

Medical Education Unit
Faculty of Medicine, University of Peradeniya
Peradeniya, Sri Lanka

Telephone - 94.81.2396234, 94.81.2396235/6 Fax: 94.8.2389106

16 December 2016.

Professor V.S. Weerasinghe,
Dean,
Faculty of Medicine,
University of Peradeniya

*circulate to
all academic staff*


Dear Sir,

Staff Development Programme for Teachers in Faculties of Health Sciences
(Induction program for academic staff)
conducted by the Medical Education Unit, February –May 2017

The Medical Education Unit, Faculty of Medicine University of Peradeniya wishes to announce that the above training program for probationary academic staff will commence on Monday 20th February 2017. This induction programme would be conducted as a series of workshops and **commitment of 15 working days of direct contact sessions** is a requirement for certification.

A certificate will be awarded to participants upon successful completion of the entire training programme, which could be claimed for confirmation in the university service. **Please note the registered participants who do not attend sessions will run the risk of having to complete missed sessions in order to earn the certificate.**

Any other interested academic staff members are also welcome to participate on a selected workshop basis.

I shall thank you to send in your faculty nominations not later than 15th January 2017 to the Director, Medical Education Unit, Faculty of Medicine, Peradeniya. The nominated academic staff members are required to complete the attached enrollment form **duly endorsed by the Head of Department and the Dean of the Faculty.**

This UGC accredited training programme will cover topics such as Educational Technology (trends in Teaching, learning and student assessment), University System, program evaluation, Ethics and Professionalism, Improving Communication Skills, counseling skills and mentoring, Educational Research, Fundamentals in time and organizational Management)

The entire training programme is expected to take place at the Medical Education Unit, Faculty of Medicine, Peradeniya in the manner indicated below:

Monday 20.02.2017 – Friday 23rd .02.2017 (1st week of the Workshop) last day to be shifted to Monday 28th February as 24th is a public holiday or leave as it is.

Monday 03.04.2017 –Friday 07.04.2017 (tentative days- 2nd week of the Workshop)

Monday 22 .05.2017 –Friday 26.05.2017 (tentative dates- 3rd week Lecture discussion series and project presentations by participants)

Please note - dates of 2nd and 3rd week will be confirmed in due course.

The programme of the workshops and lecture/discussion sessions will be sent direct to the enrolled participants.

A course fee will be charged from each participant. In the past, all the participants were sponsored by the staff development fund of the respective faculty. The participant will have to arrange the payment of tuition fees from their faculty staff development fund to the Medical Education Unit **Account No. 11/01/27/00**. People's Bank Peradeniya branch.

The cheque should be drawn in favour of **Dean, Faculty of Medicine, Peradeniya.** It is appreciated that the due payments are made before the commencement of the program.

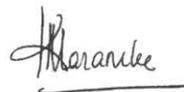
Course Fee

Fee for the complete training program - 25,000.00/= per participant
Individual workshops (on topic basis) - Rs 2,500/= per participant per topic

The participants will be enrolled on the first come first serve basis and we look forward to receive your nominations at your earliest convenience.

Thanking you,

Yours sincerely,



Dr. Kosala Marambe,
Director/Medical Education Unit.

Cc: AB/Medicine,

Encl. Specimen enrolment form

Dr. Kosala Marambe email- kosalnm@yahoo.com

Office 081-2396233

Staff Development Programme for Teachers in Faculties of Health Sciences
conducted by the Medical Education Unit, Faculty of Medicine,
University of Peradeniya .February – May 2017

ENROLLMENT FORM

Name: Prof/Dr/Mr/Ms:

Position:

Department and Faculty:

Official address:

Telephone No. Office:

Res:

Fax:

E.mail address:

I wish to enroll on the above training programme. I understand that the enrolment is on a first-come, first-served basis and I need to fulfil the attendance requirement to earn the certificate.

Date:

.....
Signature of applicant

Recommendation of Head of the Department:

The prospective participant will be released during all three weeks specified.

Date:

.....
Signature of the Head

Application of the above candidate is approved. Financial support will be given to him/her for the participation in this programme.

Date:

.....
Signature of the Dean

Participants are requested to forward the completed enrollment form to:
Director, Medical Education Unit, Faculty of Medicine, Peradeniya
Telephone: 081-2396233, 081-2396234