



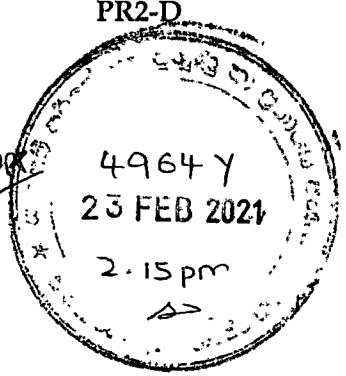
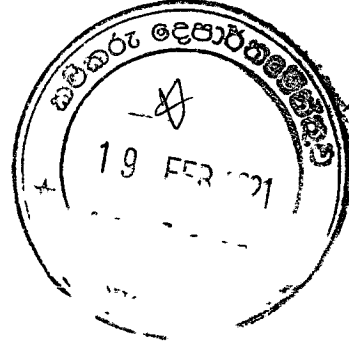
**Miloda - Academy of Financial Studies**  
The Training Arm of the Ministry of Finance.



AFS

15 February 2021

The Commissioner General of Labour  
Department of Labour  
Labour Secretariat  
No. 41, Kirula Road  
Narahenpita  
Colombo 05



Dear Sir/Madam

**Online Seminar on Performance Management & Setting Key Performance Indicators (KPIs)**

Miloda Academy of Financial Studies (AFS), being the training arm of the Ministry of Finance, is pleased to call applications from officers in the public and private sectors for the online seminar on Performance Management & Setting Key Performance Indicators (KPIs) which is scheduled to be conducted on 09 March 2021. The details of the programme are as follows.

**Content**

- Introduction to performance management process.
- Development of job descriptions for all job roles.
- Development of SMART key performance indicators to each job.
- How to conduct proper performance evaluations.
- Empowering employees to enhance performance.
- Principles in performance management.

**Duration**

01 Day (9.00am to 4.00pm)

**Medium**

English & Sinhala

**Delivery Method**

Online Lectures via Zoom software

*Perkins  
Circulate  
1/2/21*

Course Fee

Rs. 2,000/-

Closing Date of Applications

25 February 2021

Your nominations/ applications can be sent to:

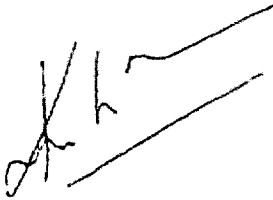
Our Website - [http://afs.gov.lk/online\\_registration](http://afs.gov.lk/online_registration)

Email - [info@afs.gov.lk](mailto:info@afs.gov.lk)

For further information, if any, please contact Ms. Thanuja Ekanayake, Programme Coordinator on 076- 135 977.

Thank you

Yours faithfully



Kanchana De Silva

For Senior Assistant Registrar

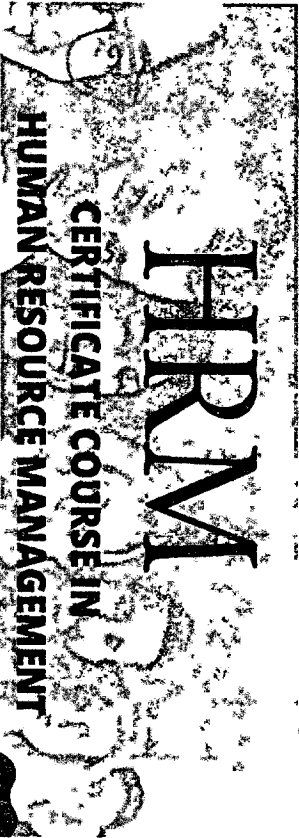


**MILODA**  
**ACADEMY OF FINANCIAL STUDIES**

An ISO 9001:2015 Certified Training Institute

**Zoom**

Online  
Certificate  
Programme



**PROGRAMME OUTCOME**

- Act as strategic partners within their organization and ensure all decisions are considered from the human resource management perspective.
- Lead in the field of management and development of people within your organization.

**TARGET GROUP**

Officers in the public, private sector organizations, provincial councils, and local authorities who are interested about the subject.

**More Information**

Ms. Thanuja - 076 135 9776  
Ms. Hiranja - 076 316 4784

No. 03, Times of Ceylon, Building, Bristol Street, Colombo 01  
Office: 011 2176500 | Fax: 011 2356439 | Email: info@afs.gov.lk  
Website: www.afs.gov.lk

**Duration**  
05 Days

**Course Fee**  
Rs. 10,000/-

**Medium**  
English

**Apply Now**  
[http://afs.gov.lk/online\\_registration](http://afs.gov.lk/online_registration)



**Zoom**



**MILODA**  
**ACADEMY OF FINANCIAL STUDIES**

An ISO 9001:2015 Certified Training Institute

**POWER OF**

**POSITIVE THINKING**

**REGISTRATION**

[http://afs.gov.lk/online\\_registration](http://afs.gov.lk/online_registration)

**ABOUT PROGRAMME**

- Duration - 03 Days
- Course Fee - Rs. 5,000/-
- Medium - Sinhala & English
- Valid certificate will be issued
- Application open for interested private/ public employees

**LEARNING OUTCOME**

- Get rid of negative thought patterns
- Develop positive thinking skills
- Discover one's self and personality

**Positive Thinking**

is Good for Your Brain



**CONTACT US**

Ms. Thanuja - 076 135 9776  
Ms. Hiranja - 076 316 4784

To know more, visit us

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# Personality Grooming & Confidence Building



Apply Now:

[http://afs.gov.lk/online\\_registration](http://afs.gov.lk/online_registration)

### Programme Outcome

- Identify their personality weaknesses and find ways to correct them
- Build confidence, improve on hygiene, and identify proper dress code
- Develop etiquette for office and personal situations

No. 03, Times of Ceylon, Building, Bristol Street, Colombo 01  
Office: 011 2176300 | Fax: 011 2336439 | Email: [info@afs.gov.lk](mailto:info@afs.gov.lk)  
Website: [www.afs.gov.lk](http://www.afs.gov.lk)



# INSPIRATIONAL LEADERSHIP FOR SUSTAINABLE SUCCESS

Duration: 02 Days  
Course Fee: Rs. 3,500/-  
Medium: Sinhala & English  
Apply Now: [http://afs.gov.lk/online\\_registration](http://afs.gov.lk/online_registration)



**APPLICATION OPEN FOR INSPIRED LEADERS**

By the end of the programme, participants would be able to:

- Get to know your leadership styles, your strengths, and your weaknesses
- Build the strong team bonds you need to become a more successful leader
- Facilitate teamwork, Manage conflict and clear away obstacles to Develop resilience so that you can achieve your long-term goals



**More Information**  
Ms. Thanuja - 076 - 135 9776  
Ms. Hiranya - 076 - 316 4784

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