

NILS

TRAINING

CALENDAR

2025

National Institute of Labour Studies
Ministry of Labour

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NATIONAL INSTITUTE OF LABOUR STUDIES

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 National Institute of Labour Studies



SIGIRIYA

2025 Calender

National Institute of Labour Studies

As we step into 2025, the National Institute of Labour Studies (NILS) reaffirms its dedication to empowering Sri Lanka's workforce. Building on a legacy of fostering knowledge, skills, and professional excellence, we envision a year of innovative training programs, impactful research, and collaborative efforts to uplift individuals and industries. Together, let us nurture talent, promote sustainability, and drive progress for future generations. May this New Year bring hope, growth, and success to all Sri Lankans as we work towards a thriving and empowered society.

Happy New Year 2025 !



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01

JANUARY

SU	MO	TU	WE	TH	FR	SA
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05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 1 : New Year's Day ● Poya Day ● Public Holidays

06 Diploma in Public Procurement & Contract Administration
 11 Certificate in General Management & Labour Migration - Colombo / Kurunagala
 18 Provisions in the Shop and Office Act - One day Programme
 19 Diploma in Industrial Relation & Labour Law Application -English
 19 Diploma in Foreign Employment & Labour Migration - Colombo / Kurunagala
 22 Diploma in Business English
 25 Disciplinary Procedure - Private Sector - Two day Programme
 26 Diploma in Business Management
 28 Certificate Course in Procurement Procedure (10 days)
 29 Certificate in Industrial Relations & Labour Law - Tamil



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Sorabowa Lake, Sri Lanka

Sorabowa Lake is a serene reservoir located in the Badulla District, Sri Lanka, known for its scenic beauty and agricultural significance. This region thrives on its labor-intensive workforce, primarily engaged in paddy cultivation and related agrarian activities. The reservoir serves as a crucial water source, supporting both irrigation and the livelihood of local communities. In addition to agriculture, a portion of the workforce is involved in small-scale industries and traditional crafts, reflecting the area's rich cultural heritage and industrious spirit.



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02

FEBRUARY

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February 14 : Valentine's Day ● Poya Day ● Public Holidays

- 05 - Effective Handling of Personal Files - One day Programme
- 06 - Procurement Procedure & Practices for Executive Officers - Three day Programme
- 06 - Office Management & Financial Regulations - Two day Programme
- 07 - New Trends in Labour Law - One day Programme
- 08 - Diploma In Human Resource Management - English
- 09 - Diploma in Workplace Productivity
- 10 - Public Sector Salary Payment Procedure - One day Programme
- 13 - Certificate Course in Procurement Procedure - Tamil
- 14 - Filing System - One day Programme
- 15 - Certificate Programmes on Health Care Management - Colombo
- 17 - Skills Development of Drivers & Office Assistants towards a Quality Work Environment - One day Programme
- 18 - Development of Supervisors - One day Programme
- 19 - National Certificate in Industrial Relations & Labour Law Applications - English
- 20 - Stores Management - One day Programme
- 20 - Certificate in Procurement Procedure - Tamil
- 21 - Official Minutes Writing & Letter Writing - One day Programme
- 22 - Certificate Programmes on Health Care Management - Batticaloa
- 23 - Advanced Certificate in Human Resource Management - English
- 25 - Skills Development of Drivers - Two day Programme
- 28 - Inquiry on Losses or Damages Under FR 104 - One day Programme



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Nine Arches Bridge, Ella, Sri Lanka

The Nine Arches Bridge in Ella is an iconic architectural marvel nestled amidst lush greenery in the central highlands of Sri Lanka. Built during the British colonial era, this stone bridge is famed for its stunning design and picturesque surroundings. Constructed using bricks, stones, and cement without steel, it stands as a testament to the skill and dedication of the local labor workforce. The bridge's creation involved hundreds of Sri Lankan workers, who showcased remarkable craftsmanship and engineering techniques. Today, it symbolizes both historical ingenuity and the enduring legacy of Sri Lanka's hardworking people.



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03

MARCH

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30	31					

March 8 : International Women's Day

● Poya Day

March 30-31 : Happy Eid al-Fitr

● Public Holidays

- 03 - Advanced Certificate in Industrial Relations & Labour Law - English
- 04 - Recent Development in Labour Law Workshop - Colombo
- 05 - Leadership Development - One day Programme
- 06 - Certificate Course in Disciplinary Procedures - Government Sector
- 07 - Role & Responsibility of Office Assistant - Two day Programme
- 09 - Diploma in Marketing Management
- 11 - Office System - Two day Programme
- 12 - TOT Programme - Managerial Practices
- 16 - Advanced Diploma in HRM and Practical Applications of Labour Law
- 18 - Certificate Course in Empowering Knowledge of Defending Officers
- 19 - Certificate Programme on IT and Digital Literacy
- 20 - Role & Responsibilities of Officer in Charge of Leave - One day Programme
- 21 - Certificate Course in Stores Management
- 25 - Maintenance of Government Vehicles - One day Programme
- 26 - Certificate Course in Accounting Systems
- 27 - Advanced Certificate in Executive Skill Development
- 29 - Modern Labour Law Procedures Including Case Law - One day Programme


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The Pottery of Sri Lanka

Pottery in Sri Lanka is a timeless craft deeply rooted in the island's cultural and historical traditions. This intricate art relies heavily on a skilled labor workforce, primarily in rural areas, where artisans shape locally sourced clay into everyday utensils, decorative items, and ceremonial objects. The process, often labor-intensive, involves clay extraction, manual shaping, and firing in traditional wood-fired kilns. These craftsmen and women, often from generational pottery families, preserve ancient techniques while contributing significantly to the rural economy. Their dedication ensures the continuity of this art form, blending functionality with Sri Lanka's rich cultural identity.



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04

APRIL

NLS

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April 7 : World Health Day ● Poya Day

April 22 : Earth Day ● Public Holidays

- 01 - EPF /ETF /Gratuity - Documentation & Calculation - One day Programme
- 02 - Office Management & Financial Regulations - Two day Programme
- 03 - Certificate Course in Research Methodology
- 05 - Domestic Inquiry - One day Programme
- 08 - Certificate Course in Procurement Procedure
- 21 - Certificate Course in Taxation
- 23 - Role & Responsibilities of Accounts Clerk - One day Programme
- 26 - Certificate in General Management & Labour Migration - Colombo / Kurunagala
- 26 - Certificate Course in Disciplinary Procedures - Private Sector
- 27 - Diploma in HRM - Tamil
- 29 - Effective Handling of Personal Files - One day Programme
- 30 - Certificate Course in Labour Productivity

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The Tea Industry of Sri Lanka

The tea industry is a cornerstone of Sri Lanka's economy and global identity, renowned for producing some of the finest teas in the world. Established during the British colonial era, the industry thrives in the central highlands, where the climate and terrain are ideal for tea cultivation.

A significant labor workforce, primarily composed of women, plays a vital role in this sector, engaging in labor-intensive tasks such as plucking tea leaves by hand, processing, and packaging. These workers, often from plantation communities, contribute to the production of high-quality Ceylon tea, which is exported globally. Their hard work and expertise uphold Sri Lanka's reputation as a leading tea producer, blending tradition and excellence.



05

MAY

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May 1 : International Workers' Day ● Poya Day ● Public Holidays

- 03 - EPF/ETF/Gratuity - Documentation & Calculation - One day Programme
- 05 - Filing System - One day Programme
- 06 - Certificate Course in Project management
- 07 - Official Minutes Writing & Letter Writing - One day Programme
- 08 - Certificate Course in Internal Auditing
- 14 - Capacity Development of Administrative Officers- Three day Programme
- 15 - Certificate Course in Green Procurement
- 17 - Certificate Course in Supply Chain Management - Online
- 19 - Public Sector Salary Payment Procedure - One day Programme
- 20 - Office Management & Financial Regulations - Two day Programme
- 21 - Certificate in Gender & Employment
- 22 - Understanding Labour Laws for Better Labour Relations in SL - One day Programme
- 23 - IT and Digital literacy - One day Programme
- 24 - Provisions in the Shop and Office Act - One day Programme
- 25 - Diploma in Industrial Relation & Labour Law Application - Online Sinhala
- 26 - Preliminary Investigation - One day Programme
- 28 - Certificate Course in Payroll Management
- 28 - Answering for Audit Inquires - One day Programme
- 29 - New Trends in Labour Law - One day Programme
- 30 - Skills Development of Drivers - Two day Programme



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Galle Fort, Sri Lanka

Galle Fort, a UNESCO World Heritage Site, is a historic coastal fortress located in the southern city of Galle, Sri Lanka. Originally built by the Portuguese in the 16th century and extensively fortified by the Dutch in the 17th century, it stands as a testament to colonial architecture and engineering.

The construction and maintenance of the fort involved a significant labor workforce, including skilled local masons, carpenters, and laborers who used traditional methods and materials. Today, the fort is a vibrant hub, with many local artisans, craftsmen, and workers contributing to its preservation and the bustling tourism industry it supports. It embodies a blend of cultural heritage and the enduring efforts of Sri Lankan workers.



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06

JUNE

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June 5 : World Environment Day ● Poya Day ● Public Holidays

June 6-7 : Happy Eid al-Adha

- 02 - Capacity Development of Administrative Officers - Three day Programme
- 03 - Stores Management - One day Programme
- 04 - Certificate Course in Research Methodology
- 06 - Certificate Course in Taxation
- 12 - Maintenance of Government Vehicles - One day Programme
- 13 - Office System - Two day Programme
- 14 - Wages Board & Service Conditions - Two day Programme
- 16 - Role & Responsibility of Office Assistant - Two day Programme
- 17 - Leadership Development - One day Programme
- 18 - Advanced Certificate in IR & LL - Sinhala
- 19 - Inquiry on Losses or Damages Under FR 104 - One day Programme
- 20 - Knowledge on Industrial Law - One day Programme
- 23 - Certificate Course in Industrial Psychology
- 24 - Skills Development of Drivers & Office Assistants towards a Quality Work Environment - One day Programme
- 25 - Certificate Course in Stores Management
- 26 - Role & Responsibilities of Officer in Charge of Leave - One day Programme
- 28 - Termination of Employment - Colombo (Workshop)
- 30 - Advanced Certificate in IR & LL - Sinhala



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Sri Lankan Traditional Handloom

Sri Lankan traditional handloom weaving is a centuries-old craft that reflects the island's rich cultural heritage and artisanal expertise. Known for its vibrant colors, intricate patterns, and eco-friendly process, handloom textiles are used to create saris, shawls, household items, and contemporary fashion.

This craft relies on a dedicated labor workforce, often composed of skilled women from rural communities. These artisans weave fabric by hand using traditional wooden looms, showcasing remarkable precision and creativity. The industry provides sustainable livelihoods, preserves cultural identity, and supports the local economy, making handloom weaving a treasured part of Sri Lanka's artisanal legacy.



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07

JULY

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July 30 : International Friendship Day ● Poya Day ● Public Holidays

- 02 - Preliminary Investigation - One-day Programme
- 03 - Role & Responsibilities of Accounts Clerk - One-day Programme
- 05 - Advanced Certificate in HRM - English - Online
- 07 - Skills Development of Drivers - Two-day Programme
- 08 - Knowledge on Industrial Law - One-day Programme
- 12 - Diploma In Social Dialogue & Labour Relations
- 15 - Certificate Course in Procurement Procedure
- 16 - New Trends in Labour Law - Tamil (Workshop)
- 17 - Certificate Course in ICT & AI for Office Management
- 19 - Disciplinary Inquiry - One-day Programme
- 22 - Labour Productivity Improvement Strategies - One-day Programme
- 24 - Development of Supervisors - One-day Programme
- 26 - Diploma in Public Procurement & Contract Administration
- 29 - Effective Handling of Personal Files - One-day Programme



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Sri Lanka's Natural Rubber Plantation

Sri Lanka's natural rubber industry is a vital agricultural sector, renowned for producing high-quality latex and rubber products. Introduced during the British colonial era, rubber plantations thrive in the island's wet zone regions, benefiting from the tropical climate and fertile soil.

The industry heavily depends on a dedicated labor workforce, including skilled tappers and plantation workers who collect latex from rubber trees through precise and labor-intensive tapping methods. These workers also contribute to processing and exporting raw rubber and value-added products. Their efforts ensure Sri Lanka remains a key player in the global rubber industry while supporting rural livelihoods and economic growth.



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08

AUGUST

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August 19 : World Humanitarian Day

● Poya Day
 ● Public Holidays

- 01 - Role & Responsibility of Office Assistant - Two day Programme
- 04 - Certificate Course in Professional English
- 06 - Ways of improving Labour productivity without disputes - One day Programme
- 12 - Judicial Review of Labour Law - One day Programme
- 13 - National Certificate in Industrial Relations & Labour Law - English
- 14 - Office Management & Financial Regulations - Two day Programme
- 15 - Role of Accounting & Practices - One day Programme
- 18 - Master TOT Programme - Managerial Practices
- 20 - Competency Development of Receptionist/Telephone Operators - One day Programme
- 21 - Filing System - One day Programme
- 23 - Certificate in General Management & Labour Migration - Colombo/Kurunagala
- 25 - Skills Development of Drivers & Office Assistants towards a Quality Work Environment - One day Programme
- 26 - Official Minutes Writing & Letter Writing - One day Programme
- 28 - Influence of Judicial Decisions in Interpreting the Labour Law - One day Programme
- 29 - Inquiry on Losses or Damages Under FR 104 - One day Programme
- 30 - EPF /ETF /Gratuity - Documentation & Calculation - One day Programme


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The Gem Mining Industry in Sri Lanka

Sri Lanka's gem mining industry is world-renowned, with the island often referred to as the "Gem Island" for its exquisite sapphires, rubies, and other precious stones. Concentrated in areas like Ratnapura, the industry blends traditional mining methods with modern techniques to uncover gems from ancient riverbeds and soil.

A skilled and labor-intensive workforce drives this sector, including miners, washers, and gem cutters. These workers, often from generational mining families, perform meticulous tasks under challenging conditions. Their expertise and dedication ensure the discovery and refinement of high-quality gems, which are prized globally and contribute significantly to Sri Lanka's economy and cultural identity.



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09 SEPTEMBER

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28	29	30				

September 21 : International Day of Peace ● Poya Day ● Public Holidays

- 01 - Role & Responsibility of Office Assistant - Two day Programme
- 04 - Certificate Course in Professional English
- 06 - Ways of improving Labour productivity without disputes - One day Programme
- 12 - Judicial Review of Labour Law - One day Programme
- 13 - National Certificate in Industrial Relations & Labour Law - English
- 14 - Office Management & Financial Regulations - Two day Programme
- 15 - Role of Accounting & Practices - One day Programme
- 18 - Master TOT Programme - Managerial Practices
- 20 - Competency Development of Receptionist/Telephone Operators - One day Programme
- 21 - Filing System - One day Programme
- 23 - Certificate in General Management & Labour Migration - Colombo/Kurunagala
- 25 - Skills Development of Drivers & Office Assistants towards a Quality Work Environment
- 26 - Official Minutes Writing & Letter Writing - One day Programme
- 28 - Influence of Judicial Decisions in Interpreting the Labour Law - One day Programme
- 29 - Inquiry on Losses or Damages Under FR 104 - One day Programme
- 30 - EPF /ETF /Gratuity - Documentation & Calculation - One day Programme



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Sri Lankan Fishing Industry

The fishing industry in Sri Lanka is a cornerstone of the island's economy and food security, shaped by its extensive coastline and rich marine resources. The industry encompasses coastal, deep-sea, and inland fishing, producing fresh seafood such as tuna, prawns, and crabs for local consumption and export.

A significant labor workforce supports this industry, including traditional fishermen, boat builders, net weavers, and those involved in processing and distribution. These workers often use time-honored methods alongside modern techniques, reflecting a blend of heritage and innovation. Their dedication sustains livelihoods for coastal communities and ensures the supply of high-quality seafood to markets worldwide.



10

OCTOBER

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October 31 : Halloween



Poya Day



Public Holidays

- 02 - Labour Productivity Improvement Strategies - One day Programme
- 08 - Certificate Course in ICT & AI for Office management
- 09 - Filing System - One day Programme
- 11 - Certificate Course in Supply Chain Management - Online
- 13 - Role of Accounting & Practices - One day Programme
- 15 - Certificate Course in Disciplinary Procedures - Government Sector
- 16 - Certificate Course in Office Management & Financial Regulations
- 18 - Wages Board & Service Conditions - One day Programme
- 23 - Disciplinary Inquiry - One day Programme
- 24 - Certificate Course in Monitoring ,Evaluation, Accountability & Learning - (MEAL)
- 25 - New Trends in Labour Law - One day Programme
- 28 - Certificate Course in Stores Management
- 29 - Inquiry on Losses or Damages Under FR 104 - One day Programme
- 30 - Certificate Course in Green Procurement
- 31 - Time Management - One day Programme

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Apparel Industry Sri Lanka

The apparel industry is one of Sri Lanka's largest and most dynamic economic sectors, renowned for its high-quality garments and ethical manufacturing practices. The industry specializes in producing fashion, sportswear, lingerie, and textiles for global brands, earning a reputation for innovation and sustainability.

A significant labor workforce drives this sector, with thousands of skilled workers, predominantly women, employed in garment factories across the country. Their expertise in cutting, sewing, and quality assurance ensures the production of world-class apparel. The industry's commitment to ethical labor standards and eco-friendly practices makes it a key contributor to Sri Lanka's economy and global trade.



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11

NOVEMBER

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30 November 13 : World Kindness Day ● Poya Day ● Public Holidays

- 03 - Office Management & Financial Regulations - Two day Programme
 04 - Role & Responsibilities of Accounts Clerk - One day Programme
 07 - Role & Responsibilities of Officer in Charge of Leave - One day Programme
 08 - EPF/ETF/Gratuity - Documentation & Calculation - One day Programme
 10 - Disciplinary Procedure -Two day Programme
 11 - Certificate Course in Procurement Procedure
 12 - Annual Board of Survey - One day Programme
 13 - Official Minutes Writing & Letter Writing - One day Programme
 14 - Preliminary Investigation - One day Programme
 15 - Disciplinary Procedure -Two day Programme
 17 - Filing System - One day Programme
 18 - Recent Development in Labour Law Workshop - Colombo
 19 - Skills Development of Drivers & Office Assistants towards a Quality Work Environment - One day Programme
 20 - Role & Responsibility of Office Assistant - Two day Programme
 21 - Certificate Course in Professional English
 24 - Maintenance of Government Vehicles - One day Programme
 25 Development of Supervisors - One day Programme
 26 National Certificate in Industrial Relations & Labour Law - English
 27 Office System - Two day Programme
 28 Effective Handling of Personal Files - One day Programme


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Paddy Cultivation in Sri Lanka

Paddy cultivation is a cornerstone of Sri Lanka's agriculture and a vital part of its cultural and economic heritage. The island's rice fields, nourished by monsoonal rains and an intricate system of irrigation tanks, produce the staple food for millions of Sri Lankans.

The sector relies heavily on a dedicated labor workforce, including farmers, ploughmen, and harvesters, who use both traditional techniques and modern machinery. These workers play a crucial role in planting, tending, and harvesting paddy, often in challenging conditions. Their hard work not only sustains rural livelihoods but also ensures food security for the nation.



12 DECEMBER

SU	MO	TU	WE	TH	FR	SA
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December 10 : Human Rights Day

December 25 : Christmas Day

● Poya Day

● Public Holidays

02 - Judicial Review of Labour Law - One day Programme
 10 - Certificate Course in Monitoring ,Evaluation, Accountability & Learning - (MEAL)
 11 - Skills Development of Drivers - Two day Programme
 12 - Procurement Procedure & Practices for Executive Officers - Three day Programme
 15 - Public Sector Salary Payment Procedure - One day Programme
 17 - Influence of Judicial Decisions in Interpreting the Labour Law - One day Programme
 19 - Role of Accounting & Practices - One day Programme
 22 - IT and Digital literacy - One day Programme



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- Malinda Bandara - Sorabora Wewa, Mahiyanganaya, Sri Lanka
- Michael Mccoll - Epic Drone and Nine Arches Bridge - Ella, Sri Lanka
- Sri Lankan Experience Zone - The Pottery of Sri Lanka
- WHATAMENON FILMS - Ceylon Tea: Film 5 - Unchanged Magic
- Sri Lanka Travel Hub - Galle Dutch Fort Drone Video
- Sri Lankan Experience Zone - Sri Lankan Traditional Handloom Experience
- GRI Tires - Sri Lanka Natural Rubber Plantation
- RAJADHANI TV SRILANKA - Sri Lankan Fishing Industry
- Magma Gems & Magma Travels - Nature of the Gem Mining Industry in Sri Lanka
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