



**THE EMPLOYERS'
FEDERATION OF CEYLON**
A Voice for Your Business

Q2 2024

TRAINING CALENDAR



LABOUR LAW AND INDUSTRIAL RELATIONS

Date/s	Programme	Medium & Mode	Duration	Member Rate (Rs.)	Non-Member Rate (Rs.)
26 th April	Employee Misconduct, Disciplinary Procedure and Punishments	English In-class	Full Day	13,500.00	14,500.00
10 th May	Shop and Office Employees Act	Sinhala In-class	Full Day	13,500.00	14,500.00
16 th May	Labour Laws applicable to Garment and Textile Manufacturing Sectors	Bilingual Online	Full Day	8,750.00	10,000.00
30 th May	Employee Misconduct, Disciplinary Procedure and Punishments	Sinhala In-class	Full Day	13,500.00	14,500.00
11 th June	Employment Correspondence in Disciplinary Matters	English In-class	Full Day	14,000.00	15,000.00
19 th June	Contract of Employment and Types of Contract	English In-class	Full Day	13,500.00	14,500.00

OCCUPATIONAL SAFETY AND HEALTH (OSH)

Date/s	Programme	Medium & Mode	Duration	Member Rate (Rs.)	Non-Member Rate (Rs.)
30 th April	Factories Ordinance and OSH-related other Laws and Regulations	Bilingual In-class	Half Day	8,250.00	9,500.00
31 st May	Formation of Effective Safety and Health Committees	Bilingual In-class	Full Day	13,500.00	14,500.00
28 th June	Electrical Safety at Workplace	Bilingual In-class	Full Day	13,500.00	14,500.00

MANAGEMENT DEVELOPMENT

Date/s	Programme	Medium & Mode	Duration	Member Rate (Rs.)	Non-Member Rate (Rs.)
03 rd May	Mastering Performance Coaching and Feedback Techniques	Bilingual In-class	Extended Half Day	8,750.00	10,000.00
07 th May	Business Letter Writing and Email Etiquette	English In-class	Half Day	8,250.00	9,500.00
21 st May	Professional Etiquette and Personal Wellbeing	Bilingual In-class	Extended Half Day	8,750.00	10,000.00
12 th & 13 th June	Creative Psychotherapy Techniques for Enhancing Employee Engagement and Productivity	Bilingual In-class	Two days	23,000.00	25,000.00
25 th June	Employee Grievance Handling	English In-class	Half Day	13,500.00	14,500.00

EFC HR/IR FORUM

28th May 2024 from 3.00 p.m. – 5.00 p.m.

EFC CLINIC FOR MEMBERS

07th June 2024 (Time to be notified)

Taxes Applicable

FOR MORE INFORMATION



077 4777771



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