

COST PER HEAD

Rs. 20,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

OTHER DETAILS

It is a non-residential course.

HOW TO APPLY

Use the application form available at the end of the prospectus and fax +94(0)112552474 or email it to keerthi@dicsrilanka.org
Application form could be downloaded from the DLC website: www.dicsrilanka.org

Enquiries and Clarifications
Call Keerthi Wijesekara
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"State owned institute under Ministry of Public Administration"

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Develop
your Interpersonal
Skills



Offered by Distance Learning Centre

Communication and Interpersonal Skills



SLIDA

RATIONALE

Junior officers in organizations are in need of communication and interpersonal skills to work efficiently in organizations. We have identified the following key areas which are important for employees in organizations, Decision making, Attitude Building, Negotiation Skills, Presentation skills & Public Speaking, Communication for Customer Service Program will introduce key concepts in all above areas.

OBJECTIVE

To unlock the hidden fears of public speaking, presentations and facilitation of meetings.

CONTENTS

- Negotiation skills
- Communication & writing skills
- Public speaking
- Moderating and facilitating
- Presentations skills
- Conducting meetings
- Customer relationship management
- Team work
- Win-win conversations
- Cross cultural communication

ENTER NOW!

TARGET GROUP

This is targeted at staff officers who aspire to climb the ladder of the organization

METHOD

Contents would be covered through interactive lectures, group discussions, individual assignments and group activities.

DURATION

Only 6 days

CLASS SIZE

Maximum 30 participants

DATES

Dates will be announced when adequate number of participants have been registered for the program.

