

## Examinations, Results of Examinations & c.

### SRI LANKA INSTITUTE OF PRINTING

#### Ministry of Mass Communication

#### CERTIFICATE COURSE ON MANAGEMENT FOR SUPERVISORS

THE Sri Lanka Institute of Printing, established by the Parliament Act, No. 18 of 1984 as a non profit making institute is conducting a Certificate Course in Management for Supervisors for those who are interested in acquiring management techniques in Printing and Packaging field.

*Duration.*—16 weeks (48 hours) — (9.00 -12 Noon on Saturdays).

*Medium of Instruction.*—Sinhala / English.

*Entry Requirement.*—Work experience in Printing Industry as Supervisors, Foremen or Management Trainees.

*Course Fee.*— Rs. 4,000.

*Number of Participants.*—Limited to 24.

*Date of Commencement.*—24th July, 2004.

#### *Course Contents :*

1. Different Printing Methods and Products
2. Steps in the Offset Production Process
3. Sequence of Print Production
4. Keeping track of work in hand
5. Thinking backward planning

6. Scheduling of work
7. Importance of Keeping Statistics
8. Work study
9. Standardization of the Plate Making Process
10. Print quality Control
11. Litho Press Problems
12. Introduction to Statistical Process Control
13. Introduction to Costing and Estimating
14. Stock Controlling
15. Waste Management
16. Human Resource Management
17. Quality and Productivity
18. Industrial Relations
19. Management in Practice
20. New Development in Printing

Please note that the admissions will be made on first come first served basis.

Applications can be obtained from the Institute during office hours.

Registrar.

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