



COMPETENCY Enhancing Training Courses

The overall objective is to upgrade the skills and knowledge of public officers of Ministries/ Departments, Local Authorities, Parastatal bodies and State-Owned Enterprises

Calendar for the months
of January - June 2024



CIVIL SERVICE
COLLEGE
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Enabling Public Service Excellence

Price includes Training
Kit and Catering

1 Advanced Microsoft Excel 2 days
Rs 4,000



Batch 6: 17 & 19 January 2024
Batch 7: 20 & 22 February 2024
Batch 8: 19 & 21 March 2024
Batch 9: 15 & 17 April 2024
Batch 10: 15 & 17 May 2024
Batch 11: 05 & 07 June 2024

Location: 7th Floor, Fooks House, Room 1

2 Writing Effective Minutes of Meeting 1 day
Rs 2,000



Batch 3: 14 March 2024

Location: 7th Floor, Fooks House, Room 1

3 Advanced Project Management 2 days
Rs 4,000



Batch 1: 25 & 29 March 2024

Location: 6th Floor, Fooks House

4 Legislative Drafting 2 days
Rs 4,000



Batch 1: 26 & 28 February 2024

Location: 7th Floor, Fooks House, Room 1

5 Court Proceedings 1 day
Rs 2,000



Batch 4: 15 February 2024
Batch 5: 08 May 2024

Location: 3rd Floor, Atom House

6 First Aid 6 half days
Rs 3,500



Batch 6: 22, 23, 24, 26, 29 & 30 January 2024
Batch 7: 12, 13, 14, 15, 16 & 19 February 2024
Batch 8: 18, 19, 20, 21, 22 & 25 March 2024
Batch 9: 01, 02, 03, 04, 05 & 08 April 2024
Batch 10: 06, 07, 08, 09, 10 & 13 May 2024
Batch 11: 03, 04, 05, 06, 07 & 10 June 2024

Location: 7th Floor, Fooks House, Room 2

7 Budget Preparation and Costing 1 day
Rs 2,000



Batch 1: 19 April 2024

Location: 7th Floor, Fooks House, Room 1

8**Business English and French**2 days
Rs 4,000

Batch 1: 02 & 04 April 2024

Location: 7th Floor, Fooks House, Room 1

9**Effective Bookkeeping and Payroll**1 day
Rs 2,000

Batch 1: 09 May 2024

Location: 2nd Floor, Atom House**10****Essentials of Psychology and Counselling Techniques**1 day
Rs 2,000

Batch 1: 30 April 2024

Batch 2: 11 June 2024

Location: 6th Floor, Fooks House**11****Financial Operations in Public Sector – Applications of Rules and Regulations**1 day
Rs 2,000

Batch 1: 07 June 2024

Location: 3rd Floor, Atom House**12****Effective Performance Appraisal**2 half days
Rs 2,000

Batch 5: 27 & 29 February 2024 (Morning) - A

Batch 6: 27 & 29 February 2024 (Afternoon) - A

Batch 7: 27 & 29 March 2024 (Morning) - A

Batch 8: 27 & 29 March 2024 (Afternoon) - A

Batch 9: 23 & 25 April 2024 (Morning) - B

Batch 10: 23 & 25 April 2024 (Afternoon) - B

Batch 11: 14 & 16 May 2024 (Morning) - B

Batch 12: 14 & 16 May 2024 (Afternoon) - B

Batch 13: 04 & 06 June 2024 (Morning) - B

Batch 14: 04 & 06 June 2024 (Afternoon) - B

Location: 2nd Floor, Atom House – A
3rd Floor, Atom House – B**13****Data Collection and Data Analytics for AI Purposes**1 day
Rs 2,000

Batch 1: 03 May 2024

Location: 7th Floor, Fooks House

14**Fundamentals of International Public Sector Accounting Standards (IPSAS)**1 day
Rs 4,200

Batch 2: 29 January 2024

Location: Caudan Arts Centre

15 Mastering Telephone Skills for Receptionists 1 day
Rs 2,000



Batch 1: 18 April 2024

Location: 2nd Floor, Atom House

18 Writing Skills for Parliamentary Questions & Cabinet Documents 2 days
Rs 4,000



Batch 2: 23 & 26 April 2024

Location: 7th Floor, Fooks House, Room 1

16 Quality Management in the Public Sector: Six Sigma Fundamentals 2 days
Rs 4,000



Batch 1: 14 & 16 May 2024

Location: 2nd Floor, Atom House

19 Stress Management and Mental Health 1 day
Rs 2,000



Batch 1: 16 April 2024

Location: 3rd Floor, Atom House

17 Risk Management 2 days
Rs 4,000



Batch 2: 13 & 16 February 2024 (A)
Batch 3: 08 & 12 April 2024 (B)

Location: 7th Floor, Fooks House, Room 1 (A)
2nd Floor, Atom House (B)

20 Tender Preparation and Evaluation 2 days
Rs 4,000



Batch 4: 27 & 29 February 2024 (A)
Batch 5: 26 & 28 March 2024 (B)
Batch 6: 07 & 10 May 2024 (B)

Location: 3rd Floor, Atom House (A)
7th Floor, Fooks House, Room 1 (B)



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