



Enhancing Governance, Management and Reform in Sri Lankan Universities through Non-Academic Staff Training (ENACT)

Sri Lanka Technology Campus (SLTC)

Non-Academic Staff Development Cell (NASDC) – Action Plan – 2025

This action plan relates to the integration of ENACT project results into non-academic staff development at the campus. The establishment of the Staff Development Cell (SDC) at SLTC has ensured a structured and systematic approach to training, aligning with the university's strategic objectives. Following the completion of the ENACT project, the NASDC will continue to facilitate non-academic staff development initiatives in 2025 onwards, fostering continuous learning and institutional excellence.

Action Plan Reference No.	Thematic Area/ Topic	Responsible/Resource Person	Training Period			
			Q1	Q2	Q3	Q4
1.	1. Internationalization in Higher Education					
1.1	<i>Global Trends in Internationalization of Higher Education</i>	NASDC, ENACT Project Team, and relevant institutional bodies.				
1.2	<i>Use of System for Mobility Administration and Applicant Management</i>					
1.3	<i>Managing an International Office: Roles and Best Practices</i>					
1.4	<i>Crafting Project Proposals for International Donors</i>					
2.	2. Modern Practices in University Administration					
2.1	<i>Customer Service and Service Excellence</i>	NASDC, ENACT Project Team, and relevant institutional bodies.				
2.2	<i>Professionalism Unleashed: Your Roadmap to Career Success</i>					
2.3	<i>Strategic Planning for University Success</i>					
3.	3. Financial Management in Higher Education					
3.1	<i>Fundamentals of Financial Management</i>					



3.2	<i>Strategic Financial Planning and Sustainability in Higher Education</i>	NASDC, ENACT Project Team, and relevant institutional bodies.				
4.	4. Human Resource Management					
4.1	<i>Human Resource Management and Emerging Trends</i>	NASDC, ENACT Project Team, and relevant institutional bodies.				
4.2	<i>Transforming HR to Better Support Higher Education Institutions</i>					
4.3	<i>Designing and Managing Performance Appraisal Systems</i>					
5.	5. Organizational Efficiency & Productivity in Higher Education					
5.1	<i>Managing Institutional Projects</i>	NASDC, ENACT Project Team, and relevant institutional bodies.				
5.2	<i>Streamlining Administrative Processes Across Departments</i>					
5.3	<i>Strengthening Institutional Accountability through Internal Auditing</i>					
6.	6. The Role of Soft Skills in Higher Education					
6.1	<i>How to Work Smarter, Not Harder: Save Time</i>	NASDC, ENACT Project Team, and relevant institutional bodies.				
6.2	<i>Managing Change and Conflict: Insights from the "When Key Employees Clash" Case Study</i>					
6.3	<i>Effective Written and Verbal Communication for Staff and Faculty</i>					
7.	7. Embracing Equality and Diversity in Higher Education					
7.1	<i>Best Practices for Supporting Marginalized Students and Staff</i>	NASDC, ENACT Project Team, and relevant institutional bodies.				
7.2	<i>Managing Inclusive Teaching and Learning Practices in Academic Programs</i>					
7.3	<i>Cultivating Equality and Diversity for an Inclusive University Environment</i>					