



DCS Admin <dc.s.ad.spc@gmail.com>

Invitation-DLC Up Coming Training Program - December 2024

1 message

Nirosha Priyadarshani <nirosha@dicsrilanka.org>
 To: Nirosha Priyadarshani <NIROSHA.DLC@gmail.com>
 Bcc: dcs.ad.spc@gmail.com

Mon, Nov 18, 2024 at 1:02 PM

Dear Sir/Madam,

I hope that this email finds you well, Distance Learning Centre (DLC) is a State state-owned institution under the Ministry of Public Administration, Home Affairs, Provincial Council, and Local Govt. and a Preeminent Training and Learning Solution Provider to the Public and Private Sectors of Sri Lanka.

DLC has newly launched Personal and Professional Development Programs, which are designed to Enhance and Empower individual's skills, knowledge, and exposure to face the challenges of rapidly growing Global Professional Trends.

Here below I mention our program shedule & I have attached our new program Flyers. could you please find it.

Workshop Name	Date	Fee – per participant(included Refreshment +Certificates)	On Site Fee Batch Size 30 With Certificates
Workshop On Personal File Management	10 th December 2024	Rs.7500.00	Rs. 60,000.00
Workshop On General Filing and Minits writing	17 th December 2024	Rs.7500.00	Rs. 60,000.00
Workshop On Official Letter Writing	19 th December 2024	Rs.7500.00	Rs. 60,000.00
Workshop On Motivation & Team Building	20 th December 2024	Rs.7500.00	Rs. 60,000.00

Please feel free to reach out to me directly at [nirosha@dicsrilanka.org] or [0779048045 WhatsApp] to schedule a meeting or address any questions you may have. We look forward to the opportunity to contribute to the success of your organization through effective and engaging training initiatives.

Thank you for considering DLC as your training partner. We are eager to support your vision for a skilled and empowered workforce.

Best Regards

–
Nirosha Priyadarshani
Programme Coordinator

Distance Learning Centre Ltd.

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5 attachments



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Workshop-on-Motivation-and-Team-Building-Flyer-2024 (1).jpg
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Rental Facility-Flyer-Design-2024-For-Email-Campaign—Nirosha.jpg
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