

Action Plan -2024

GOAL

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

BENCHMARKS FOR SUCCESS

Conducting training sessions for non-academic staff on identified areas as per the agreement of the ENACT project.
Improved University operations.

EVALUATION PLAN

Training sessions will be evaluated through a feedback questionnaires. Post-training evaluation will also be held after a certain time period has been passed from attending the respective training session as the trainees need a sufficient time gap to apply the knowledge/skill at discharging their duties.

WORK ACTION PLAN

STRATEGIC ACTION DESCRIPTIONS	RESPONSIBLE	PRIORITY	STATUS	START	END	RESOURCES REQUIRED	DESIRED OUTCOME	RISKS
	Name / Department	Pts select High/Medium/Low	Pts select Complete/ On hold/ In progress/Not Started	Date(D-MON)	Date(D-MON)			
1 Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project Title: Building skills and capacity to support and cope with internationalization Duration: one 03 hour session or more Resource persons: Trainers of ToT1 of ENACT - Ms. C.Y. Muasinghe Mrs. S.T. Hewawasam Mrs. Sanjeewani Perera	ENACT Team of the University Coordinator- Registrar	High	Complete	15-Mar	15-Mar	Smart Board, Laptop for the resource person, Conference facility if the participants to join via Zoom	Trainees will be well aware of the concept of Internationalization and they will understand and be motivated to contribute in achieving expected level of Internationalization at UoM. Particularly, the participants will be skilled for making a home like environment for international students at UoM by their awareness being a culturally responsible and culturally responsive University.	
2 Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project Title: Soft Skills - Communication Skills Duration: one 03 hour session or more Resource persons: Trainers of ToT3 of ENACT - Mr. D.L.D. Jayantha Mrs. C.Y. Muasinghe	ENACT Team of the University Coordinator- Registrar	High	Complete	14-Mar	14-Mar	Laptop for the resource person, Class room -chairs to be arranged as groups, Flip Chart board, Flip chart papers, marker pens, blank papers for participants.	Trainees will be able to understand what an effective communications is. They will also learn on how to face real life scenarios where effective and winning communication has to be maintained with the hands on practical session done as a group activity.	
3 Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project Title: Modern practices in Human Resource management, university administration Duration: one 03 hour session or more Resource persons: Trainers (Administrative officers) of ToT2 of ENACT - Ms. V. Kulasekara Mrs. Shashi Perera	ENACT Team of the University Coordinator- Registrar	High	Complete	14-Mar	14-Mar	Smart Board, Laptop for the resource person, Conference facility if the participants to join via Zoom, White board	Upon completion of the module, the participants will be able to identify different trends, policies and practices in the area of human resources. They will be able to understand how the human resource framework can be applied to higher education professionals and will be able to identify some specific human resource management practices. Exchange of best practices in Sri Lankan as well as EU higher education institutions will broaden the knowledge of the participants in HRM.	
4 Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project Title: Financial management. Duration: one 03 hour session or more Resource persons: Trainers (Financial officers) of ToT2 of ENACT - Mrs. Ms. Sudeni Peris, Ms. M.N. Anushika Mrs. Eashani Pathmarathna	ENACT Team of the University Coordinator- Registrar	High	Complete	14-Mar	14-Mar	Smart Board, Laptop for the resource person, Conference facility if the participants to join via Zoom	Participants will be able to identify their lapses in carrying financial management activities including budgeting, and procurement process and will be able to fill such gaps in the future actions assuring smooth financial management.	
5 Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project Title: Soft skills building - Time Management - Part I Duration: one 03 hour session or more Resource persons: Trainers of ToT3 of ENACT - Mrs. YLD Nandasena Mr. KAD Pushpakeerthi Mr. SK Rodrigo	ENACT Team of the University Coordinator- Registrar	Medium	Complete	15-Mar	15-Mar	Smart Board, Laptop for the resource person, Conference facility if the participants to join via Zoom	Non Academic staff will demonstrate the ability to effectively prioritize tasks, allocate time efficiently, and meet deadlines, resulting in improved productivity and reduced stress." This learning outcome emphasizes the development of practical skills in time management that can benefit non-academic staff both in work life and in their personal lives. It focuses on the ability to identify important tasks, organize them in a logical sequence, and allocate time appropriately to ensure timely completion. By achieving this outcome, non-academic staff should experience increased productivity and a greater sense of control over their workload, leading to reduced stress and improved overall performance	
6 Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project Title: Soft skills building - Time Management - Part II Duration: one 03 hour session or more Resource persons: Trainers of ToT3 of ENACT - Mrs. YLD Nandasena Mr. KAD Pushpakeerthi Mr. SK Rodrigo	ENACT Team of the University Coordinator- Registrar	Medium	Not Started	28-Apr	30-Apr	Smart Board, Laptop for the resource person, Conference facility if the participants to join via Zoom	Participants will be able to build up a Time Management Matrix for their activities performed at the division and understand how to reduce time waste related to their day-to-day activities performed at the division.	
7 Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project Title: University administration - Systems and procedures to improve organizational efficiency and productivity: IT in management. Duration: one 03 hour session or more Resource persons: Trainers (Administrative officers) of ToT2 of ENACT - Ms. V. Kulasekara Mrs. Shashi Perera	ENACT Team of the University Coordinator- Registrar	Medium	Not Started	1-Oct	15-Oct	Smart Board, Laptop for the resource person, Conference facility if the participants to join via Zoom	Participants will be able to identify the trend of the University in implementation of IT based solutions for existing item taking manual procedures and they will gain the required IT skills to handle such automated operations	
8 Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project Title: Financial Procedures, Stores Management, and Procurement Procedures of UoM Duration: one 03 hour session or more Resource persons: Trainers (Financial officers) of ToT2/ToT3 of ENACT - Mr. K.A.D. Pushpakeerthi Mr. Sajeewa Rodrigo	ENACT Team of the University Coordinator- Registrar	Medium	Not Started	1-Nov	15-Nov	Smart Board, Laptop for the resource person, Conference facility if the participants to join via Zoom	Participants will be able to identify the possible mistakes/mispractices of financial procedures and practices of the University and how to fill such gaps. Participants will also learn the best practices of stores management and how to carry out procurement as per the approved guidelines.	

ADDITIONAL NOTES

Comments