days	75,000	90,000
	07 th , 14 th , 21 st , 28 th February & 07 th March	Supervisory Development (Programme 1)	Sinhala In -class	5 days	35,000	40,000
	04 th , 11 th , 18 th , 25 th , 28 th March & 01 st April	Certificate in Occupational Safety and Health (Programme 1)	English In -class	5 Days	35,000	40,000
Q 2	4 th July - 3 rd Oct	Certificate Programme in Labour Law and Industrial Relations (Programme 2)	English Online	12 weeks Friday afternoon and Saturday Morning	85,000	100,000
	25 th July	Internal Auditor Training for ISO 45001:2018 Occupational Health and Safety Management Systems	Bilingual In -class	1 Day	15,000	16,000

	Date/s	Programme	Mode & Medium	Duration	EFC Fee (Rs.)	
					Member Rate (Excluding Taxes)	Non Mem Rate (Excluding Taxes)
	07 th ,14 th ,21 st ,28 th August & 04 th September	Supervisory Development (Programme 2)	Sinhala In -class	5 Days	37,000	42,000
Q 4	03 rd , 10 th , 17 th ,24 th ,31 st October	Certificate in Occupational Safety and Health (Programme 2)	Bilingual In -class	5 Days	37,000	42,000
	27 th & 28 th November	Two-day Certificate Programme on First-Aid	Sinhala In -class	2 Days	22,000	25,000

EFC Clinic¹ Dates

- 4th April
- 31st July
- 21st November



EFC Professional Staff members



Rs. 2500 Net per participant



EFC Auditorium, Rajagiriya.

HR/IR Forums² Dates

- 28th May
- 30th September

**EFC EXECUTIVE DIPLOMA
IN**

EMPLOYMENT RELATIONS 2025/26

AWAIT MORE INFORMATION

¹ An informal forum exclusively for representatives of member companies to discuss and clarify any Labour Law, Industrial Relations or Human Resource Management related issues encountered by them.

² A forum where industry specialists are invited to share their experiences/benchmark practices on areas of topical interest.

Please note that:

- 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 awareness 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.
- You may also join our whatsapp community by scanning the following QR Code.



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