

In - House Training Programmes

* In House Programmes will be conducted on Following Areas in English, Sinhala/with Tamil translation & Bilingual (*English/Sinhala*).

* Programme Duration is from ½ Day to 2 Days and charges are from Rs. 25,000.00 upwards.

- Leadership
- Team Building.
- Strategic Management.
- Workforce Counseling
- Disciplinary Inquiries.
- Secretarial Development
- Health and Safety
- 5-S Awareness
- 5-S Audit.
- ISO Programmes on
 - Quality Systems Certification Scheme (ISO 9001)
 - Environmental Management System (ISO 14001)
 - Occupational Health & Safety Scheme (OHSAS 18001)
 - Energy Management Certification Scheme (ISO 50001)
- Supervisory Development
- Executive Development
- Effective Telephone Skills.
- Clerical Staff Development
- Office Aide Development
- Driver Development
 - Safe & Defensive Driving.
 - Mechanical, Electrical Knowledge & New Technologies for Drivers
 - Operation, Maintenance and Safety of Fork Lifts.
- Food Hygiene for Hotels, Catering units and Food Manufacturing Organizations.
- Food Storage Practices.
- First Aid.
- Industry specific Machine Operator Development
- Electrical Installation & Maintenance.
- Boiler Operation/Feed water and boiler water treatment.
- Advance Programmes for Electricians.
- Diesel Generators.
- PLC Technology and Digital Electronics.
- Air Conditioning & Refrigeration.
- Basics in Electrical Welding, Gas Welding and Cutting.
- PLCs in Practical and Introduction to Electronics.
- Customer care
- Field Sales/ Showroom Sales
- Cost Control Practices for Production Executives.
- Security Officers/ Assistants/ Guards Development Programmes.

Inquiries:

Bandula Gurusinghe

Director (Operation)

077 - 73 75 166, training@iitmlk.com