

Detailed training chart with hours

	Field of Training	Gender		Total Participants	Hours of training	Total man hours
		Male	Female			
1	Recoveries seminar	81	15	96	6.45	619.20
2	Programme on compliance for financial institutions	3	0	3	16.00	48.00
3	Revised cashiering procedures and aml gazette regulations	18	44	62	8.00	496.00
4	Writing skills and presentation skills session 2	29	4	33	8.00	264.00
5	Totalcost managemnt	1	0	1	16.00	16.00
6	Personal branding and social styling	2	3	5	8.00	40.00
7	Fixed deposits operational procedures & documentatin aspects	15	19	34	3.15	107.10
8	Seminar on recoceries management	5	0	5	4.30	21.50
9	Adapting to change and time management	34	12	46	8.00	368.00
10	Customer relationship mangement dc-gr1	24	4	28	8.00	224.00
11	Programme on compliance for finacial institutions	3	0	3	14.00	42.00
12	Best tellar practices for bank tellars	2	0	2	14.30	28.60
13	Need help complying	3	0	3	8.00	24.00
14	Intergrated reporting practical aspects	2	2	4	3.30	13.20
15	Mitigating organizational fraud and foresic auditing	2	0	2	14.30	28.60
16	Familirisation session 6	29	5	34	4.00	136.00
17	Familirisation session 5	32	3	35	4.00	140.00
18	Advanced excel for professionals	2	1	3	21.00	63.00
19	Key balance sheet assets (inventories lkas2)	2	1	3	6.00	18.00
20	Liabilities, equity & revenue recognition	3	0	3	12.00	36.00
21	Financial instruments	1	0	1	9.00	9.00
22	Awareness session on upcoming slfrss	4	1	5	9.00	45.00
23	Seminar on ms office excel advanced business essentials	2	0	2	16.30	32.60
24	Seminar on effective conveyancing	2	0	2	4.00	8.00
25	Programme on effective currency management	1	0	1	8.00	8.00

26	Asia pacific financial inclusion summit 2017	3	0	3	27.30	81.90
27	Labour law for carrer devolopment	1	1	2	8.00	16.00
28	Customer service relationship management recoveries	81	19	100	24.00	2,400.00
29	You`re the ultimate brand - dc	39	15	54	8.00	432.00
30	Talent management	0	1	1	8.30	8.30
31	Super secretary	0	1	1	8.00	8.00
32	Training on security features and identifying currency notes	2	2	4	7.15	28.60
33	Awareness program on payment of budgetary relief allowance	2	2	4	3.00	12.00
34	Micro finance - customer relationship management gr 1&2	82	1	83	16.45	1,365.35
35	Fiu - new gazette (fixed deposit) -2016	12	8	20	1.00	20.00
36	Briefing on mi products	44	9	53	4.00	212.00
37	Writing and presentation skills	28	2	30	8.00	240.00
38	Familiarisation session 1	44	6	50	4.00	200.00
39	Familirisation session 03	39	5	44	4.00	176.00
40	Familiarisation session 02	41	8	49	4.00	196.00
41	Mandetary training on policies,procedures and compliance	123	2	125	7.15	893.75
42	Unleashed thinking to promote entrepreneurship	2	0	2	14.60	29.20
43	Internal controls and auditing for financial institutions	2	0	2	14.30	28.60
44	Customer relationship mangement - lc g1-g2	53	18	71	16.00	1,136.00
45	E filling of corporate income tax	3	1	4	3.30	13.20
46	Devolopment challanges in srilanka	2	1	3	2.00	6.00
47	Marketers summit	2	1	3	8.00	24.00
48	Familirisation session 04	37	7	44	4.00	176.00
49	Managing npa and effective recovery process	6	0	6	8.00	48.00
50	Principles of credit management and credit recoveries	54	0	54	8.30	448.20
51	Practices to be adopted in preparation of annual reports	3	1	4	3.00	12.00
52	Programme on post budget forum	1	0	1	2.30	2.30
53	Budget highlights 2017	1	1	2	4.30	8.60
54	Speak like a champ	1	0	1	8.00	8.00

55	Job interviewing skills	0	1	1	4.30	4.30
	Total	1010	227	1,237		11,070.10

Average man hours per participant is 8.94 hours

Average man hours per employee is 44.8 hours