

Ref No. : DLC/LDU/RQL/2025-8  
Date : August 5, 2025.

Dear Sir / Madam,

We are pleased to inform and bring your kind attention that the Distance Learning Centre is scheduled to conduct the following Training Programs in upcoming months for the Public Sector Personnel to enhance proficiency in the respective subjects and productivity.

Workshops & Trainings at DLC		Ms.Dhanushka	778800088	ghanushka@dlcsrilanka.org	
No	Programs	Date	Duration	Mode	Fee- LKR
1	Workshop on Project Management-Batch -03	03rd Week of August Batch	05- Days	Online	20,000.00
2	Government Payroll System - Batch - 02	08th & 09th Oct 2025	02- Days	Physical	15,000.00
3	Personal Income Tax -Batch -02	30th August 2025	01 Day	Physical	8,000,000
4	Inventory Logistics, Store and Warehouse Management Batch-01	13th & 14th August 2025	02- Days	Physical	16,000.00
5	M. E. A. L. -Monitoring, Evaluation, Accountability & Learning Batch-01	21st & 22nd August 2025	02- Days	Physical	15,000.00
6	Google Apps & Advanced AI Tools - Batch-04	25th August 2025	01 Day	Physical	7,500.00
7	Cyber Security Awareness -Batch-01	27th & 28th August 2025	02- Days	Physical	15,000.00
8	Sustainability & Circular Economy - Batch-01	25th & 27th August	02- Days	Physical	15,000.00

9	Preparation of Pensions for Public Officers -Batch-01	29th August 2025	01 Day	Physical	7,500.00
10	Advanced MS Excel Workshop Batch -02	03rd & 04th Sept 2025	02 Days	Physical	14,000.00
11	Advanced MS Excel Workshop Batch -03	24th & 25th Sept 2025	02 Days	Physical	14,000.00
12	Advanced MS Excel Workshop Batch -04	02nd & 03rd Oct 2025	02 Days	Physical	14,000.00
13	Information System Audit -Batch-02	08th Sept 2025	01 Day	Physical	7,500.00
14	Web Development & Maintenance - Batch-01	10th & 11th Sept 2025	02- Days	Physical	16,000.00
15	Advanced AI Tools -Batch-01	16th Sept 2025	01- Day	Physical	7,500.00
16	Digital Fluency for the Workplace of Tomorrow -Batch- 01	09th, 12th, 15th 19th, 23rd Sept 2025	05 Days	Physical	32,500.00
17	Power BI - Batch -05	01st, 02nd, 03rd Sept 2025	03 - Days	Physical	20,000.00
18	Power BI - Batch -06	27th , 28th & 29th Oct 2025	03 - Days	Physical	20,000.00
19	New Procurement Guideline -2024	23rd August 2025(Saturday)	01- Day	Physical	7,500.00
20	Public Service Disciplinary Procedure -Batch-01	17th & 18th Sept 2025	02- Days	Physical	15,000.00
21	Employee Soft Skills Development - Batch-01	10th Oct 2025	01- Day	Physical	7,500.00

Already Filled



	Office Systems with Digital File Management -Batch -02	20th & 21st Oct	02- Days	Physical	15,000.00
22	Google Apps & Advanced AI Tools - Batch -05	13th Sept 2025	01- Day	Online	6,000.00
23	<b>(Please find the enclosed Brochures for further Information)</b>				

We kindly request **Nominations** from your esteemed Institution to conduct these Programs and we would appreciate your earliest positive response in this regard. **(DLC facilitates to design and delivery of customized Training Programs on request of the Institutions - Onsite / Online)**

***We also have the facility to conduct EB exams, computer-based online exams, and recruitment exams on request.***

Distance Learning Centre (DLC) is a State Owned Institution under the Ministry of Public Administration, Home Affairs, Provincial Council, and Local Govt. and a Preeminent Training and Learning Solution Provider to the Public and Private Sectors of Sri Lanka.

Thank You,  
Best Regards

**R. Dhanushka Dushanthi**

**Email: [Dhanushka@dlcslanka.org](mailto:Dhanushka@dlcslanka.org)**

**Programme Coordinator**

**Tel : 0778800088/ 011 4708410**

**Dhanushka Dushanthi**

**Programme Coordinator**

**MBM -Marketing(UoK), PGDIP(SLIM), PQHRM(CIPM), ECMJ(DLC).**

**Distance Learning Centre Ltd.**

**State Owned Institution - Under the Ministry of Public Administration**

**4th Floor SLIDA Building | No: 28/10 | Malasekara Mawatha | Colombo 07 | Sri Lanka.**

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