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வெளிநாட்டுவளங்களுக்களம்  
Department of External Resources

இதர்ப் புறநாயகம்

தலைநகரம் (3ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

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Ministry of Finance

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මගේ අංකය  
My No

TA/ITEC/INDIA/S/24

මගේ අංකය  
Your No

10 March 2022

**VERY URGENT**

Secretary / Ministry of Labour

Secretary / State Ministry of Home Affairs

Secretary / Ministry of Public Administration

Secretary / State Ministry of Provincial Councils & Local Government

Secretary / State Ministry of Skills Development, Vocation Education, Research and Innovation

Attn: Officer In-Charge Foreign Trainings

Dear Sir/ Madam

**ITEC: International Training Programme on Developing Human Capabilities**

- From 23<sup>rd</sup> March to 19<sup>th</sup> April 2022 in India

The Government of India has invited nominations from the eligible Government officials for the above programme. The programme details are enclosed.

We would highly appreciate, if you could instruct the relevant officials to circulate this programme among the Departments/ Divisions/ Institutes under your purview and submit nominations to the Department of External Resources (ERD) with the following documents on or **before 15<sup>th</sup> March 2022**.

- Nomination Letter (from the relevant Ministry)
- Two sets of the dully filled Application Form with all supportive Documents (Printouts of the online application)
- A Medical Certificate issued by the doctor/hospital (Government Hospital) should be attached with the application
- Duly filled ERD Form (can be downloaded from www.erd.gov.lk)
- A Copy of the Passport

Applicants are strongly advised to register as early as possible via the following link. (The following online registration link can be emailed on request).

[https://www.itecgoi.in/applicant\\_getCountry?salt3=ZDA3YVVMzY2Q5NTIwMjE1MjAyMg==&salt=NWE1YmMwYzEzZDQwMjA=&salt2=YWEzOTRkMzIxYjI3](https://www.itecgoi.in/applicant_getCountry?salt3=ZDA3YVVMzY2Q5NTIwMjE1MjAyMg==&salt=NWE1YmMwYzEzZDQwMjA=&salt2=YWEzOTRkMzIxYjI3)

Government of India will provide the following facilities to participants

- Return Air Ticket from Colombo to Training institute in India
- Course fees

## Developing Human Capabilities Course Details

### **I. Individual Competency**

- Human development and capabilities
- Understanding self and self effectiveness
- Personality development
- Application of human abilities in public dealing
- Self awareness and discovery of mental power

### **II. Managing Organizational Capabilities**

- Time management
- Stress management
- Change management
- Conflict management
- Cross cultural management
- Life work balance

### **III. Managing Functional Capabilities**

- Mentoring and coaching
- Managing Performance
- Communication skills
- Negotiation Skills
- Creative Problem Solving