

Custom-Made Advanced English Course for Managers / Credit Officers of People's Bank

Target Group	Credit Officers - Engaged in Commercial Credit Minimum 25 & Maximum 50 participants
Period	4 Months Lecture Hours - 32
Mode of Delivery	Zoom - Online
Nature of Programme	<ul style="list-style-type: none"> ● Custom Made ● Highly Focussed ● A Practical and Engaging Programme ● Enriched with a two-way communication plan ● Participants will gain more in a convenient learning environment with mother-tongue (Sinhala) support when and where necessary.
Structure	Lecture, Discussion, Case Studies, Q&A
Focus	<ul style="list-style-type: none"> ● 80% Reading and Writing Skill Focussed ● 20% Speaking Skill Focussed ● Individual Attention with Feedback and Guidance ● Evaluation included
Activities	Individual Writing Group Activities via Zoom Breakout Room Facilities
Type of Material utilized	Grammar and Practice Sheets Writing Skill Development Materials Case Studies Lecture materials will be provided in soft mode.

Learning Outcome	<p>Upon successful completion, the Credit Officers will be able to confidently use English to ;</p> <ul style="list-style-type: none"> - Produce a range of credit related documents with accuracy. - Confidently communicate with customers for Credit related task accomplishment. - The participants will receive a collection of valuable Reference Documentation to refer to while working.
Investment	<p>For the full course - LKR 45,000/-</p> <p>A Valuable Certificate of Participation will be awarded.</p>
Terms of Payment	<p>The full payment to be made prior to one week of commencement of the programme.</p>
Other Terms	<p>The content of the programme is considered an intellectual property of the Lecturer.</p>

Details of Similar Programmes Successfully Conducted by the Trainer

Programme	Participants	Duration
Professional English for RMs and ARMs of People's Bank	RMs and ARMs of People's Bank 10 Participants	3 months (36 hrs) online (Zoom) Year 2023
Professional English for Bank Managers	Managers of People's Bank 20 Participants	3 months (36 hrs) online (Zoom) Year 2022
Professional English for Bankers	220 Bankers	4 months (32 hrs) online (Zoom) Year 2022
Custom-Made Advanced English Course for Managers / Credit Officers of People's Bank	25 Bankers	4 months (32 hrs) online (Zoom) Year 2024

Testimonials by Senior Executives of the Bank who had taken part in Professional English Courses conducted by the Trainer.

Mrs. Dilhara is a former bank officer who has resigned from the bank and is now conducting English courses for students, school leavers, adults and professionals.

She recently organized an online course for RMs and ARMs which I participated in.

Working with her was an enlightening experience. Her dedication significantly enhanced our writing and communication skills.

With her background as a previous bank officer and extensive teaching experience, she possesses the ability to impart the language proficiency required by banking officers.

Regards,

Lalani Adikari
Assistant General Manager
People's Bank

Formerly employed in the Regional Credit Unit at our Kandy Regional Head Office, Mrs. Dilhara chose to resign to attend to her personal needs. Currently, she has embraced a new role as a dedicated full-time English language teacher.

With over a decade of service in the Regional Credit Unit, Mrs. Dilhara has received comprehensive training both locally and internationally in credit granting. She holds a degree in English Language from the University of Sri Jayawardenepura. Leveraging her proficiency in English and extensive loan-granting experience, she now imparts her knowledge to loan officers and other finance professionals.

Personally, I have benefited from her expertise, as have numerous colleagues at our bank. Mrs. Dilhara's guidance has empowered us to communicate confidently in English, significantly enhancing our professional capabilities.

She possesses a thorough understanding of the language conventions and technical terminology specific to the financial sector, commonly employed in our bank's loan approval processes and other operational functions. Additionally, she is well-versed in the English language applications pertinent to various tasks within the loan department, preparing credit limits, analysis of financial reports, and preparing business inspection reports. Furthermore, her knowledge extends to encompass a high level of proficiency in other banking operations.

Given her comprehensive expertise, I perceive her role as an English language teacher for the Bank's professionals to be a highly beneficial investment. I extend my best wishes to her for continued success in her future endeavours.

Regards
Disna Jayatissa
Assistant Regional Manager - Gampaha Regional Head Office

Profile of the Lecturer / Trainer

Contact

www.1000seedsenglish.com

T.P. 0740077256

DILHARA SHYAMADANTHI



ACADEMIC BACKGROUND

- Bachelor of Arts (English)
University of Sri Jayewardenepura
- MBA in HRM
Open University of Sri Lanka
- Bachelor of Management Studies (HR Special)
Second Upper Division - Open University of Sri Lanka

AUTHOR AND CONTENT CREATION FOR WEB AND YOUTUBE

- www.ceytopia.com - E-Book / English Language Learning Website for the global audience
- **1000Seeds – YouTube Channel** - www.youtube.com/@1000Seedslk
- Recommendation by DP Education as the best Sri Lankan YouTube Channel for Learning English
<https://dpuni.org/learn-english>
- **Ceytopia - YouTube Channel** - www.youtube.com/@ceytopia_eng – Global Audience

PROFESSIONAL BACKGROUND


- AIB – Sri Lanka (Associate Member)
Institute of Bankers of Sri Lanka
- Course on Operational Aspects of International Trade - Sri Lanka Export Development Board
- Course on Risk in Financing International Trade, Institute of Bankers of Sri Lanka
- Course on Credit Analysis and Credit Risk Management - Asian Institute of Technology – Thailand

EMPLOYMENT RECORD

- ***By the time of resigning from the Bank, had obtained 127 marks (first sitting) at the Internal Examination (2021/2022) for the position of Manager (3-1 Grade).***
- Deputy Manager - People's Bank Of Sri Lanka (2005 – 2022)
- 16 years of experience in Commercial Credit
 - Customer Relationship Officer @ Corporate Banking Division - 2008 to 2011 (04yrs)
 - Credit Officer (Deputy Manager 3 II) - Regional Credit Unit, RHO Kandy - 2012 – 2022 (10yrs)
- **Resource Person for Training and Development - In the area of Commercial Credit - Kandy RHO**

TRAININGS OBTAINED

- Marketing – Prof. Philip Kotler – Sri Lanka Institute of Marketing - 04.06.2011
- Accounting and Financial Management – Central Bank of Sri Lanka - 19th & 20th Sep 2012
- Effective Credit Appraisal - Central Bank of Sri



Lanka - 07th & 08th Aug 2012

- Financial Statement Analysis - Central Bank of Sri Lanka - 02.10.2015
- Legal Aspects of Bank Lending - Central Bank of Sri Lanka - 02nd & 3rd Feb 2017
- Credit Evaluation - People's Bank of Sri Lanka - 11th & 13th Sep 2014
- Credit Evaluation & Management - People's Bank of Sri Lanka - 22nd & 25th June 2016