



**University of Colombo, Staff Development Centre**

**Announcement: Staff Development Training - to be held in February 2019**

This is to announce that the SDC will conduct training activities as specified below.  
(Venue: SDC Seminar Room, near Planetarium, University of Colombo, with limited numbers)

**Course: Spoken English**

*Application deadline: 28/12/2018*

Applications are called from university non-academic staff for a Spoken English course, to be conducted by a qualified expert. This course will be conducted over 36 hours (12 classes x 3 hours) from **February to April 2019**. Places are limited to 60 for two groups.

**Time: Group 1** - 9.00am to 12.00 noon **Group 2** – 12.30 pm to 3.30 pm

[\*Fee: Rs 36,000/=]

**FEES\***: Colombo University permanent staff, excluding institutions: no fee. Fee is for others.  
**(application can also be sent by e-mail to admin@sdc.cmb.ac.lk, followed by internally-mailed hardcopy)**

**CONFIRMATION**: Please telephone SDC to obtain confirmation of your acceptance for Participation. The SDC will also try to e-mail you to confirm your acceptance using your e-mail contact.

Application Form (format) is as given below (**Please draw cheques to "University of Colombo"**)

<p>SPOKEN ENGLISH APPLICATION format: Please apply using the following format (<b>Please draw cheques to "University of Colombo"</b> – fees are nonrefundable) (** strike off inapplicable item)</p>	
<p><u>Workshop/Course title:</u> .....</p>	
<p>Name: Mr / Ms.....</p>	
<p>Designation: ..... Post is**:. A permanent post / Not a permanent post</p>	
<p>University: ..... Department: .....</p>	
<p>Contact e-mail: ..... Mobile Phone: .....</p>	
<p>..... Applicant's signature</p>	<p>..... Head of Department or Dean's signature</p>
<p>Date:</p>	