



ANNUAL TRAINING & DEVELOPMENT PLAN

2026

**Manpower Development & Training Division
National Water Supply & Drainage Board**

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My No: MDTD/MT/GEN/ACTI/2025
General Manager Office, NWS&DB
Galle Road,
Rathmalana.

23.12.2025

All Addl. General Managers
Deputy General Managers
Assistant General Managers
Board Secretary
Managers/ Chief Engineers/Chief Accountants
Chemists/Sociologists/Geologists and
All other Sectional Heads

ANNUAL TRAINING & DEVELOPMENT PLAN - 2026

Manpower Development & Training Division has prepared the Annual Training and Development Plan for the year 2026 based on the Training Needs Assessment and recommendations from Sectional Heads.

In-House Training Plan

From this year onwards, all In-House training activities including nominations, releasements, scheduling, evaluations and progress tracking, will be carried out exclusively through the **Web based Training Information Management System (TRIMS)** platform and can be accessed via trims.waterboard.lk (Use the same credentials as EDMS to login and detailed user guide is available via the Help button at the top right corner)

1.1 In - House Training programmes planned to be conducted by the MDTD (Annex D).

- ✓ Sectional Heads are advised to carefully identify the knowledge and skills gaps among employees under their supervision and nominate relevant employees for programs that address their specific training needs through TRIMS
- ✓ Sectional Heads are responsible for ensuring employees are released for training programs through TRIMS
- ✓ The selection criteria will be based on the priority order determined by the Sectional Heads
- ✓ Section Heads are encouraged to assess employees on their application of the knowledge & skills gained from training to enhance the efficiency of their duties and provide feedback by completing impact evaluation through TRIMS

1. In-Country External Training Plan (Annex II)

These programs are conducted by government-recognized universities and institutions, and are facilitated by MDTD for Board employees. Regional Support Center-level funds cannot be utilized for Master's, PG Diploma, or Diploma programs

- ✓ Only employee categories indicated in the approved Annual Training & Development Plan 2026 will be selected for the relevant programme.

- ✓ Sectional Heads are advised to give due consideration when nominating employees for relevant courses based on the employee categories mentioned in the Approved Annual Plan 2026.
- ✓ Every employee sponsored by NWSDB should successfully complete the course within the stipulated period and submit the certificate certified by the relevant Sectional Head to DGM (HR), with a copy to MDTD.
- ✓ The total cost incurred for this external training will be recovered from participants who fail to successfully complete the course, along with a 10% surcharge.
- ✓ As per the General Manager's letter MDTD/MT/GEN/ dated 30.06.2009, any requests for reimbursement of course fees will not be considered.
- ✓ Selection criteria will always be determined in accordance with the Training Policy and Board Decisions

2.1 Masters/PG Diploma Programmes

As the number of places allocated for Masters/PG Diploma Programmes are limited, it has been decided to select the eligible officers for sponsorship at the beginning of the year. **Employees who are interested in following Master/PG Diploma Programmes during year 2026 should fill the annexed format (Annex III) and send it to MD&T Division with the recommendation of the DGM/AGM through the respective Addl GM.**

When applications are invited for Master's/PG Diploma programs conducted by the universities or institutions listed in the Annual Training Plan, individuals intending to apply must submit their applications directly to the respective institutions, with a copy to MDTD.

2.2 Diploma / Certificate and Other Short Courses

Nominations will be requested from relevant Sectional Heads for Diploma, Certificate, and other Short Courses. When applications are invited for courses specified in the Annual Training Plan and conducted by the listed institutions, nominees must submit their applications directly to the respective institution, with a copy to MDTD. Selection will be based on seniority, order of priority recommended by the Sectional Heads, and in accordance with the training policy & circulars. If RSC level funds are utilized for short courses (amount exceeding Rs. 50,000), approval must be obtained through MDTD.

General Manager

Copy:

1. Chairman
2. Project Directors

- For information please.

IN - HOUSE TRAINING PLAN

PROGRAMMES

- **Engineering**
- **Management**
- **Information Technology**

ENGINEERING / TECHNICAL PROGRAMMES										
No	Title	Code	Mandatory	Target Group	Duration Hours	Q1	Q2	Q3	Q4	Total
Water Treatment										
1	Training Programme on Advanced Water Treatment	HO-EN-1002	X	Engineer/Chemist	18	1				1
2	Training Programme on Basic Water Treatment	HO-EN-1008	✓	Engineer/Chemist/Treatment Plant Technician	18		1			1
Wastewater Treatment										
3	Training Programme on Basic Wastewater Treatment	HO-EN-1004	X	Engineering Assistant/Laboratory Assistant	18	1				1
4	Training Programme on Advanced Wastewater Treatment Methodologies	HO-EN-1005	X	Engineer/Chemist Geologist & Hydrogeologist	18			1		1
5	Training Programme on Basic Wastewater Treatment	HO-EN-1015	✓	Chemist/Engineer / Treatment Plant (Supervisor, Technician, Technician Trainee)	18	1				1
6	Training Programme on Operation and Maintenance of Wastewater Network	HO-EN-1040	X	Engineer/EAA/Treatment Plant Supervisor/Treatment Plant Technician/ General Labourer/Pipe Fitter	12	1				1
7	Training Programme on Awareness on Water & Wastewater Treatment Process	HO-EN-1041	X	HM/MM/JM/MA	12		1			1
Design/Distribution and Transmission										
8	Training Programme on Design Water Retaining Structures to BS 8007	HO-EN-1049	X	Engineer	3		1			1
9	Training on Design Consideration of HDPE/DI Pipe Fittings & Joints	HO-EN-1083	X	Engineer/EA (Civil)	6				1	1
10	Training Programme on Pump Design, Selection, Installation and O&M for Sewerage Plant	HO-EN-1021	X	Engineer/ EA (M&E)	18				1	1
11	Training Programme on Hydraulic Designing of Wastewater Treatment Plant	HO-EN-1023	X	Engineer (Civil)/Chemical)	18			1		1
12	Training Programme on Geotechnical Investigation, Reporting and Analysis	HO-EN-1050	X	Engineer	3		1			1
13	Training Programme on Guideline for Laying of Transmission and Distribution Systems	HO-EN-1068	X	Engineer/EA/TA/QS	18			1		1
14	Training programme on Design of Reinforced Concrete Structures to Euro Code	HO-EN-1044	X	Engineer	30			1		1
Procurement Management										
15	Awareness on Procurement Procedures Aline with NPC Manual & Guideline 2024	HO-EN-1057	X	Accountant/Chemist/Engineer Quantity Surveyor Engineering Assistant /Geologist & Hydrogeologist/ Supplies Officer	6			1		1
16	Training Programme on Advance Bid Evaluation	HO-EN-1071	X	Accountant/Chemist/Engineer Quantity Surveyor /Geologist & Hydrogeologist/ Supplies Officer	6				1	1
17	Training programme on Introduction to Basic Procurement Procedure in NWSDB	HO-EN-1052	X	Accountant/Chemist/Engineer Quantity Surveyor/ Engineering Assistant /Geologist & Hydrogeologist /Supplies Officer	12	1	1		1	3
18	Training Programme on Introduction to CESMM3/SLS 573 & Preparation of BOQ	HO-EN-1056	X	Engineer	12	1			1	2
19	Training Programme on Pre-Shipments Inspection Procedure for Chemicals	HO-EN-1069	X	Engineer/Chemist	6	1				1
20	Training Programme on Pre-Shipments Inspection Procedures for M&E Equipments	HO-EN-1080	X	Engineer	3			1		1
Mechanical & Electrical (M & E)										

ENGINEERING / TECHNICAL PROGRAMMES										
No	Title	Code	Mandatory	Target Group	Duration Hours	Q1	Q2	Q3	Q4	Total
21	Training Programme on Guidelines for Design of Electrical System	HO-EN-1006	X	Engineering Assistant (Electrical/Electronic/Mechanical)	18				1	1
22	Training Programme on Selection , Installation ,O&M and Troubleshooting Soft Starter, Electrical Panel Boards and Electrical System	HO-EN-1007	X	Engineer (Electrical/Mechanical)	18				1	1
23	Training Programme on Guidelines for Design of Electrical System	HO-EN-1009	✓	Engineer (Electrical/Electronic/Mechanical)	18		1			1
24	Training Programme on Selection , Installation, O&M and Troubleshooting Soft Starter, Electrical Panel Boards and Electrical System	HO-EN-1010	✓	Engineering Assistant (Electrical/Electronic)	18			1		1
25	Training Programme on Guidelines for O&M and Troubleshooting of SCADA System	HO-EN-1016	✓	Engineering Assistant (Electrical/Electronic)/ Electrician/ Treatment Plant Technician	18		1			1
26	Training Programme on Guidelines for O&M and Troubleshooting of SCADA System	HO-EN-1020	X	Engineer (Mechanical)/ Engineering Assistant (Mechanical)	18			1		1
27	Training Programme on Guidelines for Troubleshooting, Repairing and Maintenance of Vehicles	HO-EN-1028	X	Engineer (Electrical/Electronic/Mechanical) Engineering Assistant (Electrical/Electronic/	12		1			1
28	Training Programme on Designing , Operation & Maintenance of HVAC Systems	HO-EN-1030	X	Engineer (Electrical/Electronic/Mechanical) Engineering Assistant (Electrical/Electronic/Mechanical)	12			1		1
29	Training Programme on Troubleshooting ,Repairing and Maintenance of CentralAC	HO-EN-1031	X	Engineer (Electrical/Electronic/Mechanical) Engineering Assistant (Electrical/Electronic/Mechanical)	6		1			1
30	Training Programme on Guidelines for Motor Rewinding	HO-EN-1033	X	Engineer (Electrical/Electronic/Mechanical) Engineering Assistant((Electrical/Electronic/Mechanical)	6		1			1
31	Training Programme on Guidelines for Welding Techniques and Best Practices	HO-EN-1034	X	Engineer (Electrical/Electronic/Mechanical) Engineering Assistant (Electrical/Electronic/Mechanical) /Welder	12			1		1
32	Training Programme on Troubleshooting, Repairing and Maintenance of Split AC	HO-EN-1035	X	Engineer (Electrical/Electronic/Mechanical) Engineering Assistant (Electrical/Electronic/Mechanical)/Electrician	6				1	1
33	Training Programme on Guidelines for O&M of Rewinding of Auto Transformer	HO-EN-1036	X	Engineer (Electrical/Electronic/Mechanical) Engineering Assistant (Electrical/Electronic/	12				1	1

ENGINEERING / TECHNICAL PROGRAMMES										
No	Title	Code	Mandatory	Target Group	Duration Hours	Q1	Q2	Q3	Q4	Total
34	Training Programme on Upgrading Machining Skills for Lathe Staff	HO-EN-1037	X	Engineer (Electrical/Electronic/Mechanical) Engineering Assistant (Electrical/Electronic/Mechanical)/Mechanic Mechanist	12			1		1
35	Training Programme on Guidelines for Selection ,O&M and Troubleshooting of Generators	HO-EN-1070	X	Engineer (Electrical/Electronic/Mechanical) Engineering Assistant (Electrical/Electronic/Mechanical)/Treatment Plant Supervisor/Treatment Plant Technician	12			1		1
36	Training Programme on Hand Pump Installation and Maintenance	HO-EN-1074	X	General Labourer/Work Supervisor	6				1	1
37	Training Programme on Meter Repairing Technologies	HO-EN-1078	✓	Meter Repairman/ Work Supervisor	12		1			1
38	Training Programme on Energy Saving Best Practices	HO-EN-1081	X	Mixed Group	3			1		1
39	O&M of Mobile Equipments (Road Breakers, Dewatering Pumps, Asphalt Cutters etc.....)	HO-EN-1084	X	Labourer	12	1				1
40	Maintenance of Hybrid and Electrical Vehicles	HO-EN-1086	X	Driver/Mechanic	12			1		1
41	Professional Vehicle Operation and Management for Safety and Efficacy	HO-EN-1046	X	Driver	12		1	1		2
42	Electronic Fuel Injection(EFI) Systems in Automobile	HO-EN-1087	X	Mechanic/Auto Electrician	6				1	1
Construction										
43	Training Programme on Concrete Technology, Crack Identification & Repairing and Water Proofing	HO-EN-1027	X	Engineer/EA (Civil)	18			1		1
44	Training Programme on Application of Price Fluctuation Formula	HO-EN-1059	X	Engineer/QS/EA (Civil)	6	1				1
45	Training Programme on HDPE Pipe Installation	HO-EN-1060	X	Engineer/EA (Civil)	12		1		1	2
46	Training Programme on DI Pipe Installation	HO-EN-1064	X	Engineer/EA (Civil)/Pipe Fitter	6				1	1
47	Hands on Training on Service Connection Procedures	HO-EN-1066	X	EA/PT/Labour	3			1		1
48	Training Programme on HDPE Pipe Installation	HO-EN-1062	✓	Pipe Fitter	12		1		1	2
Operation & Maintenance (O & M)										
49	Training Programme on Training of Trainers on O&M of Gas Chlorinators	HO-EN-1039	X	Engineering Assistant	18			1		1
50	Training Programme on Metal Corrosion & Prevention	HO-EN-1053	X	Mixed Group/ Technical Staff	6			1		1
51	Training Programme on Operation & Maintenance of Water Transmission & Distribution System	HO-EN-1055	X	Engineering Assistant	6	1				1
Non Revenue Water (NRW)										
52	Training Programme on Introduction to NRW, Losses and Calculation	HO-EN-1058	X	Engineer(Civil) Engineering Assistant (Civil)	12				1	1
53	Training Programme on DMA Management and Flow Measurements	HO-EN-1065	X	Engineer(Civil)/ Engineering Assistant (Civil)/ Pipe Fitter	6	1				1
54	Training Programme on Underground Leakage Survey and Metallic & Non Metallic Pipe Tracing	HO-EN-1067	X	Engineer(Civil)/ Engineering Assistant (Civil)/ Pipe Fitter	6				1	1

ENGINEERING / TECHNICAL PROGRAMMES										
No	Title	Code	Mandatory	Target Group	Duration Hours	Q1	Q2	Q3	Q4	Total
55	Training Programme on Leak Repair Procedure	HO-EN-1073	X	Engineering Assistant (Civil)/Work Supervisor	6	1			1	2
56	Training Programme on DMA Based NRW Management	HO-EN-1063	X	Engineering Assistant	12		1			1
57	Introduction of Water Meters and Minimizing Defective Meters	HO-EN-1085	X	Engineer/EA/TA (M&E)	6		1			1
Ground Water										
58	Training Programme on Drilling Activities and Practical Applications	HO-EN-1012	X	Driller/ Drilling Supervisor Geologist & Hydrogeologist	6	1				1
59	Training Programme on Well Development and Flushing	HO-EN-1013	X	Geologist/Driller and Eng/EAA attached to GW	3				1	1
60	Training Programme on Groundwater Quality Issues, and Treatment	HO-EN-1014	X	Engineering Assistant (Civil/Electrical/Mechanical) Geologist & Hydrogeologist	3		1			1
61	Training Programme on Groundwater Awareness & Sustainable Practices	HO-EN-1024	X	Engineering Assistant (Civil/Electrical/Mechanical) Geologist & Hydrogeologist	6		1	1		2
62	Training Programme on Design, Selection Installation and O&M of Borehole Pumps	HO-EN-1075	X	EA/Pump Operator attached to Ground Water Section	6	1				1
63	Training Programme on Rigging Procedures in Lifting Operation	HO-EN-1019	X	Engineering Assistant	3		1			1
Water Quality										
64	Training Programme on Implementation of ISO/IEC 17025 in NWSDB Laboratories	HO-EN-1001	✓	Chemist/Laboratory Assistant	6	3	3			6
65	Training Programme on Laboratory Safety and Good Laboratory Practices	HO-EN-1011	✓	Laboratory Assistant/Laboratory Attendant	6		1			1
66	Training Programme on Wastewater Sampling & Testing	HO-EN-1017	X	Chemist/Laboratory Assistant	6		1		1	2
67	Training Programme on Water Treatment, Quality Testing Standard & Reporting	HO-EN-1022	X	Chemist	6			1		1
68	Training Programme on Heavy Metal & Volatile Organic Components Analysis in Water	HO-EN-1029	X	Chemist	6		1			1
69	Training Programme on Enumeration of Algae with Biomass Quantification	HO-EN-1047	X	Chemist	12		1		1	2
70	Training Programme on Microbiological Testing with Respect to New Version of ISO17025:2017	HO-EN-1018	X	Laboratory Assistant	6	1				1
General										
71	Training Programme on Water Resource Planning Under Changing Climate and Environment	HO-EN-1025	X	Engineer/Geologist	12		1			1
72	Training Programme on Public Private Partnership (PPP)	HO-EN-1045	X	Executive	6		1			1
73	Training Programme on Feasibility Study and Preparation of Project Appraisal Committee (PAC) Report	HO-EN-1046	X	Engineer	6			1		1
74	Gap-Filling Programme for NVQ Aspiring Treatment Plant Technicians	HO-EN-1077	X	Treatment Plant Technician	54		1			1
75	Training Programme on Environmental and Social Impact Assessment at Project & Strategic Levels	HO-EN-1082	X	Engineer/ Sociologist/ Geologist	30		1			1
76	Gap-Filling Programme NVQ Aspiring Pipe Fitters	HO-EN-1076	X	Pipe Fitter	48			1		1
77	Awareness Session on Effective Knowledge Sharing for Organizational Excellence	HO-EN-1088	X	Manager & Above	3	1	1	1	2	5
Total Programmes						24	27	23	22	96

INFORMATION TECHNOLOGY PROGRAMMES										
No	Title	Code	Mandatory	Target Group	Duration (Hours)	Q1	Q2	Q3	Q4	Total
1	Enhancing Workplace Productivity with ICT Tools & Techniques	HO-IT-1011	✓	MAA	18	1				1
2	Training Programme on Creating & Manipulating Documents Using Word Processing	HO-IT-1012	✓	MAA	12	1				1
3	Training Programme on Organizing, Storing and Manipulating Data Using Spreadsheets	HO-IT-1013	✓	MAA	18		1			1
4	Training Programme on Application of GIS in Water Utility Management	HO-IT-1002	✗	Engineer /Quantity Savior/Draughtsman/Drawing Office Assistant/EAA/Geologist & Hydro Geologist/Land Officer	24	1				1
5	Training Programme on Preparation of Mechanical & Electrical Drawings using AutoCAD	HO-IT-1004	✓	Draughtsman Drawing Office Assistant Senior Drawing Office Assistant	24		1			1
6	Training Programme on Computer Aided Draughting & Design Using AutoCAD	HO-IT-1006	✗	Engineer/EAA/Draughtsman/Drawing Office Assistant	72			1		1
7	Training Programme on Cyber security Best Practices	HO-IT-1008	✓	HM/MM/JM/MA	6	2	1	2	1	6
8	Awareness Session on Participant User Role in TRIMS	HO-IT-1010	✓	HM/MM/JM/MA	2.5	4				4
9	Training Programme on Visual Representation of Data with Spreadsheets	HO-IT-1014	✗	HM/MM/JM/MA	6	1				1
10	Training Programme on Creating Effective Multimedia Presentation	HO-IT-1015	✗	HM/MM/JM	18		1			1
11	Training Programme on Collaboration Tools in Google Workspace	HO-IT-1016	✗	HM/MM/JM/MA	6			1	1	2
12	Training Programme on Use of Spreadsheets in Data Management	HO-IT-1017	✗	HM/MM/JM	12		1			1
13	Training Programme on Computer Aided 3D Modeling	HO-IT-1020	✗	Draughtsman/Drawing Office Assistant	24		1			1
14	Training Programme on Professional Reports Writing using Microsoft Word	HO-IT-1021	✗	HM/MM/JM/MA	6				1	1
15	Training Programme on Microsoft 365 Tools and Feature	HO-IT-1022	✗	HM/MM/JM/MA	6			1	1	2
16	Training Programme on Windows Operating System	HO-IT-1023	✗	HM/MM/JM/MA	6			1	1	2
17	Awareness Session on Sectional Head User Role in TRIMS	HO-IT-1024	✓	HM	3	3				3
18	Training Programme on Advanced Features in GIS for Water Utilities	HO-IT-1018	✗	Engineer /EAA/Geologist & Hydro Geologist	12				1	1
Total Programmes						13	6	6	6	31

MANAGEMENT PROGRAMMES										
No	Title	Code	Mandatory	Target Group	Duration (Hours)	Duration				Total
						Q1	Q2	Q3	Q4	
Induction and Familiarization										
1	Orientation and Induction Training Programme for Newly Recruited Staff	HO-MG-1037	✓	All Staff	18	1				1
2	Familiarization Programme for Newly Promoted Staff	HO-MG-1059	✓	All Staff	18		1			1
Finance and Auditing										
3	Training Programme on Accounting Standards	HO-MG-1006	✓	Accountant/Cost Accountant/IA/ MA (Acct/Audit)	6	1	1			2
4	Training Programme on Preparation & Analysis of Financial Statements	HO-MG-1013		MAA (Accounts,Audit,Costing)	6			1		1
5	Training Programme on Preparation of Financial Statements – 2026	HO-MG-1015	✗	Accountant/Accountant (Costing)	6				1	1
6	Training Programme on Financial Procedures for Non -Finance Staff	HO-MG-1016	✓	HM/MM/JM	18	1	1	1	1	4
7	Training Programme on Financial Functions for Finance Staff	HO-MG-1022	✓	Accountant/Accountant (Costing)/Engineer/ Internal Auditor/MAA (Accounts, Audit)	30	1	1	1	1	4
8	Training Programme on Letter of Credit Procedure	HO-MG-1026	✗	Accountant/Accountant (Costing)/Engineer/ Internal Auditor/MAA (Accounts,Audit,Import)	6			1		1
9	Training Programme on Cashier Functions	HO-MG-1028	✓	MA (Cash & Fund)	12		1	1		2
10	Training Programme on Assets and Inventory Management Systems	HO-MG-1031	✗	Middle & Junior Level Manager/EA/ MA involving in Inventory Verification Activities	6		1	1	1	3
11	Training Programme on the Importance of Rechargeable Projects to NWSDB	HO-MG-1056	✗	Accountant/Accountant (Costing)/Engineer/EAA/ Internal Auditor/MAA (Accounts, Audit)	6	1	1			2
12	Training Programme on Using IMS for Annual Stock Verification – 2026	HO-MG-1058	✗	Accountant/Accountant (Costing)/Asset Management Officer/Engineer/EAA /Internal Auditor/Laboratory Assistant/MAA	4				1	1
13	Awareness on Latest Tax Changes – 2026	HO-MG-1060	✗	Accountant/Cost Accountant/IA/ MA (Acct/Audit)	6		1			1
14	Training Programme on Regional Financial Activities	HO-MG-1061	✗	MAA (Accounts,Audit,Costing)	6		1	1	1	3
15	Training Programme on Financial Literacy	HO-MG-1062	✗	All	4		1	1		2
16	Workshop on How to Prepare Answers for Audit Queries	HO-MG-1002	✓	HM/MM/JM/MA	6	1	1			2
17	Practical Approach in IT Based Auditing	HO-MG-1011	✗	Audit Staff	6				1	1
18	Practical Approach in Forensic Auditing	HO-MG-1010	✗	Audit Staff	6		1			1
19	Conducting Standard Audit for Water Industry	HO-MG-1012	✗	Audit Staff	6			1		1
Commercial										
20	Training Programme on Customer Relations and Service Excellence	HO-MG-1020	✗	MM/JM	6			1		1
21	Training Programme on Commercial Procedures for Non -Commercial Staff	HO-MG-1023	✓	MM/JM	6	1	2	2	1	6
22	Training Programme on Commercial Accounting	HO-MG-1021	✗	MAA & MAA (Supra) - Commercial	6		1			1

MANAGEMENT PROGRAMMES											
No	Title	Code	Mandatory	Target Group	Duration (Hours)	Duration					Total
						Q1	Q2	Q3	Q4		
23	Training Programme on Consumer Services and Field Operations	HO-MG-1024	X	MR/MRI	6				1	1	
24	Building Exceptional Customer Relationships	HO-MG-1018	✓	MA engaging in Commercial Activities/ Revenue Assistant	6	1	1	1	1	4	
25	Training Programme on the Functions and Information Management of Revenue Assistants	HO-MG-1025	✓	MR/MRI	6	3				3	
Human Resource Management											
26	Training Programme on Office Systems and Practices	HO-MG-1034	✓	MAA	12	1	1	1		3	
27	Training Programme on Office Management	HO-MG-1049	✓	MM/JM	12	1	1	1	1	4	
28	Training Programme on Leave Procedures	HO-MG-1007	✓	MM/JM/MA/PL	6	1	1			2	
29	Training Programme on Life Planning for Retirement	HO-MG-1017	X	All	12		1		1	2	
30	Training Programme on Disciplinary Procedure	HO-MG-1035	✓	MA/PL	6	1	1	1	1	4	
31	Training Programme on Disciplinary Procedure	HO-MG-1035	✓	MA/PL	6	1	1	1	1	4	
32	Training Programme on Disciplinary Management	HO-MG-1050	✓	MM/JM/MA	12		1			1	
33	Training Programme on Human Resource Management Concepts and Practices	HO-MG-1051	✓	MA/PL	12	1	1	1	1	4	
34	Training Programme on Occupational Health and Safety	HO-MG-1053	X	MM/JM/MA/PL	6				1	1	
35	Training Programme on Managing Employee Performance	HO-MG-1054	✓	MM/JM/MA	6		1		1	2	
36	Training Programme on Occupational First Aid	HO-MG-1057	X	HM/MM/JM/MA/PL	6				1	1	
37	Training programme on Office Aid Development	HO-MG-1065	✓	Labours *from Job Category	12	1		1		2	
Management & Soft Skills											
38	Training Programme on Enhancing Positive Synergy Through Team Building	HO-MG-1030	X	All Staff	6	1	1	1		3	
39	Training Programme on Essential Time Management Skills for Effective Time Management	HO-MG-1045	X	MAA	6		1	1		2	
40	Training Programme on Effective Business Correspondence	HO-MG-1014	X	HM/MM/JM	18	1	1	1		3	
41	Training Programme on Essential Communication Skills for Giving Better Service	HO-MG-1019	X	EAA/MAA	6	1	1		1	3	
42	Training Programme on Supervisory Management Skills	HO-MG-1029	X	EAA(Supra)/MAA (Supra)/DOA/Staff Assistant/Treatment Plant Supervisor/MRI	18		1		1	2	
43	Training Programme on Developing Effective Presentation Skills	HO-MG-1044	X	HM/H/JM	6	1				1	
44	Training Programme on the Art of Mindfulness for Improving Service Excellence (Outbound Training Programme – Phase 02)	HO-MG-1047	X	All	12	1	1	1		3	

MANAGEMENT PROGRAMMES										
No	Title	Code	Mandatory	Target Group	Duration (Hours)	Duration				Total
						Q1	Q2	Q3	Q4	
45	Training Programme on Skill Development in Hospitality & House keeping	HO-MG-1048	X	Circuit Bungalow Keeper/Room Boy	12	1				1
46	Training Programme on Interpersonal Skills Development	HO-MG-1052	X	MA/PL	6	1				1
47	Training Programme on Developing Positive Attitudes for Excellence at Work	HO-MG-1046	X	Middle & Junior Level Manager /MA(Tech/Non Tech)	6		1	1	1	3
Supply & Material Management										
48	Training Programme on Supplies & Material Management	HO-MG-1041	✓	SO/SA/SC	12		1	1		2
49	Training Programme on Supplies & Material Management	HO-MG-1039	✓	MM/JM	12		1		1	2
50	Training Programme on Supplies & Material Management	HO-MG-1043	✓	MA	6	1	1	1	1	4
51	Training Programme on Stores Management	HO-MG-1043	✓	MA(Stores)	6	1	1	1		3
52	Training Programme on Electronic Government Procurement System (E GP System)	HO-MG-1008	X	SO/SA/MA(Sup/Stores)	6	1	1			2
Productivity										
53	Training Programme on Basic Productivity Tools & Techniques	HO-MG-1027	X	All Staff	6	2				2
54	Training Programme on Quality Circle Tools and Techniques	HO-MG-1032	X	All	6	1	1			2
55	Training Programme on ISO 9001:2015 Quality Management System Requirements	HO-MG-1063	X	MM/JM/MA	12	1				1
56	Training Programme on Internal Auditing for Quality Management System	HO-MG-1066	X	All Staff	12		1			1
Language Skills										
57	Certificate Course in English Language	HO-MG-1038	X	All Staff	6			1		1
58		HO-MG-1067	X	All Staff	108	1				1
Total Programmes						28	41	30	24	123
In- House Training Programmes - Total						65	74	59	52	250

IN - COUNTRY EXTERNAL TRAINING PLAN

COURSES

- **Postgraduate**
- **Diploma**
- **Certificate & Other**

No	Training Course	University/Institute	Duration (Part Time Saturday/ Sunday)	Category of Employee	No.of Places
POSTGRADUATE COURSES					
1	PhD Degree Programmes	Government Recognized Universities	05 Years	Executive	2
2	Masters/PG Diploma in the fields of Management / Business Administration/ Business Management/ Public Management / Public Administration	Government Recognized Universities/PIM/SLIDA	01 Year/ 02 Years	Executive	10
3	Masters/ PG Diploma in the fields of Human Resource Management/ Accounting & Finance /Marketing/Valuation/Mass Communication /Law/Supply Chain Management/Sociology/Community Development	Government Recognized Universities	01 Year/ 02 Years	Executive	6
4	Masters/PG Diploma in the fields of Environmental Engineering and Management / Environmental and Water Engineering / Water Resources Management/ Civil Engineering	Government Recognized Universities	01 Year/ 02 Years	Engineer	6
5	Masters/PG Diploma in the fields of Structural Engineering Designs/ Geotechnical Engineering/ Foundation Engineering & Earth Retaining Systems	Government Recognized Universities	01 Year/ 02 Years	Engineer	2
6	Masters/PG Diploma in the fields of Management Technology/ Construction Management	Government Recognized Universities	01 Year/ 02 Years	Engineer	2
7	Masters/PG Diploma in the fields of Project Management/Construction law & Dispute Resolution/Occupational Safety and Health Management	Government Recognized Universities	01 Year/ 02 Years	Engineer/QS	3
8	Masters/ PG Diploma in the fields of of Mechanical / Electrical / Electronic Engineering	Government Recognized Universities	01 Year/ 02 Years	Engineer	3
9	Masters/ PG Diploma in the fields of Chemistry / Microbiology/ Environmental- Science	Government Recognized Universities	02 Years	Chemist	2
10	M.Sc. / PG Diploma in the Fields of Computer Science/ Information Technology	Government Recognized Universities	01 Year/ 02 Years	IT Executive	2
11	Masters / PG Diploma in the fields of GIS and Remote Sensing /Geo-Informatics /Hydrogeology/Environmental / Water Management	Government Recognized Universities	02 Years	Engineer / Geologist/Surveyor	4
DIPLOMA COURSES					
12	Advanced Diploma in the field of Human Resources Management	Government Recognized Universities /Institutes	01 Year	TO / HRO //MA engaging in HR Activities	8
13	Advanced Diploma in the field of Business Management	Government Recognized Universities /Institutes	01 Year	CO/MA engaging in Consumer Relation /Commercial Activities	8
14	Advanced Diploma in the of Finance and Accounts	Government Recognized Universities /Institutes	01 Year	Accountant / MA (Acct/Audit)	8
15	Advanced Diploma in the field of Supplies & Material Management	Government Recognized Universities /Institutes	01 Year	SO/ MA (Stores) MA engaging in Supplies Activities	4
16	Graduate Diploma in Purchasing & Supply Chain Management	Government Recognized Universities /Institutes	03 Years	SO/ MA (Stores) MA engaging in Supplies Activities	1
17	Diploma in Public Procurement and Contract Administration	Government Recognized Universities /Institutes	14 Months	Engineer / Accountant/ EA	4
18	Diploma in Commercial Arbitration	Government Recognized Universities/Institute	06 Months	Engineer/QS	2
19	Diploma in GIS	Government Recognized Universities /Institutes	01 Year	Engineer/Geologist/EA / Draftsperson/QS/Surveyor	8
20	Diploma in Quantity Surveying	Government Recognized Universities /Institutes	38 Days	QS / EA/TA	8
21	Diploma in the field of Construction Management	Government Recognized Universities /Institutes	01 Year	Engineer/EA/TA	4
22	Diploma in the fields of Microbiology/ Environmental. Science	Government Recognized Universities /Institutes	01 Year	Chemist/Geologist/Lab Assistant	2
23	Advanced Diploma in Company Administration and Secretarial Proficiency	Government Recognized Universities /Institutes	01 Year	Personal Secretary / MA	4
24	Diploma in Counseling	Government Recognized Universities/Institute	01 Year	Executives	2

CERTIFICATE & OTHER COURSES

25	Certificate Course in the field of Human Resource Management	Government Recognized Universities/Institute	04 Months	/MA engaging in HR Activities	10
26	Certificate in Secretarial Practice/ Reception Skills	Government Recognized Universities/Institute	06 Months	Personal Secretary / MA	10
27	Advanced Certificate in the field of Finance and Accounts	Government Recognized Universities/Institute	6 Months	MA (Acct/Audit)	10
28	Advanced Certificate in Business Management	Government Recognized Universities/Institute	04 Months	MA engaging in Consumer Relation /Commercial Activities	10
29	Certificate Course in Stores / Purchasing Management	Government Recognized Universities/Institute	12 Days	MA(Stores)/MA engaging in Supplies Activities	10
30	Heavy Vehicle Driver Training Programme Including Basic Vehicle Maintenance Programme a) Basic / Light Construction Equipment Main. Programme b) Backhoe Loader /Boom Truck/Crane	CIDA (Operator Training College)	02 Weeks	Driver	20
31	CPD Courses for Executives	Government Recognized Universities/Institute	15 Days	Executives	15
32	CPD Courses in the Field of IT	Government Recognized Universities/Institute	15 Days	IT Staff	8
33	Practical Training for Engineers	Government Recognized Engineering Organizations	09 Months 02 Days per Week	Mechanical / Electrical Engineer	2
34	Short Course in the field of Mechanical / Electrical / Electronic	Government Recognized Institute	15 Days	EA/Mechanic/ Electrician	10
35	Driver Training	CGTTI	03 Days	Driver	10

RPL & NVQ LEVEL 4 CERTIFICATION - IT/NON TECH

36	RPL Assessments	VTA/NAITA		MA Non Technological/PL grade	200
37	For Unscheduled Courses to Meet Specific Training Needs, with the Approval of G.M./Addl.G.M. (CS)		-	-	

TOTAL

Notes: 1. In the event that the listed programmes are not conducted or the number of participants are less than the allocation unutilized, funds will be allocated for other relevant programmes with the approval of the General Manager.

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Asst. General Manager (MD&T),

Recommendation of the Sectional Head,

Recommended / Not recommended

Addl. General Manager /D.G.M.

Postgraduate Diploma / Masters Degree Programmes - 2026

This has reference to your letter No: MDTD/MT/GEN/ACTI/2025, dated 23rd December 2025 regarding the Annual Training & Development Programme for 2026.

I am interested to apply for the below mentioned Master / PG Diploma/Diploma Programme.

- 1) Name with Initials :
- 2) Name in Full :
- 3) Date of Birth :
- 4) Contact :
 Mobile No/ WhatsApp Email
- 5) EMP No. :
- 6) Designation :
- 7) Present Work Station :
- 8) Experience in NWSDB as an Executive : Years Months
- 9) Educational Qualifications :
- 10) Professional Qualifications :
- 11) Details of the Programme intended to follow :

Name of the Programme	Univercity/Institution	Duration	Expected Commencement Date

12) Details of PG Dip. / Masters already nominated / sponsored by NWSDB:

Foreign :
 Local :

13) Been on No Pay Leave : Yes / No Period: From:..... To:.....

I hereby declare that the above information given above is true and correct and accurate to the best of my knowledge and request you to arrange a sponsorship for the above programme, if selected.

Signature of Applicant:
 Date :