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OCCASION

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**UNITED NATIONS INDUSTRIAL
DEVELOPMENT ORGANISATION**

INDUSTRIAL PRODUCTIVITY IMPROVEMENT

SI/ SRL / 96 / 801

**RESTRUCTURING ASSISTANCE AND
PRODUCTIVITY SURVEY**

SUBCONTRACT NO. 96 / 118P

TRAINING REPORT



**NATIONAL INSTITUTE OF BUSINESS
MANAGEMENT**

120 / 5, WIJERAMA MAWATHA

COLOMBO 7

SRI LANKA

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1.0 INTRODUCTION

The National Institute of Business Management was selected by UNIDO to execute a subcontract on Management Training for the enterprises participating in the Restructuring Assistance programme. The Restructuring Assistance programme is a part of the UNIDO project on Industrial Productivity Improvement SI/SRL/96/801.

The training needs of the enterprises were assessed by the consultants working on the Restructuring Project. The Training Programmes were structured with guidance from Mr. John Newton the Chief Technical Advisor of the project..

2.0 TRAINING PROGRAMMES

The titles of the training programmes, the dates they were conducted and the NIBM consultants who were responsible for each of these programmes are as follows:

PROGRAMME REFERENCE	TITLE	COURSE DIRECTOR	SCHEDULED DATE
1	Accounting for Decision Making	Mr. Lal Nanayakkara	17/2/97
2	Production Supervision	Mr. Herbert Wimalaratne	11/2/97
3	Workshop on Strategic Planning	Mr. Nanda Meegahawatte	12/2/97
4	Production Planning and Control	Mr. Nanda Meegahawatte	13/2/97
5	Quality Management	Mrs. K. M. W. Perera	14/2/97

All the above programmes were conducted at the National Institute of Business Management, 120/5, Wijerama Mawatha, Colombo7.

As a part of the contract with UNIDO, lunch, refreshments and training material were provided for the participants.

A brief outline of the five training programmes conducted by the NIBM are as follows:

PROGRAMME REFERENCE 1

PROGRAMME TITLE	: Accounting for Decision Making
OBJECTIVE	: To provide participants with an understanding of methods for evaluation of new investments, overhead allocation and pricing policies.
TARGET GROUP	: Senior and middle level managers.
CONTENTS	: <ul style="list-style-type: none">■ Evaluation of new investments■ Overhead allocation and recovery of overheads.■ Product pricing policies.
MEDIUM	: English
VENUE	: NIBM
DURATION	: One Day
TIMING	: 10 February 1997

PROGRAMME REFERENCE 2

PROGRAMME TITLE	: Production Supervision
OBJECTIVE	: Clarify the supervisory responsibilities to promote greater efficiency and effectiveness
NO. OF PARTICIPANTS	: Maximum of 25 participants.
CONTENTS	: <ul style="list-style-type: none">■ Concepts of productivity■ Principals of supervision■ Understanding and Handling the workforce■ Supervisor as a leader■ Motivating the work force■ Counselling
MEDIUM	: Sinhala
VENUE	: NIBM
DURATION	: One Day
TIMING	: 11/2/97

PROGRAMME REFERENCE 3

- PROGRAMME TITLE** : Workshop on Strategic Planning.
- OBJECTIVE** : To familiarise participants with concepts and practices of strategic management.
- TARGET GROUP** :
- i. Chief executives
 - ii. Finance Manager / Chief Accountant
 - iii. Factory Manager / Production Mnager
 - iv. Marketing Mnager
- CONTENTS** :
- Introduction to the present business environment and some aspects of the macro economy
 - Some issues related to technology and growth of the firm.
 - Introduction to strategic management concepts including SWOT analysis.
 - Exercise involving the preparation of mission statements, organisational objectives and strategies.
- MEDIUM** : English
- VENUE** : NIBM
- DURATION** : One Day
- TIMING** : 12/2/97

PROGRAMME REFERENCE 4

PROGRAMME TITLE : Production Planning and Control

OBJECTIVE : To familiarise participants with concepts of production planning and control.

TARGET GROUP : Factory managers, production managers and personnel engaged in PPC activities.

CONTENTS :

- Forecasting
- Material requirement planning, optimising the material cycle and inventory control
- Capacity Planning
- Scheduling
- Concepts of feed back and control

MEDIUM : English

VENUE : NIBM

DURATION : One Day

TIMING : 13/2/97

PROGRAMME REFERENCE 5

PROGRAMME TITLE	: Quality management
OBJECTIVE	: Introduce concepts and techniques in quality management.
TARGET GROUP	: Managers and executives responsible for quality management and control functions
CONTENTS	: <ul style="list-style-type: none">■ Definition and purpose of quality control■ Introduction to ISO 9000■ Concept of TQM■ Introduction to the use of histograms & control charts, check sheets, cause & effect diagrams and flow charts.
MEDIUM	: English
VENUE	: NIBM
DURATION	: One Day
TIMING	: 14/2/97

3.0 NOMINATION OF PARTICIPANTS AND ATTENDANCE

During our interactions with these enterprises we identified the managers who were likely to benefit by the type of programmes we planning to conduct. But the final decision as to who should participate in these programmes were taken by the chief executives or the general managers of these enterprises.

Prior to the commencement of the programmes a brochure giving the details of the programme were prepared by the NIBM and sent to each of the enterprises.

The names of the managers nominated to participate were faxed to the NIBM by the

respective enterprises and copies of these faxes are given in **ANNEX I**.

List of participants who attended each of the programmes are given in **ANNEX II**.

The participants were required sign on an attendance sheet provided by the NIBM copies of these sheets are given in **ANNEX III**.

A comparison of the numbers nominated by each of the enterprises with that of the actual attendance is given **TABLE 3.1**. It could be concluded that in most cases the attendance was all most 100% to that of the numbers nominated.

The low attendance rate in the case of Colombo Steel Mills Pvt. Ltd. could be attributed to the small staff of the company and problems with restarting the mill.

4.0 PARTICIPANTS EVALUATION OF THE TRAINING PROGRAMMES

Each session in every programme was evaluated by each of the participants. The standard NIBM format was used for this purpose.

The aspects evaluated by this form is as follows:

i. Subject matter

- Relevance to professional interest or job.
- Practical value of what was learnt
- Adaptability of the concepts and methods to the current work environment.

ii. Method of instruction

- Stimulation of interest
- Manner of presentation
- Use of examples and illustrations.

A summary of these evaluations for each of the programmes are given in **ANNEX IV**.

TABLE 3.1

	Ceylon Leather		Colombo Steel		Uni-Tag		Sinwa Holdings		Williams	
	No. Nominated	No. Attended	No. Nominated	No. Attended	No. Nominated	No. Attended	No. Nominated	No. Attended	No. Nominated	No. Attended
Accounting for Decision Making	5	5	1	1	2	2	7	6	1	1
Production Supervision	5	4	1		3	2	5	5	3	3
Workshop on Strategic Planning	5	5	1		1	1	6	6	1	1
Production Planning and Control	6	6	1		1	1	4	4	3	3
Quality Management	5	5	1		2	2	4	4	3	3

5.0 PARTICIPANTS GUIDES

For each of the programmes a brief participants guide was prepared. This guide gave an outline of the programme, timetable with the names of the resource persons and the name of the course director. Copies of the participants guides for the five programmes are given in **ANNEX V**.

6.0 BACKGROUNDS OF THE RESOURCE PERSONS

The resource persons used were academically well qualified and had adequate experience in management training and their respective professional areas.

The names of the resource persons and their academic backgrounds are given in **ANNEX VI**.

7.0 SOME OBSERVATIONS ABOUT MANAGEMENT TRAINING ASPECTS IN THE SELECTED ENTERPRISES

1. With respect to Ceylon Leather Products we observed that the managers have been adequately exposed to general training programmes but they lack direction and concepts to cope with a competitive environment.
2. Major problems at Williams Confectionery Ltd. were associated with low material yields and quality. The present managers responsible for the production function are not in a position make any significant changes. This inability is mainly due to lack of intense training in production management. With the current background of these managers they are unlikely to be able to cope with any intense training.
3. Top management at Uni Tag Industries needs a direction in selling in foreign markets.
4. Sinwa Group of companies have a very young management team. They have not been exposed to any intense management training. Their contributions to the company could be improved if they are given an intense management training in basic management areas (i.e. Marketing, Production, General Management Etc.). This firm has is very interested in training their managers and has given many of them opportunities to attend short courses.

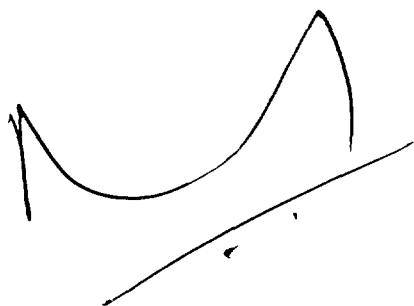
5. Colombo Steel Mills Have been shut for some time and has just started production. They have still not established a proper cadre or clear roles for the existing managers.

8.0 CONCLUSIONS

1. Judging by the nominations and the numbers that actually participated these enterprises are very interested in developing their managers by exposing them to training programmes.
2. Though the enterprises are keen to train their managers they lack the ability to identify training requirements match them with the available facilities.

9.0 RECOMMENDATIONS

1. Organisations like the industry chambers should play an active role in educating and the firms about training needs assessments and the importance of management training in improving profitability and competitiveness.



Nanda Meegahawatte
Management Consultant
National Institute of
Business Management



Ms. K M W Perera
Management Consultant
National Institute of
Business Management



ANNEX I.
COPIES OF NOMINATIONS FROM THE ENTERPRISES

Attn. Mr. N. Mergan

UNIDO RESTRUCTURING ASSISTANCE PROGRAMME SUSHL/96/801
MANAGEMENT TRAINING
NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

Leather

UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
MANAGEMENT TRAINING SUBCONTRACT
NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
I	Accounting for decision Making	17. 02. 1997	E.Edirisuriya	Ind. Engineer
			S.Weligamage	Asst. Cost Acct
			Mrs. P.D.Piyawathie	Acct. Executive
			M.K.A.K.Dharmaratne	Maintenance Manager (SP)
			D.P.S.K.D.Balasuriya	Maintenance Mgr Tannery

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PLEASE SEND YOUR NOMINATIONS BY FAX TO 693403:
ATTENTION : UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
MANAGEMENT TRAINING COMPONENT
C/O Ms. K. M. W. PERERA , MANAGEMENT CONSULTANT,
NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

S. S. S. S.

From:

CEYLON LEATHER PRODUCTS LTD

94 1 523702

P. 02

13

57

967

UNIDO RESTRUCTURING ASSISTANCE PROGRAMME SWSRL/56201
 -MANAGEMENT TRAINING-
 NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

Leather

UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
 MANAGEMENT TRAINING SUBCONTRACT
 NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
2	Production Supervision	11. 02. 1997	Kithsiri Bharathie	Supervisor
			K.A.Premaratne	- do -
			G.D.Palitha	Checker
			M.Justin Perera	Factory Asst Tannery
			A.T.H.Gamage	Factory Asst. Tannery

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Signature

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NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

leather

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MANAGEMENT TRAINING SUBCONTRACT
NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
3	Workshop on strategic planning	12. 02. 1997	A.S.Ediriweera	Factory Mgr (SP)
			M.Gunatunga	Sales Mgr.
			G.Wickramasinghe	Factory Mgr (LGF)
			K.P.Sahabandu	Factory Mgr (Tannery)
			S.de S.Vitharana	Factory Mgr Skin Tannery

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S. S. K. M.

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 MANAGEMENT TRAINING SUBCONTRACT
 NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
4	Production planning & control	13. 02. 1997	S.A.A.P.Perera	Asst. Factory Mgr SF
			L.Alponso	Mgt. Trainee
			M.D.Vincent Joseph	Work Asst. (SP)
			C.D.Senanayake	- do -
			M.V.Devendra	Factory Asst (Tannery)
			Ms. L.Weerakoon	Planning Officer (LGF)

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S. Perera

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Leather

UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
 MANAGEMENT TRAINING SUBCONTRACT
 NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
5	Quality Management	14.02.1997	A.N.R. Gunasekera	Asst. Factory Manager (S?)
			A.J.S. E-de Silva	- do -
			M.W.R. Fissera	- do -
			M. Sanath de Silva	Group Dev. Mgr
			Udaya Perera	Quality Controller

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UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
 MANAGEMENT TRAINING SUBCONTRACT
 NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
1	Accounting for decision making	10/2/97	P.W. Kapilarathne	Accounts Assistant
2	Production Supervision	11/2/97	H.M. Rathnayake	supervisor
3	workshop on Strategic Planning	12/2/97	D.W. Senanayake	Chairman / managing director
4	production Planning and Control	13/2/97	D.W. Senanayake	Chairman / managing director
5	Quality Management	14/2/97	K.T. Sudhakar	Factory General manager

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 NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

From:- D.W. Senanayake - Colombo Steel Mills (Pvt)
 No: 4, Bodhiraja Mawatha,
 Jayanthipura,
 Battaramulla.

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* ACTIVITY REPORT *

05/02/97 12:01

UNIDO RESTRUCTURING ASSISTANCE PROGRAMME S/SRL/96/801
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UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
 MANAGEMENT TRAINING SUBCONTRACT
 NOMINATION FORMAT

Williams.

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PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
(1)	Accounting for Decision Making	17/02/1997	Mr. T.R. Navaratnalingam.	Accountant
(2)	Production Supervision	11/02/1997	Mr. Deepal Chandradasa, Mr. M. Chandrasena Pieris. Mrs. Malkanthi Pathirana.	Storekeeper Quality Checker Asst. Supervisor
(3)	Workshop on Strategic Planning	12/02/1997	Mr. T.R. Navaratnalingam.	Accountant
(4)	Production Planning and Control	13/02/1997	Mr. T.R. Navaratnalingam. Mrs. Rathnayake. Mr. D.J. Herath.	Accountant Factory Manager Mgr. Planning & Dev.
(5)	Quality Management	14/02/1997	Mr. K.R. Chandradasa. Mr. D.J. Herath. Mr. D. Kudavidanage.	Production Manager Mgr. Planning & Dev. Production Supervisor.

PLEASE SEND YOUR NOMINATIONS BY FAX TO 693403:
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 NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

Williams

05/02/97 16:53 FAX 94 1 731729

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001

ATTN Ms. K.M.W. PERERA

UNIDO RESTRUCTURING ASSISTANCE PROGRAMME S/SRL/86/801
-MANAGEMENT TRAINING-
NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

COM. UNI-TAG INDUSTRIES LTD
MAHARAGAMA

UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
MANAGEMENT TRAINING SUBCONTRACT
NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
1	ACCOUNTING FOR DECISION MAKING	10.02.97	J N AHAMED M M S B MUDANNAYAKE	P/MANAGER ACCOUNTANT
2	PRODUCTION SUPERVISION	11.02.97	T AMARASINGHE A BANDARANAYAKE PATRICK JAYATISSA	PROD. CONTROLLER PROD. ENGINEER PROD. SUPERVISOR
3	STRATEGIC PLANNING	12.02.97	G KULATHIYAKI	DIRECTOR
4	PRODUCTION PLANNING & CONTROL	13.02.97	A N DE SILVA	PROD. DIRECTOR
5	QUALITY MANAGEMENT	14.02.97	A BANDARANAYAKE Ms A GAMAGE	PROD. ENGINEER STORES OFFICER

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06 Feb 97 16:34 No.004 P.01

FM. MRS. PERERA.

UNIDO RESTRUCTURING ASSISTANCE PROGRAMME SVSRL56/801
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PAGE ①

FROM

SINWA.

UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
MANAGEMENT TRAINING SUBCONTRACT
NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
01	ACCOUNTING FOR DECISION MAKING	17 FEB 97	REYAZ MOHAMED	ASSISTANT ACCOUNTANT.
01	- DO -	- DO -	PETER ROZAIRD	ACCOUNTANT
01	- DO -	- DO -	IBRAHIM MUNSOR	ACCOUNTS EXECUTIVE
01	- DO -	- DO -	SANDRA FELSINGHE	ACCOUNTS EXECUTIVE
01	- DO -	- DO -	A.J.A. NAZAR	ACCOUNTS EXECUTIVE

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TEL:

Attn - Mrs Perera.

From

SINWA

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PAGE 02

SINWA

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MANAGEMENT TRAINING SUBCONTRACT
NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
01.	ACCOUNTING FOR DECISION MAKING	17 FEB 97	N. DHIDEEN CADER	MANAGING DIRECTOR
01	- DO -	- DO -	HARSHA PERERA	ACCOUNTS EXECUTIVE
02	PRODUCTION SUPERVISION	11 FEB 97	A. C. M SANCON	PRODUCTION MANAGER
02	- DO -	- DO -	ZAIN CAREEM	PRODUCTION EXECUTIVE
02	- DO -	- DO -	HIMALI WIJEWERA	PRODUCTION EXECUTIVE

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 NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
02	PRODUCTION SUPERVISION	11 FEB 97	FAHDI MOHAMED	PRODUCTION EXECUTIVE
02	- DO -	- DO -	DICKMAN SILVA	PRODUCTION ASSISTANT
03	WORKSHOP ON STRATEGIC PLANNING	12 FEB 97	MOHIDEEN CADER	MANAGING DIRECTOR
03	- DO -	12 FEB 97	SANJAYA SENENAKKE	MARKETING MANAGER
03	- DO -	- DO -	HARDUN CADER	BUSINESS DEVELOPMENT MANAGER

22

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 MANAGEMENT TRAINING SUBCONTRACT
 NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
03	WORKSHOP ON STRATEGIC PLANNING	12 FEB 97	A. M. BASHIR	SALES MANAGER
03	- DO -	- DO -	FIYAZ JABIR	DATA PROCESSING EXECUTIVE
03	- DO -	- DO -	M. M. S. HAQ	COMMERCIAL EXECUTIVE
04	PRODUCTION PLANNING AND CONTROL	13 FEB 97	A. C. M. SANDOON	PRODUCTION MANAGER
04	- DO -	- DO -	HIMALI WIJEWERA	PRODUCTION EXECUTIVE

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TEL :

05 Feb 97 16:39 No.005 P.01

UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
 MANAGEMENT TRAINING SUBCONTRACT
 NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
04.	PRODUCTION PLANNING AND CONTROL	13 FEB 97	FATDI MOHAMED	PRODUCTION EXECUTIVE
05	QUALITY MANAGEMENT	14 FEB 97	THILAK DE SILVA	TECHNICAL MANAGER
05	- DO -	- DO -	HIMALI WISEWERA	PRODUCTION EXECUTIVE
05	- DO -	- DO -	FATDI MOHAMED	PRODUCTION EXECUTIVE.

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 MANAGEMENT TRAINING COMPONENT
 C/O Ms. K. M. W. PERERA, MANAGEMENT CONSULTANT,
 NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

07 Feb 97 3:42 No.003 P.01

07 Feb 97

25

TEL:

Mrs. MRS. PERERA

From - SINWA

ADDITIONAL PARTICIPANTS.

UNIDO RESTRUCTURING ASSISTANCE PROGRAMME SUSRL/96/8C1
-MANAGEMENT TRAINING-
NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

Fax: 693403

UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
MANAGEMENT TRAINING SUBCONTRACT
NOMINATION FORMAT

PROGRAMME REFERENCE	PROGRAMME TITLE	SCHEDULED DATE	PARTICIPANT DETAILS	
			NAME	DESIGNATION
04	PRODUCTION PLANNING AND CONTROL	13 FEB 97	FIYAZ TABIR	DATA PROCESSING EXECUTIVE.
05	QUALITY MANAGEMENT	14 FEB. 97	ASITH PRIYADARSHANA	STORES EXECUTIVE.

PLEASE SEND YOUR NOMINATIONS BY FAX TO 693403:
ATTENTION : UNIDO PROJECT ON INDUSTRIAL PRODUCTIVITY IMPROVEMENT
MANAGEMENT TRAINING COMPONENT
C/O Ms. K. M. W. PERERA , MANAGEMENT CONSULTANT,
NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

ANNEX II.
LIST OF PARTICIPANTS FOR EACH
PROGRAMME

UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801

Management Training
Subcontract No. 96/118P

118097 : ACCOUNTING FOR DECISION MAKING
17 February 1997

01	Ahamed I N	-	Finance Manager Universal Lables [Pvt] Ltd 10, KHS, Kalalgoda Road Pannipitiya Tel.645270
02	Balasuriya D P S K D	-	Maintenance Manager Ceylon Leather Product Ltd 141 Church Road Colombo 15 Tel. 522028 Fax.523702
03	Dharmaratne M K A K	-	Maintenance Manager Ceylon Leather Products Ltd 141 Church Road Mattakkuliya Tel.522776/8 Fax.523702
04	De Rosairo P D	-	Accountant[Treasury &Credit Control] Sinwa Group of Companies 15 Siriwardena Road Dehiwela Tel.717753 Fax.726293
05	Edirisuriya B Y	-	Industrial Engineer Ceylon Leather Products Ltd 141 Church Road Mattakkuliya Tel.522776/8
06	Felsinger S C [Ms]	-	Accounts Clerk Sinwa Group of Companies 15 Siriwardena Road Dehiwela Tel.717347
07	Ibrahim A M M	-	Accounts Executive Sinwa Group of Companies 15 Siriwardena Road Dehiwela Tel.717753

- 08 Kapilarathna P W - Asst. Accountant
Colombo Steel Mills [Pvt] Ltd
Industrial Estate
Ekala, Ja-Ela
Tel.236503
- 09 Mudannayake M M S B - Accountant
Universal Labels [Pvt] Ltd
131/1, Lake Road
Maharagama
Tel.850493 Fax.851417
- 10 Navaratnalinhm T R - Accountant
Williams Confectionery Ltd
22 Arthurs Place
Dehiwela
Tel.738481/731996
- 11 Nasar A J A - Accounts Clerk
Sinwa Group of Companies
15 Siriwardena Road
Dehiwela
Tel.717753
- 12 Pereera J A H D - Accounts Executive
Sinwa Group of Companies
15 Siriwardena Road
Dehiwela
Tel.717347/726294
- 13 Suraweera P [Mrs] - Accounts Executive
Ceylon Leather Products Ltd
141 Church Road
Mattakkuliya
Tel.522776/8 Fax.523702
- 14 Tillekeratne
H A D E [Miss] - Accounts Executive
Sinwa Group of Companies
15 Siriwardena Road
Dehiwela
Tel.717347/726294
- 15 Weligamage R S - Asst. Cost Accountant
Ceylon Leather Products Ltd
141 Church Road
Mattakkuliya
Tel.522776/8

COURSE DIRECTOR : Nanda Meegahawatte

UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801

Management Training
Subcontract No.96/118P

213267 : PRODUCTION SUPERVISION [SINHALA MEDIUM]
11 February 1997

-
- | | | | |
|----|---------------------|---|---|
| 01 | Bandaranayake A R D | - | Engineer
Universal Labels [Pvt] Ltd
Lake Road
Maharagama
Tel.850493 Fax.851417 |
| 02 | Careem M Z | - | Production Executive
Sinwa Holdings Ltd
15 Siriwardena Road
Dehiwela
Tel.71-7347 |
| 03 | Chandradasa K M P D | - | Storekeeper
Williams Biscuits [Pvt] Ltd
22 Arthurs Place
Dehiwela
Tel.731996 |
| 04 | Gamage A T H | - | Factory Assistant [Tannery]
Ceylon Leather Products Ltd
Mattakkuliya
Colombo 15
Tel.522028 |
| 05 | Jayatissa M M P | - | Supervisor
Universal Labels [Pvt] Ltd
Wewa Road
Maharagama
Tel.850493 Fax.851417 |
| 06 | Mohamed M F | - | Production Executive
Sinwa Holdings Ltd
15 Siriwardana Road
Dehiwela
Tel.717347/717753 Fax.[941] 726293 |

- 07 Perera M J - Factory Assistant [Tannery]
Ceylon Leather Products Ltd
Mattakkuliya
Colombo 15
Tel.522028
- 08 Premaratne K A - Supervisor
Ceylon Leather Products Ltd
220/3 Temple Road
Obawatte
Heiyantuduwa
Tel.522776/8
- 09 Pathirana D M [Mrs] - Supervisor
Williams Biscuits Confectionery Ltd
Dehiwela
Tel.731996
- 10 Peiris M C - Quality Checker
Williams Biscuits Confectionery Ltd
Dehiwela
Tel.731996
- 11 Rathnabharathie K - Supervisor
Ceylon Leather Products Ltd
Mattakkuliya
Colombo 15
Tel.522776
- 12 Sanoon A C M - Production Manager
Sinwa Adhesive/Holdings Ltd
15 Siriwardena Road
Dehiwela
Tel.71-7347/7753
- 13 Silva P G D - Production Manager
Sinwa Holdings Ltd
15 Siriwardana Road
Dehiwela
Tel.717347 Fax.[941] 726293
- 14 Wijeweera H [Miss] - Production & Technical Executive
Sinwa Holdings Ltd
15 Siriwardana Road
Dehiwela
Tel.717347 Fax.[941] 726293

COURSE DIRECTOR : H WIMALARATNE

UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801

Management Training
Subcontract No.96/118P

118067 : WORKSHOP ON STRATEGIC PLANNING
12 February 1997

-
- | | | | |
|----|----------------|---|--|
| 01 | Bashir A M | - | Sales Manager
Sinwa Holdings [Pvt] Ltd
15 Siriwardena Road
Dehiwela
Tel.01/717347 Fax.726293 |
| 02 | Cader M | - | Managing Director
Sinwa Holdings [Pvt] Ltd
15 Siriwardena Road
Dehiwela
Tel.724532 Fax.726293 |
| 03 | Cader H | - | Business Development Manager
Sinwa Holdings [Pvt] Ltd
15 Siriwardena Road
Dehiwela
Tel.724532 Fax.726293 |
| 04 | Ediriweera A S | - | Factory Manager
Ceylon Leather Products Ltd
141 Church Road
Mattakkuliya
Tel.522776 |
| 05 | Gunathunga M S | - | Sales Manager
Ceylon Leather Products Ltd
141 Church Road
Mattakkuliya
Tel.522776/8 |
| 06 | Haq M M A | - | Commercial Executive
Sinwa Holdings Ltd
15 Siriwardana Road
Dehiwela
Tel.717753/717347/739022 Fax.726293 |

- 07 Jabir M F - Data Processing Executive
Sinwa Hoildings Ltd
15 Siriwardana Road
Dehiwela
Tel.717347/717753 Fax.726293
- 08 Navaratnalinham T R - Accountant
Williams Confectionery Limited
22, Arthus Place
Dehiwela
Tel.738681/731996
- 09 Kulatilake G - Managing Director
Universal Labels [Pvt] Ltd
131/2, Lake Road
Maharagama
Tel.850493 Fax.851417
- 10 Sahabandu K P - Factory Manager
Ceylon Leather Products Limited
141 Church Road
Mattakkuliya
Tel. 522028
- 11 Senanayake S A - Group Marketing Manager
Sinwa Holdings Limited
15, Siriwardana Road
Dehiwela
Tel.717347 Fax.726293
- 12 Vitharana S de S - Factory Manager
Ceylon Leather Products Ltd
141 Church Road
Mattakkuliya
Colombo 15
Tel.522028/522570 Fax.523702
- 13 Wickramasinghe G - Factory Manager
Ceylon Leather Products Ltd
141 Church Road
Mattakkuliya
Colombo 15
Tel.522776/8 Fax.523702

UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801

Management Training
Subcontract No.96/118P

118077 : PRODUCTION PLANNING AND CONTROL
13 February 1997

-
- | | | | |
|----|-----------------|---|--|
| 01 | Alponsu R K Y M | - | Production Executive
Ceylon Leather Products Ltd
141, Church Road
Mattakkuliya
Colombo 15
Tel.522776/8 |
| 02 | De Silva A N | - | Factory Manager/Director
Uni-Tag Industries/Universal Labels
[Pvt] Ltd
131/1, Lake Road
Maharagama
Tel.850493 Fax.851417 |
| 03 | Devendra W V | - | Executive Officer [Planning & Records]
Ceylon Leather Products Limited
141, Church Road
Mattakkuliya
Colombo 15
Tel. 522028 |
| 04 | Herath D J | - | Manager Planning & Development
Williams Confectionery Limited
22, Arthurs Place
Dehiwela
Tel.73/1996 738681 |
| 05 | Joseph H M D V | - | Asst. Factory Manager [SF]
Ceylon Leather Products Ltd
141, Church Road
Colombo 15
Tel.522776/8 |
| 06 | Jabir M F | - | Data Processing Executive
Sinwa Holdings Ltd
15 Siriwardena Road
Dehiwela
Tel.717347/717753 Fax.726293 |

- 07 Mohamed M F - Production Executive
Sinwa Holdings Ltd
15 Siriwardena Road
Dehiwela
Tel.717347 Fax.726293
- 08 Lakshmi W M P [Miss] - Planning Assistant
Ceylon Leather Products Ltd
Industrial Estate
Ekala
Tel.236261
- 09 Navaratnalinham T R - Accountant
Williams Confectionery Limited
22, Arthurs Place
Dehiwela
Tel.731996/738681
- 10 Perera S A A P - Asst.Factory Manager [Planning - SF]
Ceylon Leather Products Ltd
141, Church Road
Colombo 15
Tel.522776/8 Fax.523702
- 11 Ratnayake M I - Factory Manager
Williams Confectionery Limited
22, Arthurs Place
Dehiwela
Tel.731996
- 12 Sanoon A C M - Production Manager
Sinwa Holdings Ltd
15 Siriwardena Road
Dehiwela
Tel.717347/7753
- 13 Senanayake C D - Production Executive
Ceylon Leather Products Ltd
141, Church Road
Colombo 15
Tel.522776/8
- 14 Wijeweera H [Ms] - Production & Technical Executive
Sinwa Holdings Ltd
15 Siriwardena Road
Dehiwela
Tel.717347

COURSE DIRECTOR : Nanda Meegahawatte

UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801

Management Training
Subcontract No. 96/118P

118087 : QUALITY MANAGEMENT
14 February 1997

-
- | | | | |
|----|---------------------|---|--|
| 01 | Bandaranayake A R D | - | Engineer
Universal Labels Pvt Limited
Lake Road
Maharagama
Tel: 850493 Fax: 851417 |
| 02 | Chandradasa K R | - | Production Manager
Williams Confectionary Ltd
Arthurs Place
Dehiwala
Tel: 73-1996 |
| 03 | De Silva S T | - | Technical Manager
Sinwa Holdings Ltd
15 Siriwardena Road
Dehiwala
Tel: 717347 Fax: 726293 |
| 04 | De Silva S M S P | - | Group Development Manager
Sapco Group of Companies
No. 141, Church Road
Colombo 15
Tel: 522028 |
| 05 | De Silva A J S K | - | Asst. Factory Manager
Ceylon Leather Products Ltd
141 Church Road,
Mattakuliya
Colombo 15
Tel: 522776-8 |
| 06 | Gunasekera A N R | - | Asst. Factory Manager [Q/C]
Ceylon Leather Products Ltd
No. 141, Church Road
Mattakuliya
Colombo 15
Tel: 522776/8 |

- 07 Gamage T A M [Miss] - Clerk
Universal Labels [Pvt] Ltd
No. 131/2 Dehiwala Road
Maharagama
Tel: 850493 Fax. 851417
- 08 Herath D J - Manager Planning & Development
Williams Confectionery Ltd
22 Aurthers Place
Dehiwala
Tel: 73-1996
- 09 Kudavidanage D P - Production Supervisor
Williams Confectionery Ltd
22, Arthurs Place
Dehiwala
Tel: 7136681
- 10 Mohamed M F - Production Executive
Sinwa Holdings [Pvt] Ltd
15, Siriwardena Road
Dehiwala
Tel: 717347 Fax: 941-726293
- 11 Perera U U - Quality Controller
Ceylon Leather Products [Pvt] Ltd
141, Church Road
Mattakuliya
Colombo 15
Tel: 522776-8
- 12 Priyadarshana S K A - Executive Stores
Sinwa Holdings [Pvt] Ltd
No. 15, Siriwardana Road
Dehiwala
Tel: 717753
- 13 Tissera M W R - Production Executive
Ceylon Leather Products [Pvt] Ltd
141, Church Road, Mattakuliya
Colombo 15
Tel: 522776-8
- 14 Wijeweera H [Ms] - Technical & Production Executive
Sinwa Rubber Industry
15, Siriwardena Road
Dehiwala
Tel: 717347

COURSE DIRECTOR : Mrs. K M W Perera


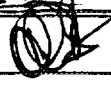
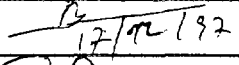



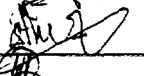

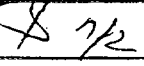






ANNEX III.
COPIES OF THE PARTICIPANTS SIGNATURE
SHEETS

*

1ST FLOOR - CONFERENCE ROOM

118097: ACCOUNTING FOR DECISION MAKING

DATE : 17 February 1997

	NAME	SIGNATURE
✓ 01	AHAMED J N	
✓ 02	BALASURIYA D P S K D	
03	CADER M	
✓ 04	DHARMARATNE H K A K	
✓ 05	EDIRISURIYA B	
✓ 06	FELSINGHE S	
* 07	KAPILARATHNA P W	
✓ 08	MOHAMED R ^{MADE} Tellekeretne	
✓ 09	MUDANNAYAKE M M S B	
✓ 10	MUNSOOR I	
✓ 11	NAVARATNALINGAM T R	
✓ 12	NAZAR A J A	
✓ 13	PERERA H	
✓ 14	PIYAWATHIE P D [MRS]	
✓ 15	ROZAIRO P	
✓ 16	WELIGAMAGE S	

1ST FLOOR - CONFERENCE ROOM

213267 : PRODUCTION SUPERVISION

DATE : 11 February 1997

	NAME	SIGNATURE
01	AMARASINGHE T	
✓ 02	BANDARANAYAKE A	
03	BHARATHIE K	
✓ 04	CAREEM Z	
05	CHANDRADASA D	
06	GAMAGE A T H	
✓ 07	JAYATISSA P	
✓ 08	MOHAMED F	
09	PALITHA G D	
✓ 10	PATHIRANA M [MRS]	
11	PERERA M J	
✓ 12	PIERIS M C	
13	PREMARATNE K A	
14	RATHNAYAKE H M	
✓ 15	SANOON A C M	
✓ 16	SILVA D	
17	WIJEWEERA H	

13

1ST FLOOR - CONFERENCE ROOM

118067 : WORKSHOP ON STRATEGIC PLANNING

DATE : 12 February 1997

	NAME	SIGNATURE
✓01	BASHIR A M	
✓02	CADER M	
✓03	CADER H	
✓04	EDIRIWEERA A S	
✓05	GUNATUNGA M	
✓06	HAQ M M A	
✓07	JABIR M M S	
✓08	KULATHILAKE G	
✓09	NAVARATNALINGAM T R	
✓10	SAHABANDU K P	
11	SENANAYAKE D W	
✓12	SENANAYAKE S	
✓13	VITHARANA S DE S	
✓14	WICKRAMASINGHE G	

1ST FLOOR - CONFERENCE ROOM

118077 : PRODUCTION PLANNING AND CONTROL

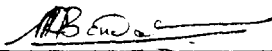



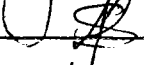
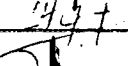
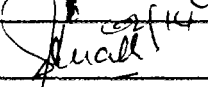
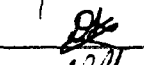


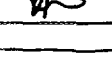




DATE : 13 February 1997

	NAME	SIGNATURE	
✓	01 APONSO L		
✓	02 DE SILVA A N		
✓	03 DEVENDRA W V		
✓	04 HERATH D J		
✓	05 JABIR F		
✓	06 JOSEPH H D V		
✓	07 MOHAMED F		
✓	08 NAVARATNALINGAM T R		
✓	09 PERERA S A A P		
✓	10 RATHNAYAKE [MRS]		
✓	11 SANCOON A C M		
✓	12 SENANAYAKE C D		
	13 SENANAYAKE D W		
✓	14 WEERAKOON L [MS]		
✓	15 WIJEEWEERA H		

1ST FLOOR - CONFERENCE ROOM

118087 : QUALITY MANAGEMENT

DATE : 14 February 1997

	NAME	SIGNATURE
01	BANDARANAYAKE A	
02	CHANDRADASA K R	
03	DE SILVA T	
04	DE SILVA A J S K	
05	DE SILVA M S	
06	GAMAGE A [MS]	
07	GUNASEKERA A N R	
08	HERATH D J	
09	KUDAVIDANAGE D	
10	MOHAMED F	
11	PERERA U	
12	PRIYADARSHANA A	
13	SUDHAHAR K T	
14	TISSERA M W R	
15	WIJEWEERA H	

**ANNEX IV.
SUMMERY OF THE PARTICIPANTS EVALUATIONS**

EVALUATION SHEET

Code No: 118097

Course Title: Accounting for Decision Making – 17.02.97 – (Mr N Meejahawatte)

Answer Item 6 in Sections I & II A,B,C,D or, E

ATTRIBUTE		SESSION NOS															
		G	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
01	I Subject Matter: 1] Was the subject matter relevant to your Professional Interests or your Job ?	A	60	40	47	53											
		B	13	33	27	20											
		C	27	27	26	27											
02	2] Will what you have learnt be of Practical Value to you?	A	27	53	13	20											
		B	47	33	53	33											
		C	26	34	34	47											
03	3] Are the concepts and methods adaptable to your work environment	A	47	27	33	33											
		B	40	47	33	27											
		C	13	26	34	40											
04	II Method of Instruction: 4] Did the session stimulate your interest in the subject	A	40	27	40	40											
		B	47	47	20	33											
		C	13	26	40	27											
05	5] Was the material presented in a well Organised and clear manner?	A	20	33	33	27											
		B	60	47	47	47											
		C	20	20	20	26											
06	6] Was affective use made of examples and illustrations?	A	13	27	47	27											
		B	47	27	53	27											
		C	40	46		46											
07	7] Pace [Mark A – Appropriate, F – Too Fast S – Too Slow]	A	53	40	33	33											
		F	13	27	20	20											
		S	34	33	47	47											
08	III Course Structure: Did the sessions taken together – Yes/No Pairs of sessions in which there Was unnecessary repetition []	Session which should be made longer [give Session Nos] [] Session which should be made shorter [give Session Nos][]															
09	Age:[] Experience:[] Professionally Qualified? Yes/No Post-Graduate Qualified? Yes/No	Accountant/Audit/Personnel Marketing/Supplies/General Administration Technical/Production Engineering [x]															

A – To a Very High Degree D – To Low Degree
B – To a High Degree E – To a Very Low Degree
C – Fair

G – Grade

T P Bari, Programme Office, NIBM

EVALUATION SHEET

Code No:213267

Course Title: Production Supervision - 11.02.97 - [Mr H Wimalaratne]

Answer Item 6 in Sections I & II A,B,C,D or, E

	ATTRIBUTE	Grade	SESSION NOS														
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
01	I Subject Matter: 1) Was the subject matter relevant to your Professional Interests or your Job ?	A	50	71	71	43	65										
		B	28	21	14	43	21										
		C	22	08	15	14	15										
02	2) Will what you have learnt be of Practical Value to you?	A	57	71	57	50	50										
		B	29	14	21	29	50										
		C	14	15	22	21	-										
03	3) Are the concepts and methods adaptable to your work environment	A	57	57	43	36	43										
		B	43	36	43	50	36										
		C	-	07	14	14	21										
04	II Method of Instruction: 4) Did the session stimulate your interest in the subject	A	36	21	29	21	43										
		B	14	29	36	50	29										
		C	50	50	36	29	26										
05	5) Was the material presented in a well Organised and clear manner?	A	64	43	71	57	64										
		B	29	21	14	21	21										
		C	07	36	15	22	15										
06	6) Was affective use made of examples and illustrations?	A	57	43	43	43	57										
		B	36	21	21	43	14										
		C	07	36	36	14	29										
07	7) Pace [Mark A - Appropriate, F - Too Fast S - Too Slow]	A	93	79	79	64	79										
		F	07	14	07	07	07										
		S	-	07	14	29	14										
08	III Course Structure: Did the sessions taken together - Yes/No Pairs of sessions in which there Was unnecessary repetition []		Session which should be made longer [give Session Nos] [] Session which should be made shorter [give Session Nos][]														
09	Age:[] Experience:[] Professionally Qualified? Yes/No Post-Graduate Qualified? Yes/No		Accountant/Audit/Personnel Marketing/Supplies/General Administration Technical/Production Engineering [x]														

45

- A - To a Very High Degree
- B - To a High Degree
- C - Fair
- D - To a Low Degree

T P Bari, Programme Office, NIBM

EVALUATION SHEET

Code No: 118067

Course Title: Strategic Planning – 12.02.97 – [Mr N Meegahawatte]

Answer Item 6 in Sections I & II A,B,C,D or, E

ATTRIBUTE		SESSION NOS															
		G	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
01	I Subject Matter: 1] Was the subject matter relevant to your Professional Interests or your Job ?	A	33	50	50												
		B	33	33	33												
		C	34	17	17												
02	2] Will what you have learnt be of Practical Value to you?	A	17	33	33												
		B	50	33	33												
		C	33	34	34												
03	3] Are the concepts and methods adaptable to your work environment	A															
		B	50	50	50												
		C	50	50	50												
04	II Method of Instruction: 4] Did the session stimulate your interest in the subject	A	50	50	33												
		B	44	33	50												
		C	17	17	17												
05	5] Was the material presented in a well Organised and clear manner?	A	17	17	17												
		B	33	50	33												
		C	50	33	50												
06	6] Was affective use made of examples and illustrations?	A	33	30	50												
		B	33	17	17												
		C	34	33	33												
07	7] Pace [Mark A – Appropriate, F – Too Fast S – Too Slow]	A	67	83	83												
		F	33	17	17												
		S															
08	III Course Structure: Did the sessions taken together – Yes/No Pairs of sessions in which there Was unnecessary repetition []	Session which should be made longer [give Session Nos] [] Session which should be made shorter [give Session Nos][]															
09	Age:[] Experience:[] Professionally Qualified? Yes/No Post- Graduate Qualified? Yes/No	Accountant/Audit/Personnel Marketing/Supplies/General Administration Technical/Production Engineering [x]															

A – To a Very High Degree D – To Low Degree
B – To a High Degree E – To a Very Low Degree
C – Fair

G – Grade

T P Bari, Programme Office, NIBM

EVALUATION SHEET

Code No: 118077

Course Title: Production Planning & Control - 13.02.97 - [Mr N Meegahawatte]

Answer Item 6 in Sections I & II A,B,C,D or, E

ATTRIBUTE		SESSION NOS															
		G	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
01	I Subject Matter: 1] Was the subject matter relevant to your Professional Interests or your Job ?	A	46	46	54												
		B	31	46	23												
		C	23	8	23												
02	2] Will what you have learnt be of Practical Value to you?	A	31	46	46												
		B	46	46	54												
		C	23	8	22												
03	3] Are the concepts and methods adaptable to your work environment	A	15	15	31												
		B	62	69	54												
		C	23	16	15												
04	II Method of Instruction: 4] Did the session stimulate your interest in the subject	A			31												
		B	77	77	54												
		C	23	23	15												
05	5] Was the material presented in a well Organised and clear manner?	A	23	31	38												
		B	46	54	46												
		C	31	15	16												
06	6] Was affective use made of examples and illustrations?	A	16	23	38												
		B	38	38	38												
		C	46	39	24												
07	7] Pace [Mark A - Appropriate, F - Too Fast S - Too Slow]	A	54	77	77												
		F	23	23	23												
		S	23														
08	III Course Structure: Did the sessions taken together - Yes/No Pairs of sessions in which there Was unnecessary repetition []	Session which should be made longer [give Session Nos] [] Session which should be made shorter [give Session Nos][]															
09	Age:[] Experience:[] Professionally Qualified? Yes/No Post-Graduate Qualified? Yes/No	Accountant/Audit/Personnel Marketing/Supplies/General Administration Technical/Production Engineering [x]															

47

A - To a Very High Degree D - To Low Degree
B - To a High Degree E - To a Very Low Degree
C - Fair

G - Grade

T P Bari, Programme Office, NIBM

EVALUATION SHEET

Code No: 118087

Course Title: Quality Control - 14.02.97 - [Mrs K M W Perera]

Answer Item 6 in Sections I & II A,B,C,D or, E

48)

	ATTRIBUTE	SESSION NOS															
		G	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
01	I Subject Matter: 1] Was the subject matter relevant to your Professional Interests or your Job ?	A	54	31	23	69											
		B	46	62	77	31											
		C		8													
02	2] Will what you have learnt be of Practical Value to you?	A	23	15	15	62											
		B	54	62	62	38											
		C	23	23	23	38											
03	3] Are the concepts and methods adaptable to your work environment	A	8	8	8	46											
		B	54	54	23	38											
		C	38	38	69	16											
04	II Method of Instruction: 4] Did the session stimulate your interest in the subject	A	31	31	31	31											
		B	54	54	46	46											
		C	7	15	23	23											
05	5] Was the material presented in a well Organised and clear manner?	A	31	31	46	46											
		B	15	15	38	38											
		C	54	54	15	16											
06	6] Was affective use made of examples and illustrations?	A	15	15	8	31											
		B	31	31	38	31											
		C	54	54	54	38											
07	7] Pace [Mark A - Appropriate, F - Too Fast S - Too Slow]	A	69	69	85	38											
		F	31	31	15	24											
		S				38											
08	III Course Structure: Did the sessions taken together - Yes/No Pairs of sessions in which there Was unnecessary repetition []	Session which should be made longer [give Session Nos] [] Session which should be made shorter [give Session Nos][]															
09	Age:[] Experience:[] Professionally Qualified? Yes/No Post-Graduate Qualified? Yes/No	Accountant/Audit/Personnel Marketing/Supplies/General Administration Technical/Production Engineering [x]															

A - To a Very High Degree D - To Low Degree
B - To a High Degree E - To a Very Low Degree
C - Fair

G - Grade

T P Bari, Programme Office, NIBM

ANNEX V.
PARTICIPANTS GUIDES OF THE FIVE PROGRAMMES

UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801



MANAGEMENT TRAINING
Subcontract No. 96/118P

ACCOUNTING FOR DECISION MAKING

17 February 1997



NATIONAL INSTITUTE OF BUSINESS MANAGEMENT
(MINISTRY OF INDUSTRIAL DEVELOPMENT)
120/5, Wijerama (Vidya) Mawatha, Colombo 7.
Telephone: 692165, 692272, 693404, 685804, 685805, 685806, 685807

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DIRECTOR GENERAL
Mr. K H Camillus Fernando

DIRECTOR MANAGEMENT DEVELOPMENT
Mr. N S Adhietty

DIRECTOR CONSULTANCY
Mr. S M J Neangoda

DIRECTOR COMPUTER SERVICES &
MANAGEMENT INFORMATION SYSTEMS

Dr. N W N Jayasiri

COURSE DIRECTOR
Nanda Meegahawatte

CONSULTANT/PROGRAMME OFFICER
Nissanka Weerasinghe

PROGRAMME ASSISTANT
T P Bari

PROGRAMME SECRETARY
Rohini Deiyandaraaratchi (Mrs)

ACCOUNTING FOR DECISION MAKING

<u>OBJECTIVE</u>	:	To provide participants with an understanding of methods for evaluation of new investments, overhead allocation and pricing policies
<u>CONTENTS</u>	:	<ul style="list-style-type: none">- Evaluation of New Investments- Overhead Allocation and Recovery of Overheads- Product Pricing Policies
<u>TARGET GROUP</u>	:	Senior and Middle Level Managers
<u>MEDIUM</u>	:	English
<u>DURATION</u>	:	One Day 17 February 1997
<u>TIMING</u>	:	0900 hrs - 1600 hrs
<u>VENUE</u>	:	NIBM Training Centre
<u>CODE NUMBER</u>	:	118097

UNIDO INDUSTRIAL PRODUCTIVITY
IMPROVEMENT PROJECT

PROJECT NO. US/SRI./96/801

MANAGEMENT TRAINING
SUBCONTRACT NO. 96/118P

ACCOUNTING FOR DECISION MAKING

17 February, 1997

TIME	SESSION NO.	SESSION TITLE	RESOURCE PERSON
0830	1	Introduction of Basic Concepts	Faculty
to	2	Cost Ascertainment	
1200	3	Pricing Decisions	
LUNCH.			
1300	4	Investment Evaluation	Faculty
to			
1700			

FACULTY:

- i. Mr. Indrajith Wijesiriwardana
- ii. Mr. Ajith Colonne

COURSE DIRECTOR

: Nanda Meegahawatte



UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801



MANAGEMENT TRAINING
Subcontract No. 96/118P

නිෂ්පාදන අධීක්ෂණ වැඩමුළුව

1997 පෙබරවාරි 11 දින

වැඩසටහන



විශේෂවිභව කථා



ජාතික ව්‍යාපාර කළමනාකාරිත්ව ආයතනය

කර්මාන්ත සංවර්ධන අමාත්‍යාංශය

120/5, පීඨේරාම (විද්‍යා) මාවත, කොළඹ 7.

දුරකථන: 692165, 692272, 693404, 685804, 685805, 685807.

හොඳ කළමනාකරණයක් ► හොඳ නිෂ්පාදකතාවයක් ► හොඳ ජීවනගන්වයක්

ජාතික ව්‍යාපාර කළමනාකාරිත්ව ආයතනය

නිෂ්පාදන අධීක්ෂණ වැඩලඳුව

අධ්‍යක්ෂ ජනරාල්	-	කේ. එච්. සී. ප්‍රනාන්දු මහතා
අධ්‍යක්ෂ කළමනාකාරිත්ව සංවර්ධන	-	එන්. එස්. ආදිතෙට්ටි මහතා
උපදෙශක/වැඩසටහන් නිලධාරී	-	තිශ්ශංක චීරසිංහ
පාඨමාලා අධ්‍යක්ෂ	-	හර්බර්ට් විමලරත්න
වැඩසටහන් සහකාර	-	ටී. පී. ඩාරි මහතා
පාඨමාලා ලේකම්	-	රෝහිණි දෙසියන්දර ආරච්චි මහත්මිය
සංකේත අංකය	-	213267

ජාතික ව්‍යාපාර කලමනාකරණ ආයතනය

එක්සත් ජාතීන්ගේ කාර්මික සංවර්ධන සංවිධානය අනුග්‍රාහිත කාර්මික සංවර්ධන වැඩ සටහන යටතේ නිෂ්පාදන අධීක්ෂණය පිළිබඳ දෙවන වටයේ එක්දින වැඩමුළුව - 2

සහභාගිවන ආයතන :

1. සිත්වා ඉන්සස්ට්‍රීස් ලිමිටඩ්,
2. කලමිබෝ ස්ටීල් මිලිස් ලිමිටඩ්
3. සිලෝන් ලෙදර් ප්‍රොඩක්ට්ස් ලිමිටඩ්
4. විලියම් තොන්ෂෙක්ෂනරි ලිමිටඩ්,
- 5.. යුනිවර්සල් ලේබර්ස් ලිමිටඩ්

වැඩසටහන් ශීර්ෂය : නිෂ්පාදන අධීක්ෂණය

වැඩමුළුවේ අරමුණ : කාර්යක්ෂමතාව හා ඵලදායීතාව වැඩි වර්ධනය කිරීම සඳහා අධීක්ෂණයාගේ වගකීම් හඳුනාගැනීම.

ඉලක්ක තීරණයම : අධීක්ෂණ කාර්යයෙහිලා නියුතු පුද්ගලයන්

- විෂය මාලාව :
- * ඵලදායීතා සංකල්ප
 - * අධීක්ෂණ මූලධර්ම
 - * සේවක පිරිස හඳුනාගැනීම හා මෙහෙයුම
 - * අධීක්ෂණයා නායකයකු වශයෙන්
 - * සේවකයින් අභිප්‍රේරණය කිරීම
 - * උපදේශනය
- මාධ්‍යය : * පිහල

UNIDO-PILOT PROJECT FOR INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801

MANAGEMENT TRAINING
Subcontract No.96/118 P

PRODUCTION SUPERVISION (නිෂ්පාදන අධීක්ෂණ වැඩසටහන)

දිනය : 1997.02.11

වේලාව : පෙ.ව.08.30 සිට ප.ව. 5.30 දක්වා

වේලාව	සැසිය	විෂයය	දේශක
<u>පෙරවරු</u>			
08.30 - 08.45		පාඨමාලාලාභීන් ලියා පදිංචි කිරීම	පිටිය හා පාඨමාලාලාභීන්
08.45 - 09.00		පාඨමාලාව ආරම්භ කිරීම	"
09.00 - 10.30	01	ඵලදායීතා සංකල්පය හඳුන්වාදීම	"
10.30 - 12.00	02	අධීක්ෂණය හා අධීක්ෂණ මූලධර්ම දිවා විවේකය	
12.00 - 01.00			
01.00 - 02.30	03	කාර්ය මණ්ඩලය හඳුනාගැනීම හා ප්‍රබෝධනය	"
02.30 - 04.00	04	අධීක්ෂණයා තාක්ෂණය වශයෙන්	"
04.00 - 05.00	05	උපදේශනය	"
05.00 - 05.30		පාඨමාලාව ඇගයීම හා සහතික පත්‍ර ප්‍රදානය	

දේශක මණ්ඩලය

1. හර්බර්ට් විමලරත්න - කළමනාකාරීත්ව උපදේශක හා පාඨමාලා අධ්‍යක්ෂ
2. චන්දිම කරුණාචන්ද්‍ර - කළමනාකාරීත්ව උපදේශක
3. ආර්.ඒ.එස්.වික්‍රම - එම -

UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801



MANAGEMENT TRAINING
Subcontract No. 96/118P

WORKSHOP ON STRATEGIC PLANNING

12 February 1997



NATIONAL INSTITUTE OF BUSINESS MANAGEMENT
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120/5, Wijerama (Vidya) Mawatha, Colombo 7.
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Dr. N W N Jayasiri

COURSE DIRECTOR
Nanda Meegahawatte

CONSULTANT/PROGRAMME OFFICER
Nissanka Weerasinghe

PROGRAMME ASSISTANT
T P Bari

PROGRAMME SECRETARY
Rohini Deiyandaraaratchi (Mrs)

WORKSHOP ON STRATEGIC PLANNING

- OBJECTIVE : To familiarise participants with concepts and practices of Strategic Planning
- CONTENTS :
- Introduction to the present business environment and some aspects of the macro economy
 - Some issues related to technology and growth of the firm
 - Introduction to Strategic Planning concepts including SWOT analysis
 - Exercise involving the preparation of mission statements, organisational objectives and strategies
- TARGET GROUP : Chief Executives
Finance Manager/Chief Accountant
Factory Manager/Production Manager
Marketing Manager
- MEDIUM : English
- DURATION : One Day
12 February 1997
- TIMING : 0900 hrs - 1600 hrs
- VENUE : NIBM Training Centre
- CODE NUMBER : 118067

**UNIDO INDUSTRIAL PRODUCTIVITY
 IMPROVEMENT PROJECT**
PROJECT NO. US/SRL/96/801
MANAGEMENT TRAINING
SUBCONTRACT NO. 96/118P
WORKSHOP ON STRATEGIC PLANNING
12 February, 1997

TIME	SESSION NO.	SESSION TITLE	RESOURCE PERSON
0830-0845		Registration	Programme Office
0845-1000	1	Introduction to the present business environment and some aspects of the macro economy	Faculty
1000-1200	2	Introduction to strategic planning concepts and SWOT analysis	Faculty
LUNCH			
1300-1700	3	Exercise in preparation of mission statements, organisational goals & objectives and organisational strategies	Faculty

FACULTY:

- i. Mr. Ajith Colonne
- ii. Mr. Senaka Blok
- iii. Mr. Nanda Meegahawatte

UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801



MANAGEMENT TRAINING
Subcontract No. 96/118P

PRODUCTION PLANNING AND CONTROL

13 February 1997
(UNIDO)



NATIONAL INSTITUTE OF BUSINESS MANAGEMENT
(MINISTRY OF INDUSTRIAL DEVELOPMENT)
120/5, Wijerama (Vidya) Mawatha, Colombo 7.
Telephone: 692165, 692272, 693404, 685804, 685805, 685806, 685807

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NATIONAL INSTITUTE OF BUSINESS MANAGEMENT

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CONSULTANT/PROGRAMME OFFICER
Nissanka Weerasinghe

PROGRAMME ASSISTANT
T P Bari

PROGRAMME SECRETARY
Rohini Deiyandaraaratchi (Mrs)

PRODUCTION PLANNING CONTROL

<u>OBJECTIVE</u>	:	To familiarise participants with concepts of Production Planning and Control
<u>CONTENTS</u>	:	<ul style="list-style-type: none">- Forecasting- Material requirement planning, optimising the material cycle and inventory control- Capacity Planning- Scheduling- Concepts of feed back and control
<u>TARGET GROUP</u>	:	Factory Managers, Production Managers and personnel engaged in PPC activities
<u>MEDIUM</u>	:	English
<u>DURATION</u>	:	One Day 13 February 1997
<u>TIMING</u>	:	0830 hrs - 1600 hrs
<u>VENUE</u>	:	NIBM Training Centre
<u>CODE NUMBER</u>	:	118077

**UNIDO INDUSTRIAL PRODUCTIVITY
 IMPROVEMENT PROJECT**
PROJECT NO. US/SRL/96/801
MANAGEMENT TRAINING
SUBCONTRACT NO. 96/118P
PRODUCTION PLANNING AND CONTROL
13 February, 1997

TIME	SESSION NO.	SESSION TITLE	RESOURCE PERSON
0830-1100	1	Material requirement planning, optimising the material cycle and inventory control	Mr. Methsiri Weerakkody
1100-1200	2	Forecasting. Production capacity planning.	Mr. Nanda Meegahawatte
LUNCH			
1300-1430	3	Concepts of production planning and control Production scheduling	Mr. Nanda Meegahawatte
1430-1600	4	Presentation of planning problems and Panel Discussion	i. Chief Technical Advisor of the UNIDO Project. ii. Nanda Meegahawatte

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UNIDO-PILOT PROJECT FOR
INDUSTRIAL PRODUCTIVITY IMPROVEMENT
PROJECT NO. US/SRL/96/801



MANAGEMENT TRAINING
Subcontract No. 96/118P

QUALITY MANAGEMENT

14 February 1997



NATIONAL INSTITUTE OF BUSINESS MANAGEMENT
(MINISTRY OF INDUSTRIAL DEVELOPMENT)
120/5, Wijerama (Vidya) Mawatha, Colombo 7.
Telephone: 692165, 692272, 693404, 685804, 685805, 685906, 685807

Better Management > Better Productivity > Better Quality of Life

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Mrs. K M W Perera

CONSULTANT/PROGRAMME OFFICER
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Robini Deiyandaraaratchi (Mrs)

QUALITY MANAGEMENT
14 February 1997

<u>OBJECTIVE</u>	:	Introduce Concepts and Techniques in Quality Management
<u>CONTENTS</u>	:	<ul style="list-style-type: none">- Definition and Purpose of Quality Control- Introduction to ISO 9000- Concept of TQM- Introduction to the use of histograms & control charts, check sheets, cause & effect diagrams and flow charts
<u>TARGET GROUP</u>	:	Managers and Executives responsible for quality management and control functions
<u>MEDIUM</u>	:	English
<u>DURATION</u>	:	One Day 14 February 1997
<u>TIMING</u>	:	0900 hrs - 1600 hrs
<u>VENUE</u>	:	NIBM Training Centre
<u>CODE NUMBER</u>	:	118087

QUALITY MANAGEMENT
14 February 1997

TIME	SE/NO	SESSION TITLE	SESSION LEADER
0900 - 1000	01	Problem Associated when attempting to improve quality standard in Sri Lanka	Nanda Meegahawatte
1000 - 1100	02	Concepts of quality and TQM	Mrs. J Devasurendra
1100 - 1215	03	Introduction to ISO 9000 standard	Mrs. J Devasurendra
1215 - 1315		L U N C H	
1315 - 1615	04	Problem Solving Techniques	Mrs. A Perera

**ANNEX VI.
ACADEMIC BACKGROUNDS OF THE FACULTY**

FACULTY

Colonne, A.	B.Sc., MBA, MA (Econ), Former Executive at IBM, Investment Consultant, Lecturer in Management at Sir John Kotalawala Defence Academy
Weerakkody, M	B.Sc. Eng. (Mech), MSc. (OR) Sussex, C Eng., MIE Former Management Consultant, NIBM. Strategic Planning Manager, Central Industries Ltd.
Blok S L	Fellow Member of The Institute of Chartered Accountants of Sri Lanka. Consultant, Peoples Merchant Bank of Sri Lanka.
Wijesiriwardana Indrajith	Chartered Management Accountant Fellow of the Chartered Institute of Management Accountants, UK Associate of the Institute of Data Processing Management, UK MBA (PIM / Sri Lanka) Trained in Development Banking, Project Financing, and Merchant Banking at the Private Development Corporation of the Philippines, Manila.
Meegahawatte, N.	Graduate Dip. Mech Eng, M.Sc. (Birm), MA Econ. (Colombo) Management Consultant, NIBM
Perera, K.M.W. Ms.	NDT (Chem. Eng.) Sri Lanka, AIE (UK), AMAI Chem. Eng. (USA), Cert. Project Feasibility Appraisal & Implementation (Japan), Post Grad. Dip. in Industrial Project Development Cycle (RVB) The Netherlands, Cert. in Design and Mgt of Computer Systems (NIBM) Management Consultant, NIBM
Devasurendra, Mrs. J	NDT (Katubedde), CEI (UK). Deputy Director, Sri Lanka Standards Institute
Perera, Mrs. A	B. Sc. (Peradeniya), Standardisation Officer, Sri Lanka Standards Institute

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