

Course No.	SC 302	
Course Title:	WORKSHOP ON SOFT SKILLS FOR DECISION-MAKERS <i>“To boost your career and improve your professional and personal relationships”</i>	
Target Group: Officers in All Island Services and other Staff Grade Officers, Staff Grade Officers of SOEs	Duration: 03 Days	
Main Subject Areas: <ul style="list-style-type: none"> * Soft Skills * Effective Teamwork * Presentation Skills * Effective Communication Skills * Organizational Conflict management * Customer Care and Public Relations * Letter Writing/Report Writing * How to be a smart and successful decision maker 		
Learning Outcomes: On successful completion of the workshop, the participants will have the ability to <ul style="list-style-type: none"> • Enhance soft skills to be smart and successful in their services and achievements. 		
Course Fee: Rs. 7,500.00 *	Medium	English
Assessment Method	100% attendance and active participation Classroom assignments, group activities and presentations	
Course Coordinator	Dr. Sepalika Sudasinghe	

**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.*