

Proposed Training Programmes for January - December 2018

Name of the Programme	Date	Medium	Fee	For Whom	
January					
01	Arc, Gas welding and Cutting with Practicals (<i>Preparing the Participants to acquire NVQ level 2 National competency standards</i>)	25 th & 26 th January 2018 2 Days (Thursday & Friday)	Sinhala	Rs. 9, 000.00 (per participant)	# Technicians, Supervisors & Engineers in Service, Maintenance & Production Divisions. # Technicians in Automobile Industry. # Practicing Welders who need formal Training.
02	PLC with Practical Demonstrations in Factory Automation	27 th & 28 th January 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
February					
01	Boiler Operation, Maintenance, Steam Distribution, Condensate Recovery & Cost Saving Measures in Steam Generation	16 th , 17 th & 18 th February 2018 3 Days (Friday, Saturday & Sunday)	Sinhala	Rs. 15, 000.00 (per participant)	Boiler Operators, Technicians, Maintenance Staff, Supervisors & Executives in Operation & Maintenance Departments.
02	Variable Frequency Drives and Applications	17 th February 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Electrical & Electronic Engineers, Engineering Assistants and Foremen
03	Workshop on Attitude Change in Supervisory mindset to achieve Productivity & Quality	18 th February 2018 1 Day (Sunday)	Bilingual	Rs. 6, 950.00 (per participant)	Junior Managers, Team Leaders & Supervisors in Production, Operation Maintenance Sectors.
04	How to Collect your Overdue Debts	23 rd February 2018 1 Day (Friday)	Bilingual	Rs. 6, 950.00 (per participant)	All Business Managers, Executives including Sales and Marketing Personnel, Debt Collectors.
05	Development of Skills for Efficient Operation of Waste Water Treatment Plants and Trouble-free Waste Water Discharge	24 th & 25 th February 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	☞ Foremen, Supervisors and Managers, Operators assigned to look after Waste Treatment Plant. ☞ Production and Maintenance Employees involved in Waste Disposal Activities. ☞ Waste Water Treatment Plant Maintenance Staff. Laboratory Executives & Technologists.
06	Electrical Installation, Maintenance and Industrial Wiring Skills	24 th & 25 th February 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.

March

01	Application of Zero-Based Budgeting concepts in Preparation of Annual Budget in Corporate Sector Organizations	09 th March 2018 1 Day (Friday)	Bilingual	Rs. 6, 950.00 (per participant)	Sectional Heard, those who involved in Budget Preparation and Interested Parties.
02	Safe Operation and Maintenance of Forklift Trucks According to OSHA Standards	10 th March 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Forklift Operators.
03	Basic Electrical knowledge and Maintenance hints for Electricians.	10 th & 11 th March 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
04	Knowledge on Proper Boiler Water Treatment for Cost Effectiveness, Safety and Durability in Boiler Operation.	17 th March 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Boiler Operators, Technicians, Maintenance Staff, Supervisors & Executives in Operation & Maintenance Departments.
05	Operation, Maintenance and Trouble Shooting of Modern Diesel Generators	18 th March 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Operators, Technicians and Supervisors who handle and in charge these equipment's.
06	Fire Awareness & Emergency Response (Preventing Fire & Handling Emergency Situations in Factories, Buildings, Storage areas and Warehouses)	24 th March 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	<ul style="list-style-type: none"> ☞ Supervisory Level Employees in Charge in Fire Prevention / Safety. ☞ Production & Maintenance Supervisors. ☞ Security Officers/ Assistants/ Supervisors. ☞ Supervisors attached to Factories, Storage areas, Warehouses & Housekeeping Sections.
07	One Day First Aid Training	25 th March 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Staff attached to Manufacturing & Service Organizations.

April

01	Workshop on Developing Supervisory Abilities of Newly Promoted Supervisors	07 th April 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	<ul style="list-style-type: none"> ☞ Newly promoted Supervisors. ☞ Persons identity for promotion to Supervisory Positions, in Manufacturing & Service Sector Organizations.
02	Labour Handling in Industrial Sector	08 th April 2018 1 Day (Sunday)	Bilingual	Rs. 6, 950.00 (per participant)	Executives, Foreman and Supervisors

03	Work Study and Time Study Applications in Factory Flow to Improve the Production Process and achieve Productivity and Quality. <i>(Company specific assignment is included)</i>	08 th & 22 nd April 2018 2 Days <i>(2 Sundays)</i>	Bilingual	Rs. 12, 950.00 <i>(per participant)</i>	Production and Operational Managers, Engineers, Executives and Senior Supervisors
04	How to Minimize the Operation Cost of Hydropower Plants	21 st April 2018 1 Day <i>(Saturday)</i>	Sinhala	Rs. 6, 950.00 <i>(per participant)</i>	Supervisors, Power Plant Operators and Maintenance Team
05	Workshop on Motivation & Right Attitudes Developments of Office Staff	22 nd April 2018 1 Day <i>(Sunday)</i>	Sinhala	Rs. 6, 950.00 <i>(per participant)</i>	Office Staff attached to Manufacturing & Service Organizations.

May

01	How to Conduct Internal Disciplinary Inquiries to Minimize Unnecessary Mitigations	04 th May 2018 1 Day <i>(Friday)</i>	Bilingual	Rs. 6, 950.00 <i>(per participant)</i>	Officers handle Disciplinary matters pertaining to Company Employees
02	Hands on Practices for Maintenance & Repairing of Commercial Air Conditioning & Refrigeration Systems.	05 th & 06 th May 2018 2 Days <i>(Saturday & Sunday)</i>	Sinhala	Rs. 12, 950.00 <i>(per participant)</i>	A/C & Ref. Technicians, Supervisors, Foremen & Engineers in this field.
03	Ergonomic Improvements & Proper use of Personal Protective Equipment's (PPE's) to Improve Organizational Productivity	06 th May 2018 1 Day <i>(Sunday)</i>	Bilingual	Rs. 6, 950.00 <i>(per participant)</i>	Safety Managers, Engineers, HRM, HR Executives, Supervisors and Safety Committee Members.
04	Electrical Installation, Maintenance and Wiring Skills	12 th & 13 th May 2018 2 Days <i>(Saturday & Sunday)</i>	Sinhala	Rs. 12, 950.00 <i>(per participant)</i>	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
05	Hands on Basic Knowledge and Best Practices for Practicing Mechanical Maintenance Fitters to achieve Higher Productivity	17 th & 18 th May 2018 2 Days <i>(Thursday & Friday)</i>	Sinhala	Rs. 9, 950.00 <i>(per participant)</i>	Those who are Employed as Mechanical Fitters in Various Industry.
06	Boiler Operation, Maintenance, Steam Distribution, Condensate Recovery & Cost Saving Measures in Steam Generation	18 th , 19 th & 20 th May 2018 3 Days <i>(Friday, Saturday & Sunday)</i>	Sinhala	Rs. 15, 000.00 <i>(per participant)</i>	Boiler Operators, Technicians, Maintenance Staff, Supervisors & Executives in Operation & Maintenance Departments.

07	Accident Prevention & Vehicle Safety through Defensive Driving	19 th May 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Those who are employed as Drivers in Cars, Vans, Lorries etc. in Public and Private Sector Organizations.
08	Chemical Safety & Chemical Handling Procedures in Workplaces with Practical Demonstrations	20 th May 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Executives, Safety Offices, Stores Officers, Supervisors and Production Sections in Chemical Industries.

June

01	Practicing Maintenance Management and Practical hints for Plant and Machinery Maintenance	02 nd , 03 rd , 09 th & 10 th July 2018 4 Days	Sinhala	Rs. 19,950.00 (per participant)	☞ Junior Executives. ☞ Foremen. ☞ Supervisors involved in Maintenance, Production and Operations Departments and Senior Technicians & Mechanics in Maintenance Department.
02	Selection, Maintenance, Trouble shooting of Energy conversation in Pumps used in Industrial & Domestic sector	03 rd June 2018 1 Day (Sunday))	Sinhala	Rs. 6, 950.00 (per participant)	Maintenance Personnel including Fitters & Plumbers attached to Factories, Hotels, Buildings, Large Houses and Construction Industry.
03	Legal knowledge needed for Sales Staff	08 th June 2018 1 Day (Friday)	Bilingual	Rs. 6, 950.00 (per participant)	All Business Managers, Executives including Sales and Marketing Personnel, Debt Collectors.
04	Useful Electrical Knowledge for Non- Electrical Maintenance Staff	09 th & 10 th June 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Non-Electrical Maintenance Managers, Engineers & Executives attached to Factories, Hotels & Large Buildings.
05	Salesman with Right attitudes and Effective Selling Techniques.	22 nd June 2018 1 Day (Friday)	Bilingual	Rs. 6, 950.00 (per participant)	All Business Managers, Executives including Sales and Marketing Personnel, Debt Collectors.
06	PLC with Practical Demonstrations in Factory Automation	23 rd & 24 th June 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
07	Defensive Driving Programme for Motor Bicycle Riders	30 th June 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Motor Bicycle Riders

July

01	Diploma in Steam Boiler Systems & other Thermal Energy Systems	01 st July 2018 to 28 th October 2018 (15 Sundays)	Sinhala	Rs. 30, 000.00 (per participant)	Boiler Operators, Technicians and Technical Officers in the Relevant Field
----	--	--	---------	-------------------------------------	--

02	Safe Operation and Maintenance of Forklift Trucks According to OSHA Standards	07 th July 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Forklift Operators.
03	Basic Electrical knowledge and Maintenance hints for Electricians.	07 th & 08 th July 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
04	Legal aspects of Human Resource Management (HR FOR NON-HR MANAGERS)	12 th & 13 th July 2018 2 Days (Thursday & Friday)	Bilingual	Rs. 12, 950.00 (per participant)	General Managers, Factory Managers, Senior Managers, HR Executives and other Interested Parties.
05	PLC for Hydraulics and Pneumatics for Technicians	14 th July 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
06	Advanced Defensive Driving with recently Introduced Road Signs and Road Rules.	15 th July 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Those who are employed as Drivers in Cars, Vans, Lorries etc. in Public and Private Sector Organizations.
07	Hydraulics and Pneumatics for Technicians	21 st & 22 nd July 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.

August

01	Adding Value to Machine Operators/ Maintenance Technicians. (Inculcation of Right Attitudes and Required Knowledge)	04 th August 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Machine Operators, Mechanical/ Electrical Maintenance Technicians, Welders & Fitters.
02	Chemical Safety & Chemical Handling Procedures in Workplaces with Practical Demonstrations	05 th August 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Executives, Safety Offices, Stores Officers, Supervisors and Production Sections in Chemical Industries.
03	Arc, Gas welding and Cutting with Practicals	09 th & 10 th August 2018 2 Days (Thursday & Friday)	Sinhala	Rs. 9, 000.00 (per participant)	# Technicians, Supervisors & Engineers in Service, Maintenance & Production Divisions. # Technicians in Automobile Industry. # Practicing Welders who need formal Training.
04	Supervisor's Role in Productivity Improvement through Work Floor/ Factory Floor Administration	11 th August 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Junior Managers, Team Leaders & Supervisors, in Production, Operation Maintenance Sectors.

05	Workshop on Attitude Change in Supervisory mindset to achieve Productivity and Quality	12 th August 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Junior Managers, Team Leaders & Supervisors, in Production, Operation Maintenance Sectors.
06	Development of Skills for Efficient Operation of Waste Water Treatment Plants and Trouble-free Waste Water Discharge	18 th & 19 th August 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	<ul style="list-style-type: none"> ☞ Foremen, Supervisors and Managers, Operators assigned to look after Waste Treatment Plant. ☞ Production and Maintenance Employees involved in Waste Disposal Activities. ☞ Waste Water Treatment Plant Maintenance Staff. Laboratory Executives & Technologists.

September

01	Mobilization of Maintenance Crew to get Higher Productivity	01 st September 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Maintenance Executives & Supervisors
02	One Day First Aid Training	02 nd September 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Staff attached to Manufacturing & Service Organizations.
03	Workshop on Aligning the Company Budget with the Strategic Planning	08 th September 2018 1 Day (Saturday)	Bilingual	Rs. 6, 950.00 (per participant)	Sectional heads and those who are Responsible in Budget Preparation
04	Useful theoretical knowledge and Practical aspects of Corporate Investigations	09 th September 2018 1 Day (Sunday)	Bilingual	Rs. 6, 950.00 (per participant)	HR, Security Personal and Officers involve in Internal Investigations
05	Hands on Practices for Maintenance & Repairing of Commercial Air Conditioning & Refrigeration Systems. (Highly Practical Oriented Training)	15 th & 16 th September 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	A/C & Ref. Technicians, Supervisors, Foremen & Engineers in this field.
06	Operation, Maintenance and Trouble Shooting of Modern Diesel Generators	29 th September 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Operators, Technicians and Supervisors who handle and in charge these equipment's.
07	Earthing, Lightning & Surge Protection	30 th September 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Engineers, Executives, Electrical Technicians, Electricians, Electrical Supervisors and those who are involved in Electrical Safety in Factories, Sites and Buildings.

October

01	Maintenance and Trouble Shooting of Mini Hydro Power Plants	06 th October 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Supervisors, Power Plant Operators and Maintenance Team
02	Effective Communication between Supervisors and Technical Teams	07 th October 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Technical Foremen, Supervisors and Technicians who Handle Technical Teams
03	How to Collect your Overdue Debts	12 th October 2018 1 Day (Friday)	Bilingual	Rs. 6, 950.00 (per participant)	All Business Managers, Executives including Sales and Marketing Personnel, Debt Collectors.
04	Electrical Installation, Maintenance and Industrial Wiring Skills	13 th & 14 th October 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
05	Labour Handling in Industrial Sector	20 th October 2018 1 Day (Saturday)	Bilingual	Rs. 6, 950.00 (per participant)	Executives, Foreman and Supervisors
06	Four Day Training Programme on Programmable Logic Controller, SCADA and Industrial Communication (Complete Hands on Programme)	20 th , 21 st , 27 th & 28 th October 2018 4 Days	Sinhala	Rs. 19, 950.00 (per participant)	# Electrical Engineers # Mechanical Engineers and Technicians # Process Engineers # Electricians # Instrument and process control Engineers & Technicians # Maintenance Engineers # Process Engineers # Production Managers

November

01	Application of Zero Budgeting concepts in Preparation of Annual Budget in Corporate Sector Organizations	02 nd November 2018 1 Day (Friday)	Bilingual	Rs. 6, 950.00 (per participant)	Sectional Heads, those involve in Budget Preparation and other Interested Parties.
02	Hydraulics and Pneumatics for Technicians	03 rd & 04 th November 2018 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
03	Legal aspects of Human Resource Management (HR FOR NON-HR MANAGERS)	08 th & 09 th November 2018 2 Days (Thursday & Friday)	Bilingual	Rs. 12, 950.00 (per participant)	General Managers, Factory Managers, Senior Managers, HR Executives and other Interested Parties.
04	Best Practices for Plumbers attached to Factories, Hotels and High Rise Buildings.	10 th November 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Maintenance Personnel including Fitters & Plumbers attached to Factories, Hotels, Buildings, Large Houses and Construction Industry.

05	Knowledge on PLC for Hydraulics and Pneumatics for Technicians	11 th November 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
December					
01	Safe Operation and Maintenance of Forklift Trucks According to OSHA Standards	01 st December 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Forklift Operators.
02	Workshop on Motivation & Right Attitudes Developments of Office Staff	02 nd December 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	Office Staff attached to Manufacturing & Service Organizations.
03	PLC with Practical Demonstrations in Factory Automation	08 th & 09 th December 2 Days (Saturday & Sunday)	Sinhala	Rs. 12, 950.00 (per participant)	Technicians, Electricians, Foremen, Supervisors Working in Maintenance and Operation Departments.
04	Knowledge on Selection, Operation, Trouble Shooting of Bearings & Lubrication of Machinery in Industry	09 th December 2018 1 Day (Sunday)	Sinhala	Rs. 6, 950.00 (per participant)	☞ Junior Executives. ☞ Foremen. ☞ Supervisors involved in Maintenance, Production and Operations Departments and Senior Technicians & Mechanics in Maintenance Department.
05	Boiler Operation, Maintenance, Steam Distribution, Condensate Recovery & Cost Saving Measures in Steam Generation	14 th , 15 th & 16 th December 2018 3 Days (Friday, Saturday & Sunday)	Sinhala	Rs. 15, 000.00 (per participant)	Boiler Operators, Technicians, Maintenance Staff, Supervisors & Executives in Operation & Maintenance Departments.
06	Operation & Maintenance of Air Compressors, Compressed Air & Pneumatic Control Systems	15 th December 2018 1 Day (Saturday)	Sinhala	Rs. 6, 950.00 (per participant)	Instrument/ Electrical and Mechanical Technicians/ Operators/ Supervisors/ Foremen and Junior Engineers.

Corporate Incentive:

03 or more participants 5%

05 or more participants 7.5%

10 or more participants 10%

INSTITUTE OF INDUSTRIAL TECHNO - MANAGEMENT (PVT) LTD

No. 05, Turnour Road, Colombo - 08.

Tele: 011 - 4325414, **Mobile:** 077 - 7375166, 077 - 7375490

Fax: 011 - 4613032, 011- 2689889, **Hotline:** 011 - 4610814

E-Mail: iitm@iitmlk.com, training@iitmlk.com, **Website:** www.iitmlk.com