

Course No.	SC 400	
Course Title:	BETTER ADMINISTRATION TOWARDS MORE EFFECTIVE PUBLIC INSTITUTIONS (PART I - OFFICE MANAGEMENT)	
Target Group: All staff grade officers in public service and SOEs who are involved in administrative functions	Duration: 04 Days	
Main Subject Areas: <ul style="list-style-type: none"> * Procedural Rules (SOR/Service Minute/PSC/Delegation of Authority) * E code and Regulations (Selected Chapters) * Office filing and management systems * Effective Communication (verbal and writing) * Supervision and coordination * Implementing citizen charter * Human Resource Development in an Office Staff 		
Learning Outcomes: On successful completion of the course, the participants will have the ability to <ul style="list-style-type: none"> • Identify the role of Public Service Commission and Procedural Rules • Apply the procedural rules to the respective organization • Operationalize the office to meet public demand • Communicate facts for decision making • Improve office systems for better office management 		
Course Fees: Rs.10,000.00 *	Medium	English
Assessment Method	Individual /Group Presentation	
Course Coordinator	Mr. K.Prasanna Chandith	

**Employees of Government Ministries, Departments and Provincial Councils are exempted from paying the course fee. (State Owned Enterprise (SOE) employees are not exempted from Course fee.*