

Action Plan -2025

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 Stakeholder discussion on improvement of pool of trainers	ENACT Team of the University Coordinator- Registrar	High	Not Started	1-Jan	30-Mar	Discussions arranged, Memos to the Administrative/Financial Officers	Increased pool of trainers. KPI: Min. of 02 new trainers attracted.	Attraction of new trainers as there will not be any financial allowances paid for the service.
2 <i>Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project</i> 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. YLD Nadasena, Mrs. S.T. Hewawasam Mrs. Sanjeevani Perera	ENACT Team of the University Coordinator- Registrar	Medium	Not Started	1-Feb	28-Feb	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 University.	
3 <i>Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project</i> Title: Soft Skills - Leadership Skills Duration: one 03 hour session or more Resource persons: Trainers of ToT3 of ENACT - Mr. D.L.D. Jayantha Mr. KAD Pushpakeerthi Mrs. YLD Nadasena Mr. S.K. Rodrigo Mrs. C.Y. Munasinghe	ENACT Team of the University Coordinator- Registrar	Medium	Not Started	1-May	31-May	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, some other material for the group work as decided by the resource person(s)	Trainees will be able to learn how to become a good leader, the leadership role that every non-academic staff member can play. The participants will also be able to apply the knowledge and skills on effective leadership to solve a given problem effectively through a role play/practical group activity .	
4 <i>Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project</i> Title: Modern practices in Human Resource management, university administration Duration: one 03 hour session or more Resource persons: Trainers (Administrative officers) of ToT 2/ToT3 of ENACT - Mrs. Shashi Perera Mrs. YLD Nadasena	ENACT Team of the University Coordinator- Registrar	Medium	Not Started	1-Aug	31-Aug	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.	
5 <i>Multiplication Training session for Non-academic staff members under the NASDC of ENACT Project</i> Title: Financial Procedures, Stores Management, and Procurement Procedures at UoM Duration: one 03 hour session or more Resource persons: Trainers (Financial officers) of ToT 2/ToT3 of ENACT - Mr. K.A.D. Pushpakeerthi Mr. Sajeewa Rodrigo Mrs. Sudeni Peiris Ms. M.N. Anushika Ms. E.I. Pathmarathne	ENACT Team of the University Coordinator- Registrar	Medium	Not Started	1-Nov	30-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

Actions will be taken to improve the pool of trainers by inviting more volunteers from the Administrative/Financial officers who are capable of delivering training sessions on selected topics.