

Training Calendar

2019-20



Bangladesh Bridge Authority (BBA)

**Human Resources Development & Capacity Building
(HRD & CB) Project, BBA**



Father of the nation Bangabandhu Sheikh Mujibur Rahman

“As a human I am concerned with all of humanity. As a Bengali I am consumed by all that touches on Bengali life. The source of this inseparable bond is love - unconditional love - love that gives meaning to my politics, my existence.”

-Father of the nation Bangabandhu Sheikh Mujibur Rahman

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About the Project:

Human Resources Development and Capacity Building (HRD & CB) project is a project initiated by the Bangladesh Bridge Authority (BBA) to equip the officers and staff of BBA with required professional skills to meet the challenges of day to day activities. The total estimated cost of the project is Tk. 1351.59 lakh and the implementation period is from July 2017 to June 2020. A total of 141 training courses in 15 different categories as in-house training, 67 day or short courses, 20 seminars and workshops would be organized under the project.

Moreover, 88 officers in 11 batches would be sent to training institutions of international reputation for overseas training. 60 officers in 12 batches would be sent for study tour to visit world-class infrastructures of importance to gain relevant knowledge. And professional training from specialized institutions for 15 officers in 3 batches is underway. Under this project, trainees are nominated from different projects of BBA. In addition, experienced trainers from different ministries and departments of the government are invited as resource person for conducting various trainings.

2.1. Objectives of the Project:

- To increase the efficiency and competence of the officers of BBA in formulating and implementing infrastructure development projects;
- To improve e-service by enhancing the efficiency of BBA officials and utilization in line with the Digital Bangladesh Program of the government;
- To develop qualitative and quantitative competency of BBA employees by enhancing skills in their respective field;
- To interact and exchange knowledge and experience in between officials, public representatives, private sector and civil society regarding reforms of government, good governance and professional matters.

2.2. Overview of the Project:

- The first program titled “National Integrity Strategy (NIS)” was held on 29th August’2017.
- 119 training sessions on diverse topics have been arranged until February’2020.
- 41 seminars and workshops have been arranged during the project period.
- 15 overseas trainings have been completed under the project.
- A sum of 6,181 trainees from different wings and background attended the trainings, seminars and workshops arranged by the HRD & CB project until February’2020.
- In-house training program of around 45,538 hours has been executed by the HRD & CB project until February’2020.

- 87 participants attended the overseas training programs organized by the HRD & CB project up to February'2020.

3. Progress in implementing in-house training:

Under the HRD & CB project, subject based training aligned with the needs of the Administration, Finance and Accounting, Planning and Development and Technical wing of BBA is being provided.

Yet again, training is being offered on the issues of Annual Performance Agreement as well as Ministry of Public Administration. As of February 2020, 160 trainings, seminars and workshops on various topics have been organized as the following:

Period	Total No. of Training/Workshop/Seminar					Total Training Hours
	Training	Workshop	Seminar	Total No. of Programs	Total No. of Participants	
Jul 2017-Jun 2018	34	3	5	42	1,639	13,428
Jul 2018-Jun 2019	46	17	3	66	2,404	17,052
Jul 2019-Feb 2020	39	8	5	52	2,138	15,058
Total	119	28	13	160	6,181	45,538

Table 01: In-house Training

4. Progress of the implementation of overseas training:

As per post-training evaluation, 87 officers who have achieved good results have been sent for overseas training in 15 teams. Soon, another team will be sent for training abroad. From the beginning of the project till February 2020, the following overseas training of 15 batches held in Thailand, China, Hong Kong, Kenya, Turkey, South Africa, Italy, South Korea, Singapore, Indonesia and Egypt has been completed:

Sl. No.	Title of Training	Country	Date	Duration (in days)	No. of Participants
01	Project Appraisal and Risk Management	Thailand	June 24-July 30, 2018	10	8
02	Public Procurement, Level-2 under UNDP/PSU	Italy	September 16-23, 2018	8	3
03	Sustainable Project Management	Thailand	September 30-October 09, 2018	10	8
04	Public Procurement, Level-3 under UNDP/PSU	Italy	September 19-23, 2018	5	3
05	Sustainable Project Management	Thailand	February 04-13, 2019	10	8
06	Construction, maintenance and toll collection of large bridges & tunnel	China & Hong Kong	February 16-23, 2019	8	6
07	Operation, maintenance, traffic management and toll collection of Bridges, Tunnels/Subways	Italy & Turkey	March 10-17, 2019	8	5
08	Diploma in Strategic Public Procurement Level-4 under UNDP/PSU	Kenya	April 08-12, 2019	5	2
09	Sustainable Project Management	Thailand	September 01-10, 2019	10	8
10	World Smart City Expo 2019	South Korea	September 04-06, 2019	3	2

Sl. No.	Title of Training	Country	Date	Duration (in days)	No. of Participants
11	Innovation and APA	Turkey & Egypt	September 15-24, 2019	10	8
12	Innovation and APA (Study Visit)	Turkey & Egypt	October 07-16, 2019	10	8
13	Introductory Certificate in Public Procurement, Level-2, CIPS	South Africa	November 12-15, 2019	4	4
14	Study visit to Singapore and Indonesia	Singapore & Indonesia	December 18-24, 2019	7	5
15	Sustainable Project Management	Thailand	January 09-18, 2020	10	9
Total=					118

Table 02: Overseas Training

Training Calendar

2019-20

Human Resources Development & Capacity Building (HRD & CB) Project

Training Calendar 2019-20

SL#	Title of Training	Probable Date	Projected Duration (in days)	Estimated No. of Participants	Expected Trainer/Presenter/Resource Person
01	Office Manner and Etiquettes	03 July 2019	01	50	1. Khandker Anwarul Islam Senior Secretary, Bridges Division 2. Mr. Habibur Rahman Joint Secretary (Admin), Bridges Division
02	Integrated Budget and Accounts System (iBAS++)	08-09 July 2019	02	25	1. Dr. Md. Jafor Uddin Addl. Secretary, Finance Division 2. Mr. Md. Kamrul Alam Addl. CGA, CGA
03	Public Private Partnership (PPP) and G to G Contract	16 July 2019	02	30	1. Khandker Anwarul Islam Senior Secretary, Bridges Division 2. Mr. Alim Uddin Ahmed Addl. Secretary & Director (P&D), BBA 3. Mr. Kabir Ahmed Chief Enginner, BBA
04	Professional Practices for Engineers	23-24 July 2019	02	30	Dr. Md. Walilur Rahman Superintending Engineer Roads & Highways
05	Office Manner and Etiquettes	01 August 2019	01	45	1. Khandker Anwarul Islam Senior Secretary, Bridges Division 2. Mr. Habibur Rahman Joint Secretary (Admin), Bridges Division
06	Effective Budget and Budgetary control	06 August 2019	01	25	1. Mr. Md. Ekhlasur Rahman Addl. Secretary, Finance Division 2. Mr. Md. Abu Faruk Joint Secretary, Finance Division

SL#	Title of Training	Probable Date	Projected Duration (in days)	Estimated No. of Participants	Expected Trainer/Presenter/Resource Person
07	Environmental Issues of Project Management : EIA & EAP	12-13 August 2019	02	30	Mr. Shamimul Haque Director, CPTU, IMED
08	Procedure of Large Bridge Construction	21-22 August 2019	02	25	Dr. Md. Walilur Rahman Superintending Engineer Roads & Highways
09	Time Management	04 September 2019	01	40	1. Khandker Anwarul Islam Senior Secretary, Bridges Division 2. Mr. Habibur Rahman Joint Secretary (Admin), Bridges Division
10	Basic Financial Management	09 September 2019	01	25	1. Dr. Md. Jafor Uddin Addl. Secretary, Finance Division 2. Mr. Md. Kamrul Alam Addl. CGA, CGA
11	Income & Livelihood Restoration in Project Impact Areas	11-12 September 2019	02	30	Fatematuz Johura Thakur Deputy Director, IMED
12	Estimate & BOQ preparation for Civil Construction Work (Road, Building & River Training Works)	23-25 September 2019	03	30	1. Mr. Walilur Rahman Superintending Engineer Roads & Highways 2. Mr. Ahsan Habib Executive Engineer Roads & Highways
13	Innovation of Citizen Charter/Training on Innovation in Public Service	01-02 October 2019	02	25	Mr. Habibur Rahman Joint Secretary (Admin), Bridges Division
14	Submission of Income Tax return and relevant Tax Laws	09 October 2019	01	30	1. Mr. Md. Ekhlasur Rahman Addl. Secretary, Finance Division 2. Mr. Md. Abu Faruk Joint Secretary, Finance Division

SL#	Title of Training	Probable Date	Projected Duration (in days)	Estimated No. of Participants	Expected Trainer/Presenter/Resource Person
15	Understanding Sustainable Development Goals (SDGs)	13 October 2019	01	40	1. Khandker Anwarul Islam Senior Secretary, Bridges Division 2. Mr. Alim Uddin Ahmed Addl. Secretary & Director (P&D), BBA
16	Supervision of Bridge Construction Work as per Schedule/BOQ	15-17 October 2019	03	30	1. Mr. Walilur Rahman Superintending Engineer Roads & Highways 2. Mr. Ahsan Habib Executive Engineer Roads & Highways
17	Optical Character Recognition (OCR)	05 November 2019	01	25	1. Mr. Sarwar Hossain Head of Operations, Team Engine Ltd. 2. Mr. Foysal Khan Head of Technology, Team Engine Ltd.
18	Financial Management	11 November 2019	01	25	1. Shayema Shahin Sultana Deputy Secretary, Finance Division 2. Mr. Md Tajul Islam Senior Asstt. Secretary, Finance Division
19	Project Appraisal Study	18-19 November 2019	02	30	Mr. Shamimul Haque Director, CPTU, IMED
20	Bridge Maintenance	25-27 November 2019	03	25	1. Mr. Walilur Rahman Superintending Engineer Roads & Highways 2. Mr. Ahsan Habib Executive Engineer Roads & Highways

SL#	Title of Training	Probable Date	Projected Duration (in days)	Estimated No. of Participants	Expected Trainer/Presenter/Resource Person
21	Time Management	03 December 2019	01	40	Mr. Habibur Rahman Joint Secretary (Admin), Bridges Division
22	Computer Application in Financial Management	10 December 2019	01	30	Mr. Md Tajul Islam Senior Asstt. Secretary, Finance Division
23	Formulation of DPP	18-19 December 2019	02	25	Mr. Shamimul Haque Director, CPTU, IMED
24	Road construction, Maintenance & Management: Role of Employer & Engineer	23-24 December 2019	02	25	1. Mr. Walilur Rahman Superintending Engineer Roads & Highways 2. Mr. Ahsan Habib Executive Engineer Roads & Highways
25	Management of Land Acquisition	06 January 2020	01	25	Mr. Mohammad Akhter Hossain Consultant, SDEE Project
26	Preparation and Implementation of Resettlement Plan	15-16 January 2020	02	30	Kh. Khairul Matin Social Safeguards Specialist Managing Director KMC Ltd.
27	Elementary of External Audit and How to prepare broadsheet reply	20 January 2020	01	25	1. Mr. Md. Ekhlasur Rahman Addl. Secretary, Finance Division 2. Mr. Md. Abu Faruk Joint Secretary, Finance Division
28	Mainstreaming Poverty, Environment, Disaster and Climate Change in Development Project Planning	27-28 January 2020	02	25	1. Khandker Anwarul Islam Senior Secretary, Bridges Division 2. Prof. Dr. Talukder Golam Rabbi Southeast University, 3. Dr. Moniruzzaman GM (Admin) Metro Rail Project

SL#	Title of Training	Probable Date	Projected Duration (in days)	Estimated No. of Participants	Expected Trainer/Presenter/Resource Person
29	Pile Design and Construction	30 January 2020	01	25	Dr. Md. Walilur Rahman Superintending Engineer Roads & Highways
30	E-filing	03-04 February 2020	02	45	Mr. Sattojit Roy Das Senior Asstt. Secretary Attached to A2i PMO, Dhaka
31	Internal Audit	12 February 2020	01	25	1. Mr. Md. Shamsuzzaman Director (F&A), BBA 2. Shayema Shahin Sultana Deputy Secretary, Finance Division
32	Public Procurement Management	18-19 February 2020	02	25	Mr. Dalil Uddin Addl. Chief Engineer Roads & Highways
33	Bridge Construction & Maintenance in Bangladesh	24-25 February 2020	02	25	Dr. Md. Walilur Rahman Superintending Engineer Roads & Highways
34	The Government Servants (Disciplines and Appeal) Rules, 1985	05 March 2020	01	65	Mr. Md. Obaidul Haque Addl. Secretary (Planning), Bridges Division
35	Electronic Govt. Procurement (e-GP)	11 March 2020	01	25	Md. Al-Amin e-GP Consultant Dohatec New Media CPTU
36	Public Financial Management	17-19 March 2020	03	35	1. Dr. Md. Jafor Uddin Addl. Secretary, Finance Division 2. Mr. Md. Kamrul Alam Addl. CGA, CGA
37	Environmental Issues of Project Management : EIA & EAP	23-24 March 2020	02	30	Mr. Shamimul Haque Director, CPTU, IMED

SL#	Title of Training	Probable Date	Projected Duration (in days)	Estimated No. of Participants	Expected Trainer/Presenter/Resource Person
38	Training on Annual Performance Agreement (APA)	02 April 2020	01	35	Mr. Habibur Rahman Joint Secretary (Admin), Bridges Division
39	Innovation of Citizen Charter/Training on Innovation in Public Service	08-09 April 2020	02	25	Mr. Habibur Rahman Joint Secretary (Admin), Bridges Division
40	Financial Statement Analysis for Decision-making	15-16 April 2020	02	25	1. Mr. Md. Ekhlasur Rahman Addl. Secretary, Finance Division 2. Mr. Md. Abu Faruk Joint Secretary, Finance Division
41	Understanding and Using the FIDIC Conditions of Contract	23 April 2020	01	45	1. Khandker Anwarul Islam Senior Secretary, Bridges Division 2. Mr. Dalil Uddin Addl. Chief Engineer Roads & Highways
42	Innovation of Citizen Charter/Training on Innovation in Public Service	05-06 May 2020	02	25	Mr. Habibur Rahman Joint Secretary (Admin), Bridges Division
43	Performance based Financial Management	13-14 May 2020	02	25	1. Mr. Md. Shamsuzzaman Director (F&A), BBA 2. Shayema Shahin Sultana Deputy Secretary, Finance Division
44	Income & Livelihood Restoration in Project Impact Areas	20-21 May 2020	02	30	Fatematuz Johura Thakur Deputy Director, IMED
45	Basic concept on Engineering Material	26-27 May 2020	02	25	Dr. Md. Walilur Rahman Superintending Engineer Roads & Highways

SL#	Title of Training	Probable Date	Projected Duration (in days)	Estimated No. of Participants	Expected Trainer/Presenter/Resource Person
46	Right to Information (RTI) Act, 2009 & related rules	02 June 2020	01	30	1. Khandker Anwarul Islam Senior Secretary, Bridges Division 2. Mr. Habibur Rahman Joint Secretary (Admin), Bridges Division
47	IT Audit	10-11 June 2020	02	25	1. Mr. Md. Ekhlasur Rahman Addl. Secretary, Finance Division 2. Mr. Md. Abu Faruk Joint Secretary, Finance Division
48	Understanding Feasibility Study	15-16 June 2020	02	30	Mr. Habibul Islam Director (Coordination), IMED
49	General Safety: Practice & Procedure	24-25 June 2020	02	30	1. Mr. Walilur Rahman Superintending Engineer Roads & Highways 2. Mr. Ahsan Habib Executive Engineer Roads & Highways

List of Training, Seminar and Workshop

SL#	Title of Training	Date	Duration (in days)	No. of Participants
01	National Integrity Strategy (NIS)	29-Aug-2017	1	61
02	Project Management	12-Sep-2017	1	57
03	National Integrity Strategy (NIS)	4-Oct-2017	1	70
04	Monitoring and Evaluation of Development Project	10-12 October 2017	3	19
05	IMED Monitoring and Reporting Procedure and PMIS	15-16 October 2017	2	24
06	Innovation of Citizen Charter	24-25 October 2017	2	17
07	Financial Management Training Programme	06-07 November 2017	2	25
08	1. The Government Servants (Conduct) Rules, 1979, 2. The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	8-Nov-17	1	70
09	Morality and Disciplines	14-Nov-17	1	52
10	Financial Management Training Programme	15-16 November 2017	2	24
11	Project Appraisal Study	20-21 November 2017	2	22
12	Optical Character Recognition (OCR)	29-Nov-17	1	24
13	Road construction, Maintenance & Management: Role of Employer & Engineer	03-04 December 2017	2	25
14	1. The Government Servants (Conduct) Rules, 1979, 2. The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	5-Dec-17	1	71
15	Prevention & remedies of Corruption	10-Dec-17	1	46
16	Formulation of DPP	11-12 December 2017	2	26
17	Road construction, Maintenance & Management: Role of Employer & Engineer	17-18 December 2017	2	24
18	Mainstreaming Poverty, Environment, Disaster and Climate Change in Development Project Planning	02-03 January 2018	2	25
19	Management of Land Acquisition	7-Jan-18	1	22
20	Padma Multipurpose Bridge Area: Seminar on achieving National Economic Growth	9-Jan-18	1	100

SL#	Title of Training	Date	Duration (in days)	No. of Participants
21	Preparation and Implementation of Resettlement Plan	15-16 January 2018	2	26
22	Prevention & remedies of Corruption	24-Jan-18	1	80
23	e-Filing	05-06 February 2018	2	46
24	e-Filing (2 nd phase)	12-Feb-18	1	39
25	Public Procurement Management	13-14 February 2018	2	24
26	Bridge Construction & Maintenance in Bangladesh	19-20 February 2018	2	25
27	The Government Servants (Disciplines and Appeal) Rules, 1985	7-Mar-18	1	69
28	Electronic Government Procurement (e-GP)	14-Mar-18	1	25
29	Public Procurement Management (2 nd phase)	18 & 20 March 2018	2	25
30	Bangladesh's graduation from Least Developed Country (LDC) status: Seminar on Modernization of Communication System (Chattogram)	22-Mar-18	1	100
31	Annual Performance Agreement (APA)	3-Apr-18	1	33
32	Understanding and Using the FIDIC Conditions of Contract	8-Apr-18	1	45
33	Innovation of Citizen Charter	17-21 April 2018	5	15
34	56 Digit New Accounting Classification System	23-24 April 2018	2	35
35	Cascading Workshop on Innovation in Public Service	26-Apr-18	1	30
36	Basic concept on Engineering Material	08-09 May 2018	2	25
37	Workshop on Development of 2 nd Generation Citizen Charter	16-17 May 2018	2	60
38	Cascading Workshop on Development of 2 nd Generation Citizen Charter	28-May-18	1	29
39	General and Practical Issues of Land Management	4-Jun-18	1	25
40	Right to Information Act and Rules	11-Jun-18	1	26
41	'Hands-on Training on e-Filing (1 st Batch)'	26-27 June 2018	2	23

SL#	Title of Training	Date	Duration (in days)	No. of Participants
42	Increasing the use of Jute Geo-Textile (JGT)	28-Jun-18	1	30
43	Workshop on National Integrity Strategy (NIS) 2018-19	5-Jul-18	1	37
44	'Hands-on Training on e-Filing (2 nd Batch)'	08-09 July 2018	2	28
45	Delegation of Administrative and Financial Power in reference to BBA	12-Jul-18	1	40
46	Understanding and Using the FIDIC Conditions of Contract	17-18 July 2018	2	43
47	Workshop on National Integrity Strategy (NIS) 2018-19	25-Jul-18	1	73
48	Government Telephone, Cellular, Fax and Internet Policy 2018 and Right to Information Act & Rules-2017	1-Aug-18	1	43
49	'Hands-on Training on Electronic Government Procurement (e-GP)'	5-Aug-18	1	25
50	Effective Budget and Budgetary control	9-Aug-18	1	31
51	Submission of Income Tax return and relevant Tax Laws	13-Aug-18	1	46
52	Public Private Partnership (PPP)	28-29 August 2018	2	43
53	Submission of Income Tax return and relevant Tax Laws	9-Sep-18	1	34
54	Submission of Income Tax return and relevant Tax Laws	24-Sep-18	1	48
55	Innovation of Citizen Charter	25-29 September 2018	5	15
56	Seminar on Development Philosophy of Bangabondhu and Bangladesh Today	6-Oct-18	1	100
57	Professional Practices for Engineers	8-Oct-18	1	29
58	Cascading Workshop on Innovation in Public Service	9-Oct-18	1	35
59	Environmental Issues of Project Management : EIA & EAP	15-16 October 2018	2	32
60	Innovation	22-23 October 2018	2	25

SL#	Title of Training	Date	Duration (in days)	No. of Participants
61	Secretariat Instructions-2014 : File Management	6-Nov-18	1	41
62	Orientation Workshop on Innovation	12-Nov-18	1	30
63	Right to Information Act 2009 & related Rules-2017	13-Nov-18	1	25
64	Orientation Workshop on Innovation	20-Nov-18	1	50
65	Construction of Large Bridges: Perspective Bangladesh	26-Nov-18	1	25
66	Project Management Professional (PMP)	Dec.18 (01, 08, 22); Jan.19 (05, 08, 12, 15)	7	25
67	Mentoring Workshop on Innovation	04-05 December 2018	2	27
68	The Government Servants (Conduct) Rules, 1979 (Staff)	10-Dec-18	1	43
69	The Government Servants (Conduct) Rules, 1979 (Staff)	12-Dec-18	1	55
70	Understanding Sustainable Development Goals (SDGs) and e-Governance for SDGs	19-Dec-18	1	40
71	Workshop on online Salary bill submission for Self-drawing Officers	24-Dec-18	1	25
72	National Integrity Strategy (NIS) (Staff)	26-Dec-18	1	51
73	Workshop on Annual Performance Agreement (APA)	08-09 January 2019	2	30
74	Electronic Govt. Procurement (e-GP)	15-Jan-19	1	25
75	Elementary of External Audit and How to prepare broadsheet reply	21-Jan-19	1	26
76	Design and Construction of Pile	23-Jan-19	1	25
77	Income & Livelihood Restoration in Project Impact Areas	28-Jan-19	1	29
78	BBA Act 2016 and related rules	30-Jan-19	1	80
79	Workshop on Project Management Information System (PMIS)	4-Feb-19	1	34

SL#	Title of Training	Date	Duration (in days)	No. of Participants
80	Electronic Govt. Procurement (e-GP)	6-Feb-19	1	25
81	The Art and Science of Negotiation of a Contract	19-Feb-19	1	29
82	Financial Management in Bangladesh	25-Feb-19	1	23
83	File management, Preparation and writing of Official Note	26-Feb-19	1	40
84	ICT and e-Filing in Office	5-Mar-19	1	38
85	Introduction to BBA Act 2016 and related rules	11-Mar-19	1	29
86	Preparation and Implementation of Resettlement Plan	12-Mar-19	1	30
87	General Financial Rules (Part-1)	13-Mar-19	1	24
88	Land Management and Acquisition	19-Mar-19	1	28
89	Understanding Feasibility Study: Focusing on Investment Project	25-Mar-19	1	25
90	Workshop on Project Management Professional (PMP)	27-Mar-19	1	23
91	Workshop on National Integrity Strategy (NIS)	28-Mar-19	1	47
92	Workshop on Annual Performance Agreement (APA)	3-Apr-19	1	30
93	Different aspects of Tunnel Construction	8-Apr-19	1	29
94	Treasury Rules	10-Apr-19	1	30
95	Safety Preparedness and Responses for Fire & Earthquake	16-Apr-19	1	76
96	Workshop on Safety Preparedness and Responses for Fire & Earthquake	24-Apr-19	1	57
97	Innovation in Office	28-Apr-19	1	36
98	Workshop on Project Management Professional (PMP)	29-Apr-19	1	25
99	Communication in Office	5-May-19	1	37
100	Right to Information (RTI) Act, 2009 & related issues	15-May-19	1	40

SL#	Title of Training	Date	Duration (in days)	No. of Participants
101	Fund Management for Development Projects	21-May-19	1	30
102	Electronic Govt. Procurement (e-GP)	25-May-19	1	25
103	Workshop on Project Management Professional (PMP)	28-May-19	1	25
104	Different aspects of Bus Rapid Transit (BRT) System	11-Jun-19	1	35
105	Workshop on PMP	15-Jun-19	1	23
106	Seminar on National Integrity Strategy (NIS)	18-Jun-19	1	44
107	Understanding the FIDIC Conditions of Contract (Part-1)	19-Jun-19	1	42
108	The Government Servants (Conduct) Rules, 1979 and The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	26-Jun-19	1	46
109	Understanding the FIDIC Conditions of Contract (Part-2)	3-Jul-19	1	45
110	The Government Servants (Conduct) Rules, 1979 and The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	8-Jul-19	1	25
111	The Government Servants (Conduct) Rules, 1979 (Staff)	9-Jul-19	1	80
112	Design and Construction issues of reinforced Walls, Slopes and Embankments	22-Jul-19	1	35
113	Basic and Event Photography	Jul.19 (28-29); Aug.19 (01, 03)	4	20
114	Research Methodology: Types, Process & Design (Part-1)	31-Jul-19	1	36

SL#	Title of Training	Date	Duration (in days)	No. of Participants
115	Seminar on Reliability based design for the buckling strength of Stiffened Steel plates: An overview of a PhD dissertation	1-Aug-19	1	25
116	Annual Performance Agreement (APA)	4-Aug-19	1	40
117	Management of Foreign assistance, loans and grants for Development Projects	6-Aug-19	1	30
118	Workshop on Innovation	20-Aug-19	1	45
119	An Anatomy of National Budget 2019-20	21-Aug-19	1	34
120	GIS for Urban Planning and Development	25-Aug-19	1	34
121	Refresher training (Staff)	Aug.19 (25-29)	5	25
122	Releasing Fund for Development Projects	3-Sep-19	1	35
123	Fiscal Policy	8-Sep-19	1	35
124	Research Methodology: Types, Process & Design (Part-2)	16-Sep-19	1	40
125	Workshop on Service Process Simplification on Capacity Enhancement	17-18 September 2019	2	25
126	Understanding the FIDIC Conditions of Contract (Part-3)	23-Sep-19	1	38
127	Office Manner and Etiquettes	24-Sep-19	1	45
128	Bangladesh Service Rules (Part-1)	30-Sep-19	1	31
129	Annual Performance Agreement (APA)	2-Oct-19	1	31
130	Seminar on Good Governance	10-Oct-19	1	48
131	Capital Market of Bangladesh: Basic Understandings	14-Oct-19	1	38
132	Workshop on Innovation Capacity Enhancement	15 & 17 October 2019	2	25
133	Research Methodology: Types, Process & Design (Part-3)	21-Oct-19	1	37

SL#	Title of Training	Date	Duration (in days)	No. of Participants
134	Bangladesh Service Rules (Staff)	22-Oct-19	1	53
135	Workshop on National Integrity Strategy (NIS)	27-Oct-19	1	80
136	Monetary Policy	4-Nov-19	1	41
137	Submission of Income Tax return and related Tax Laws	6-Nov-19	1	43
138	Submission of Income Tax return and related Tax Laws (Staff)	13-Nov-19	1	51
139	Traffic rules and Road signs (Staff)	19-Nov-19	1	35
140	Bangladesh Service Rules (Part-2)	20-Nov-19	1	46
141	Orientation training on various act and rules	24-27 November & 01 December 2019	5	30
142	Workshop on Right to Information (RTI) Act, 2009	25-Nov-19	1	46
143	Workshop on Citizen Charter	28-Nov-19	1	46
144	Preparation and Management of Budget for Development Projects	1-Dec-19	1	34
145	Workshop on Road Transport Act-2018	8-Dec-19	1	51
146	Mandatory Strategic Objectives of APA	11-Dec-19	1	40
147	Essential Insurance Tools and Techniques for Project Risk Management	24-Dec-19	1	38
148	Formulation of Revised Budget and IMED Progress Report	26-Dec-19	1	40
149	Understanding Geotechnical reports in relation to Site conditions, Design and Construction	29-Dec-19	1	35
150	Seminar on Innovation and Service Process Simplification	30-Dec-19	1	45
151	Seminar on The Economy of Bangladesh: Recent Trends, Challenges and Way forward	6-Jan-20	1	46
152	Bangladesh Delta Plan 2100: Challenges and Way forward	9-Jan-20	1	46
153	Road Transport Act-2018 (Staff)	20-Jan-20	1	80
154	ICT and e-filing in office (refresher Training)	28-Jan-20	1	52
155	Seminar on Good Governance	29-Jan-20	1	48
156	Public Procurement Management (Part-1)	6-Feb-20	1	49
157	Workshop on National Digital Architecture	12-Feb-20	1	39

SL#	Title of Training	Date	Duration (in days)	No. of Participants
158	Understanding and Using the FIDIC Conditions of Contract	24-Feb-20	1	46
159	The Government Service Act, 2018 and the Government Servants (Punctual Attendance) Rules, 2019	25-Feb-20	1	36
160	Workshop on Information of Public Interest Disclosure (Protection) Rules, 2017	27-Feb-20	1	40

“Training and development: The best development programmes change the way people see themselves.”—John Bright, British statesman

“An organization’s ability to learn, and translate that learning into action rapidly, is the ultimate competitive advantage.”—Jack Welch, former General Electric CEO

“The only thing worse than training your employees and having them leave is not training them and having them stay.”— Henry Ford, Founder of Ford Motor Company

Course Module 2019-20

Administration Wing

Bangladesh Service Rules

Duration	: One day
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 40
Participants' Level	: Officers grade-9 and above, Staff
Course Objective (s) :	<ol style="list-style-type: none">i. To familiarize with various government service rules;ii. To develop office management skills
Course Contents	: <ul style="list-style-type: none">• Rules of business• Pension, gratuity, GPF & CPF rules etc.;• The Government Servants (Conduct) Rules, 1979;• The Public Employees Discipline (Punctual Attendance) Ordinance, 1982;• Government Service Act, 2018
Training Methods	: Class-room lectures, group discussion, practical exercises
Evaluation System	: Attendance, class participation and overall performance

File, File management and Writing notes

Duration	: One day
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 40
Participants' Level	: Officers grade-9 and above, Staff
Course Objective (s) :	<ol style="list-style-type: none">i. To provide an in-depth understanding of the practical aspects of office management with regard to file management and preparing notes;ii. To develop office management skills
Course Contents	: <ul style="list-style-type: none">• Introduction to office management• File management process• Writing notes and presentation of documents• Preparation of official letters and reports• Writing of summary
Training Methods	: Class-room lectures, group discussion, practical exercises
Evaluation System	: Attendance, class participation and overall performance

Role and responsibility of PD, PM and Project Management Team

Duration	: One day
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 40
Participants' Level	: Officers grade-9 and above
Course Objective (s) :	<ol style="list-style-type: none">i. To provide an in-depth understanding about the role of project team in managing projects;ii. To acquaint the participants with specific roles and responsibilities of project management team;iii. To develop project implementation skills
Course Contents	: <ul style="list-style-type: none">• Overview of project management• Framework of project management team• Job analysis of project management team• Job description of Project Director (PD)• Job description of Project Manager (PM)
Training Methods	: Class-room lectures, group discussion, practical exercise, case study
Evaluation System	: Attendance, class participation and overall performance

ICT and e-Governance Management Course

Duration	: One day
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 50-100
Participants' Level	: Officers grade-9 and above
Course Objective (s)	: To enable participants use ICT effectively and efficiently for official purposes.
Course Contents	: Total sessions-16

Module-01: Essential ICT Skills

01.01-02	Introduction to Computer: Hardware and Software	01.03-04
	Essential ICT Skill: MS Word	
01.05-06	Essential ICT Skill: MS Excel	
01.07-08	Essential ICT Skill: MS Power Point	
01.09-10	Essential ICT Skill: MS Access	
01.11-12	Essential ICT Skill: Browsing Internet and using email	01.13-14
	Unicode: Bangla Typing	
01.15-16	Introduction to e-filling	

Module-02: e-Governance and ICT for Development Total sessions-14

02.01-02	e-Governance: Concept and Architecture
02.03-04	e-Governance: Challenges and Opportunities
02.05-06	e-services at District, Upazila and Union levels
02.07-08	Improving Service Delivery through ICT in Bangladesh
02.09-10	Networked Government: Basics of Networking and e-Government over Networks
02.11-12	ICT for Development: Policy and Challenges
02.13-14	Cyber Ethics & Internet security

Module-03: PC Hardware and Troubleshooting

Total sessions-08

03.01	Identification of Hardware and Software related problems
03.02-03	Solution of Hardware and Software related problems
03.04-05	User Level Maintenance and Troubleshooting
03.06	New Hardware and Software Installation
03.07-08	Solution of Network and Internet related problems

Training Methods :

- a) Lecture and Discussion
- b) Practical demonstration and Exercise

Evaluation System :

Members of course management will evaluate the participants for the course. The breakdown is as follows:

a) Exercise/Practical Test	80 points
b) Class Attendance	20 points

Finance and Accounts Wing

Public Procurement Management

Duration	:	Two days
Date	:	As per Training Calendar
No. of Course	:	01
No. of Participants	:	50-100
Participants' Level	:	Officers grade-9 and above who are involved in procurement management
Course Objective (s)	:	<ul style="list-style-type: none">i. To acquaint participants with the legal framework of procurement in public sector;ii. To familiarize the trainees with the procedure and standard documents for acquiring goods and works;iii. To provide a comprehensive coverage of the overall spectrum of steps needed for intellectual and professional service procurement;iv. To familiarize the participants with Electronic Procurement (e-GP) and other cross-cutting issues

Course Contents :

Conceptual and Legal Framework for Public Procurement:

- a. An overview of PPA-2003 and PPR-2008
- b. Principles of Public Procurement
- c. Different Procurement Method
- d. Concessionary Contracts (BOT, BOOT, BOO)
- e. Processing of Procurement
- f. Core Competences & Supply Chain Management
- g. Preparation of Tender or Proposal, Committee
- h. Professional Misconduct, Offences

Standard Tender Document and Procedure for Goods and Works Procurement:

- a. Instructions to Tenderers (ITT)
- b. Preparation of Tender Data Sheet (TDS)
- c. Introducing Tender Forms of Goods and Works
- d. Technical Specifications and Schedule of Requirements
- e. General Conditions of Contracts (GCC)

- f. Particular Conditions of Contracts (PCC)
- g. Notification of Award (NOA)
- h. Case Studies on Procurement
- i. Contract Performance
- j. Incoterms L/C and Framework Agreement

Procurement of Intellectual and Professional Services:

- a. Methods for Procurement of Intellectual and Professional Services
- b. Expression of Interest (EOI)
- c. Terms of Reference (TOR)
- d. Request for Proposal Document (RFP)
- e. Proposal Data Sheet (PDS)
- f. Negotiations under the methods QCBS, FBS & LCS
- g. Approval, Signing, Completion of the Process

e-GP and other cross-cutting issues:

- a. Introduction of e-GP
- b. Roles of PE user, PE admin, Organization admin, authorized users.
- c. Approval Procedures and Delegation of Financial Powers
- d. Right to Information Act 2009

Training Methods : Classroom lecture, group discussion and exercise

Evaluation System : Attendance, class participation and overall performance

“The only thing worse than training your employees and having them leave is not training them and having them stay.” – Henry Ford, Founder of Ford Motor Company

Project Investment Opportunities: G to G, PPP, Bank Loan, Credit etc.

Duration	: One day
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 40
Participants' Level	: Officers grade-9 and above
Course Objective (s) :	<ol style="list-style-type: none">i. To develop the knowledge base of participants about various project investment in details;ii. To build up project management skills
Course Contents	: <ul style="list-style-type: none">• Introduction to project investment• Types of project investment• Project evaluation methodology• Role of project evaluation in decision making process• Selection criteria for various project investment options• Tools of project investment analysis• Preparation of project investment proposals
Training Methods	: Class-room lectures, group discussion, practical exercise, case study
Evaluation System	: Attendance, class participation and overall performance

Planning and Development Wing

Project Management Professional

Duration	: Seven days
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 25
Participants' Level	: Officers grade-9 and above
Course Objective (s)	: i. To provide an in-depth understanding of the theoretical and practical aspects of developing and managing projects in the public sector of Bangladesh; ii. To develop project management skills
Course Contents	<ul style="list-style-type: none">• Introduction to PMP Course• Project Management Framework• Project Management Process• Project Integration Management• Project Stakeholder Management• Project Scope Management• Project Time Management
Training Methods	: Class-room lectures, group discussion, practical exercise, case study
Evaluation System	: Attendance, class participation and overall performance

Project Monitoring and Evaluation

Duration	: Three days
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 40
Participants' Level	: Officers grade-9 and above
Course Objective (s)	: i. To provide an in-depth understanding of the theoretical and practical aspects of monitoring and evaluating projects in the public sector of Bangladesh; ii. To enhance the knowledge base of participants about how to select and use appropriate monitoring techniques for different kinds of projects; iii. To develop project management skills
Course Contents	<ul style="list-style-type: none">• Introduction to monitoring and evaluation (M&E) of projects• Concepts of monitoring and evaluation• Project design concepts, the Logical Framework Approach to Project Design, Implementation and Evaluation• Role of monitoring and evaluation• Tools of M&E• Planning M&E activities• Preparation of monitoring reports• Usage and limitations of the various types of evaluation• Overview of resources
Training Methods	: Class-room lectures, group discussion, practical exercise, case study
Evaluation System	: Attendance, class participation and overall performance

Public-Private Partnership

Duration	: Three days
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 40
Participants' Level	: Officers grade-9 and above
Course Objective (s) :	<ol style="list-style-type: none">i. To develop understanding of the participants about the concept and framework of the Public-Private Partnership;ii. To enhance project management skills
Course Contents	<ul style="list-style-type: none">• Concept of Public-Private Partnership (PPP)• Economic theory of PPP• Advantages and disadvantages of PPP• How Public-Private Partnerships work• Use of PPP for development projects• Funding models in PPP• Effectiveness of PPP• PPP in Bangladesh• Policy and Strategy for PPP in public infrastructure developments
Training Methods	: Class-room lectures, group discussion, practical exercise, case study
Evaluation System	: Attendance, class participation and overall performance

Environmental Issues of Project Management

Duration	: One day
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 50-100
Participants' Level	: Officers grade-9 and above dealing with research and development activities.
Course Objective (s)	<ul style="list-style-type: none">: i. To have a better idea on environment and climate change and its impacts;ii. To share different environmental issues in project management;iii. To comprehend the process of different environmental clearance process in development projects ;iv. To be able to understand the monitoring and auditing process of environmental impacts.

Course Contents

Module 1: Basic Concepts of Environment and Climate Change

- a. Environment and Development: Concepts and Issues
- b. National perspective to Environment and Climate Change
- c. International Perspective to Environment and Climate Change
- d. Climate Change and its impact in Bangladesh
- e. Economic Evaluation of Environmental Impacts for development project

Module 2: Environmental issues in Project Management

- a. Environmental Policy, Rules and Regulations of Bangladesh
- b. Environmental Clearance Process in Bangladesh
- c. Environmental Impact Assessment (EIA)
- d. Environmental Management Plan (EMP)
- e. Incorporation of Environmental and Climate Change issues into DPP

Module 3**: Environmental Budgeting, Monitoring and Auditing**

- a. Environmental Auditing and Monitoring
- b. Environmental Budgeting

Training Methods : Classroom lecture, group discussion, practical exercise, film show, study tour, case study, panel discussion

Evaluation System : Attendance, class participation and overall performance

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Safety and Risk Management in Projects

Duration	: One day
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 40
Participants' Level	: Officers grade-9 and above
Course Objective (s)	: i. To equip the participants about the concept of safety and risk management; ii. To familiarize with the practical issues of project safety and risk; iii. To develop safety and risk management skills
Course Contents	<ul style="list-style-type: none">• Definitions and terminology• Health, safety and risk issues in project management• The safety cycle• Risk management process• Types of risk analysis methods• Regulations and professional responsibilities• Safety and risk management for project managers• Management system for implementation of a safety and risk management program
Training Methods	: Class-room lectures, group discussion, practical exercise, case study
Evaluation System	: Attendance, class participation and overall performance

Technical Wing

Supervision of Bridge Construction work as per schedule/BOQ

Duration	:	One day
Date	:	As per Training Calendar
No. of Course	:	01
No. of Participants	:	50-100
Participants' Level	:	Officers grade-9 and above working in Technical wing and projects
Course Objective (s)	:	To familiarize the participants with the Bridge Construction works, monitoring different components of bridge as well as maintain the specification.

Course Contents

Key points of Bridge Construction works:

- a) Main Bridge
- b) Approach Road
- c) Service Road

Regular supervision:

- a) All the structures are supervised by the engineers of O&M and necessary actions are taken as per manual;
- b) Patrolling of bridge area;
- c) Civil construction works.
- d) Supply of required electrical & mechanical vehicle/ instrument/ equipment as per schedule.

Outcomes of supervision:

- a) Smooth operation;
- b) Reduced traffic jam and fast movement of vehicles

Training Methods : Class room lecture, field visit, demonstration of survey work, report preparation and presentation, hands-on learning.

Evaluation System : Attendance, class participation and overall performance

IMED Monitoring and Reporting Procedure

Duration	: One day
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 50-100
Participants' Level	: Officers grade-9 and above dealing with research and development activities.
Course Objective (s)	: i. To acquaint the participants with monitoring and evaluation procedure of IMED; ii. To familiarize the participants with IMED forms and proper use for reporting.

Course Contents

Module 01	: IMED Monitoring and Evaluation Procedure a. Conceptual Issues on Monitoring and Evaluation b. Role of IMED for proper implementation of projects. c. Importance of IMED in monitoring projects. d. Role of IMED for Evaluation of Projects.
Module 02	: Practical aspects of IMED reporting a. Explanation of IMED Forms like quarterly report 01, 02, 03. Project completion form 04 and form 05. b. Exercise on form 01, 02, 03, 04 and 05. c. Procurement monitoring d. Evaluation design and reporting. e. PMIS
Training Methods	: Classroom lecture, group discussion and exercise
Evaluation System	: Attendance, class participation and overall performance

Project Appraisal, EIA and Formulation of DPP

Duration	: One day
Date	: As per Training Calendar
No. of Course	: 01
No. of Participants	: 50-100
Participants' Level	: Officers grade-9 and above dealing with research and development activities.
Course Objective (s)	: i. To familiarize the trainees about data and information requirements of the prescribed project proforma and provide them the technical competence to furnish such data where required; ii. To acquaint with terms and concepts used in the DPP, the way they are intended to be understood by the users.
Course Contents	
Module-1	: Development and Planning Issues in Bangladesh a. Development and Planning: concept & relations b. SDGs, vision 2021 and 7 th five year plan c. Budgetary Framework of Bangladesh with MTBF d. Preparation of Annual Development Program (ADP)
Module-2	: Project Appraisal a. Importance of Feasibility Study b. Demand Forecasting c. Cash Flow of Project d. Discounting Technique: NPV, B/C Ration & IRR e. Financial Appraisal f. Economic Appraisal g. Technical Appraisal h. Service Sector Project Appraisal i. Participatory Rural Appraisal Issues j. Project Sensitivity and Risk Analysis k. Stakeholder Analysis l. Gender Equity Planning Tools
Module-3	: Environmental Issues a. Climate Change and its Related Impact on Development Projects b. Economic Evaluation of Environmental Impact of Development Project c. Environmental Impact Assessment (EIA) of Development Project

- d. Environmental Management Plan (EMP) of Development Project
- e. Preparation of Project with EIA & EMP Components exercise

Module-4**: Project Planning, Financing and Formulation**

- a. Project cycle
- b. Project Design with Logical framework
- c. Explanation: DPP, TPP, etc.
- d. Preparation of DPP
- e. Delegation of Financial Power & Fund release Procedure
- f. Procurement Management: PPA-2006, PPR-2008, Procurement Plan & e- Procurement
- g. Use of CPM, PERT in Project Implementation
- h. MS Project
- i. Project visit

Training Methods : Classroom lecture, group discussion, case study, field visit

Evaluation System : Attendance, class participation and overall performance

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“Every enterprise is learning and teaching institution. Training and development must be built into it on all levels, training and development that never stop. ” –Peter Drucker, Austrian-born American management consultant

List of Subject wise Training, Seminar and Workshop

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
01	Electronic Government Procurement (e-GP)	14-Mar-18	01	25	E-government/E-service Delivery
02	'Hands-on Training on Electronic Government Procurement (e-GP)'	5-Aug-18	01	25	E-government/E-service Delivery
03	Workshop on online Salary bill submission for Self-drawing Officers	24-Dec-18	01	25	E-government/E-service Delivery
04	Electronic Govt. Procurement (e-GP)	15-Jan-19	01	25	E-government/E-service Delivery
05	Electronic Govt. Procurement (e-GP)	6-Feb-19	01	25	E-government/E-service Delivery
06	Electronic Govt. Procurement (e-GP)	25-May-19	01	25	E-government/E-service Delivery
01	Basic and Event Photography	Jul.19 (28-29); Aug.19 (01, 03)	04	20	Event Management
01	National Integrity Strategy (NIS)	29-Aug-2017	01	61	Government Performance Management
02	National Integrity Strategy (NIS)	4-Oct-2017	01	70	Government Performance Management
03	Innovation of Citizen Charter	24-25 October 2017	02	17	Government Performance Management
04	1. The Government Servants (Conduct) Rules, 1979, 2. The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	8-Nov-17	01	70	Government Performance Management
05	Morality and Disciplines	14-Nov-17	01	52	Government Performance Management
06	Optical Character Recognition (OCR)	29-Nov-17	01	24	Government Performance Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
07	1. The Government Servants (Conduct) Rules, 1979, 2. The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	5-Dec-17	01	71	Government Performance Management
08	Prevention & remedies of Corruption	10-Dec-17	01	46	Government Performance Management
09	Padma Multipurpose Bridge Area: Seminar on achieving National Economic Growth	9-Jan-18	01	100	Government Performance Management
10	Prevention & remedies of Corruption	24-Jan-18	01	80	Government Performance Management
11	The Government Servants (Disciplines and Appeal) Rules, 1985	7-Mar-18	01	69	Government Performance Management
12	Bangladesh's graduation from Least Developed Country (LDC) status: Seminar on Modernization of Communication System (Chattogram)	22-Mar-18	01	100	Government Performance Management
13	Annual Performance Agreement (APA)	3-Apr-18	01	33	Government Performance Management
14	Innovation of Citizen Charter	17-21 April 2018	05	15	Government Performance Management
15	Cascading Workshop on Innovation in Public Service	26-Apr-18	01	30	Government Performance Management
16	Workshop on Development of 2nd Generation Citizen Charter	16-17 May 2018	02	60	Government Performance Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
17	Cascading Workshop on Development of 2nd Generation Citizen Charter	28-May-18	01	29	Government Performance Management
18	Right to Information Act and Rules	11-Jun-18	01	26	Government Performance Management
19	Workshop on National Integrity Strategy (NIS) 2018-19	5-Jul-18	01	37	Government Performance Management
20	Workshop on National Integrity Strategy (NIS) 2018-19	25-Jul-18	01	73	Government Performance Management
21	Innovation of Citizen Charter	25-29 September 2018	05	15	Government Performance Management
22	Seminar on Development Philosophy of Bangabondhu and Bangladesh Today	6-Oct-18	01	100	Government Performance Management
23	Cascading Workshop on Innovation in Public Service	9-Oct-18	01	35	Government Performance Management
24	Innovation	22-23 October 2018	02	25	Government Performance Management
25	Orientation Workshop on Innovation	12-Nov-18	01	30	Government Performance Management
26	Right to Information Act 2009 & related Rules-2017	13-Nov-18	01	25	Government Performance Management
27	Orientation Workshop on Innovation	20-Nov-18	01	50	Government Performance Management
28	Mentoring Workshop on Innovation	04-05 December 2018	02	27	Government Performance Management
29	The Government Servants (Conduct) Rules, 1979 (Staff)	10-Dec-18	01	43	Government Performance Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
30	The Government Servants (Conduct) Rules, 1979 (Staff)	12-Dec-18	01	55	Government Performance Management
31	National Integrity Strategy (NIS) (Staff)	26-Dec-18	01	51	Government Performance Management
32	Workshop on Annual Performance Agreement (APA)	08-09 January 2019	02	30	Government Performance Management
33	Workshop on National Integrity Strategy (NIS)	28-Mar-19	01	47	Government Performance Management
34	Workshop on Annual Performance Agreement (APA)	3-Apr-19	01	30	Government Performance Management
35	Innovation in Office	28-Apr-19	01	36	Government Performance Management
36	Right to Information (RTI) Act, 2009 & related issues	15-May-19	01	40	Government Performance Management
37	Seminar on National Integrity Strategy (NIS)	18-Jun-19	01	44	Government Performance Management
38	The Government Servants (Conduct) Rules, 1979 and The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	26-Jun-19	01	46	Government Performance Management
39	The Government Servants (Conduct) Rules, 1979 and The Public Employees Discipline (Punctual Attendance) Ordinance, 1982	8-Jul-19	01	25	Government Performance Management
40	The Government Servants (Conduct) Rules, 1979 (Staff)	9-Jul-19	01	80	Government Performance Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
41	Annual Performance Agreement (APA)	4-Aug-19	01	40	Government Performance Management
42	Workshop on Innovation	20-Aug-19	01	45	Government Performance Management
43	Workshop on Service Process Simplification on Capacity Enhancement	17-18 September 2019	02	25	Government Performance Management
44	Bangladesh Service Rules (Part-1)	30-Sep-19	01	31	Government Performance Management
45	Annual Performance Agreement (APA)	2-Oct-19	01	31	Government Performance Management
46	Seminar on Good Governance	10-Oct-19	01	48	Government Performance Management
47	Workshop on Innovation Capacity Enhancement	15 & 17 October 2019	02	25	Government Performance Management
48	Bangladesh Service Rules (Staff)	22-Oct-19	01	53	Government Performance Management
49	Workshop on National Integrity Strategy (NIS)	27-Oct-19	01	80	Government Performance Management
50	Traffic rules and Road signs (Staff)	19-Nov-19	01	35	Government Performance Management
51	Bangladesh Service Rules (Part-2)	20-Nov-19	01	46	Government Performance Management
52	Workshop on Right to Information (RTI) Act, 2009	25-Nov-19	01	46	Government Performance Management
53	Workshop on Citizen Charter	28-Nov-19	01	46	Government Performance Management
54	Workshop on Road Transport Act-2018	8-Dec-19	01	51	Government Performance Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
55	Mandatory Strategic Objectives of APA	11-Dec-19	01	40	Government Performance Management
56	Seminar on Innovation and Service Process Simplification	30-Dec-19	01	45	Government Performance Management
57	Road Transport Act-2018 (Staff)	20-Jan-20	01	80	Government Performance Management
58	Seminar on Good Governance	29-Jan-20	01	48	Government Performance Management
59	The Government Service Act, 2018 and the Government Servants (Punctual Attendance) Rules, 2019	25-Feb-20	01	36	Government Performance Management
60	Workshop on Information of Public Interest Disclosure (Protection) Rules, 2017	27-Feb-20	01	40	Government Performance Management
01	e-Filing	05-06 February 2018	02	46	ICT Skill Development/e-Filing
02	e-Filing (2nd phase)	12-Feb-18	01	39	ICT Skill Development/e-Filing
03	'Hands-on Training on e-Filing (1st Batch)'	26-27 June 2018	02	23	ICT Skill Development/e-Filing
04	'Hands-on Training on e-Filing (2nd Batch)'	08-09 July 2018	02	28	ICT Skill Development/e-Filing
05	ICT and e-Filing in Office	5-Mar-19	01	38	ICT Skill Development/e-Filing
06	ICT and e-filing in office (refresher Training)	28-Jan-20	01	52	ICT Skill Development/e-Filing
07	Workshop on National Digital Architecture	12-Feb-20	01	39	ICT Skill Development/e-Filing

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
01	Understanding and Using the FIDIC Conditions of Contract	8-Apr-18	01	45	Negotiation Technique and Conflict Management
02	Understanding and Using the FIDIC Conditions of Contract	17-18 July 2018	01	43	Negotiation Technique and Conflict Management
03	The Art and Science of Negotiation of a Contract	19-Feb-19	01	29	Negotiation Technique and Conflict Management
04	Understanding the FIDIC Conditions of Contract (Part-1)	19-Jun-19	01	42	Negotiation Technique and Conflict Management
05	Understanding the FIDIC Conditions of Contract (Part-2)	3-Jul-19	01	45	Negotiation Technique and Conflict Management
06	Understanding the FIDIC Conditions of Contract (Part-3)	23-Sep-19	01	38	Negotiation Technique and Conflict Management
07	Understanding and Using the FIDIC Conditions of Contract	24-Feb-20	01	46	Negotiation Technique and Conflict Management
01	Government Telephone, Cellular, Fax and Internet Policy 2018 and Right to Information Act & Rules-2017	1-Aug-18	01	43	Office Management
02	Secretariat Instructions-2014 : File Management	6-Nov-18	01	41	Office Management
03	BBA Act 2016 and related rules	30-Jan-19	01	80	Office Management
04	File management, Preparation and writing of Official Note	26-Feb-19	01	40	Office Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
05	Introduction to BBA Act 2016 and related rules	11-Mar-19	01	29	Office Management
06	Safety Preparedness and Responses for Fire & Earthquake	16-Apr-19	01	76	Office Management
07	Workshop on Safety Preparedness and Responses for Fire & Earthquake	24-Apr-19	01	57	Office Management
08	Communication in Office	5-May-19	01	37	Office Management
09	Refresher training (Staff)	Aug.19 (25-29)	05	25	Office Management
10	Office Manner and Etiquettes	24-Sep-19	01	45	Office Management
11	Orientation training on various act and rules	24-27 November & 01 December 2019	05	30	Office Management
01	Mainstreaming Poverty, Environment, Disaster and Climate Change in Development Project Planning	02-03 January 2018	05	30	Planning and Management of Development Programmes
02	Management of Land Acquisition	7-Jan-18	01	22	Planning and Management of Development Programmes
03	Preparation and Implementation of Resettlement Plan	15-16 January 2018	02	26	Planning and Management of Development Programmes
04	General and Practical Issues of Land Management	4-Jun-18	01	25	Planning and Management of Development Programmes
05	Understanding Sustainable Development Goals (SDGs) and e-Governance for SDGs	19-Dec-18	01	40	Planning and Management of Development Programmes

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
06	Understanding Feasibility Study: Focusing on Investment Project	25-Mar-19	01	25	Planning and Management of Development Programmes
07	Fund Management for Development Projects	21-May-19	01	30	Planning and Management of Development Programmes
08	Management of Foreign assistance, loans and grants for Development Projects	6-Aug-19	01	30	Planning and Management of Development Programmes
09	Releasing Fund for Development Projects	3-Sep-19	01	35	Planning and Management of Development Programmes
10	Preparation and Management of Budget for Development Projects	1-Dec-19	01	34	Planning and Management of Development Programmes
11	Essential Insurance Tools and Techniques for Project Risk Management	24-Dec-19	01	38	Planning and Management of Development Programmes
12	Formulation of Revised Budget and IMED Progress Report	26-Dec-19	01	40	Planning and Management of Development Programmes
13	Bangladesh Delta Plan 2100: Challenges and Way forward	9-Jan-20	01	46	Planning and Management of Development Programmes
01	Project Management	12-Sep-2017	01	57	Project Management
02	Monitoring and Evaluation of Development Project	10-12 October 2017	03	19	Project Management
03	IMED Monitoring and Reporting Procedure and PMIS	15-16 October 2017	02	24	Project Management
04	Project Appraisal Study	20-21 November 2017	02	22	Project Management
05	Formulation of DPP	11-12 December 2017	02	26	Project Management
06	Public Private Partnership (PPP)	28-29 August 2018	02	43	Project Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
07	Environmental Issues of Project Management : EIA & EAP	15-16 October 2018	02	32	Project Management
08	Project Management Professional (PMP)	Dec.18 (01,08,22); Jan.19 (05,08,12, 15)	07	25	Project Management
09	Income & Livelihood Restoration in Project Impact Areas	28-Jan-19	01	29	Project Management
10	Workshop on Project Management Information System (PMIS)	4-Feb-19	01	34	Project Management
11	Preparation and Implementation of Resettlement Plan	12-Mar-19	01	30	Project Management
12	Land Management and Acquisition	19-Mar-19	01	28	Project Management
13	Workshop on Project Management Professional (PMP)	27-Mar-19	01	23	Project Management
14	Workshop on Project Management Professional (PMP)	29-Apr-19	01	25	Project Management
15	Workshop on Project Management Professional (PMP)	28-May-19	01	25	Project Management
16	Workshop on PMP	15-Jun-19	01	23	Project Management
17	Research Methodology: Types, Process & Design (Part-1)	31-Jul-19	01	36	Project Management
18	Research Methodology: Types, Process & Design (Part-2)	16-Sep-19	01	40	Project Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
19	Research Methodology: Types, Process & Design (Part-3)	21-Oct-19	01	37	Project Management
01	Financial Management Training Programme	06-07 November 2017	02	25	Public Financial Management
02	Financial Management Training Programme	15-16 November 2017	02	24	Public Financial Management
03	56 Digit New Accounting Classification System	23-24 April 2018	02	35	Public Financial Management
04	Delegation of Administrative and Financial Power in reference to BBA	12-Jul-18	01	40	Public Financial Management
05	Effective Budget and Budgetary control	9-Aug-18	01	31	Public Financial Management
06	Submission of Income Tax return and relevant Tax Laws	13-Aug-18	01	46	Public Financial Management
07	Submission of Income Tax return and relevant Tax Laws	9-Sep-18	01	34	Public Financial Management
08	Submission of Income Tax return and relevant Tax Laws	24-Sep-18	01	48	Public Financial Management
09	Elementary of External Audit and How to prepare broadsheet reply	21-Jan-19	01	26	Public Financial Management
10	Financial Management in Bangladesh	25-Feb-19	01	33	Public Financial Management
11	General Financial Rules (Part-1)	13-Mar-19	01	24	Public Financial Management
12	Treasury Rules	10-Apr-19	01	30	Public Financial Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
13	An Anatomy of National Budget 2019-20	21-Aug-19	01	34	Public Financial Management
14	Fiscal Policy	8-Sep-19	01	35	Public Financial Management
15	Capital Market of Bangladesh: Basic Understandings	14-Oct-19	01	38	Public Financial Management
16	Monetary Policy	4-Nov-19	01	41	Public Financial Management
17	Submission of Income Tax return and related Tax Laws	6-Nov-19	01	43	Public Financial Management
18	Submission of Income Tax return and related Tax Laws (Staff)	13-Nov-19	01	51	Public Financial Management
19	Seminar on The Economy of Bangladesh: Recent Trends, Challenges and Way forward	6-Jan-20	01	46	Public Financial Management
19	Seminar on The Economy of Bangladesh: Recent Trends, Challenges and Way forward	6-Jan-20	01	46	Public Financial Management
01	Public Procurement Management	13-14 February 2018	02	24	Public Procurement
02	Public Procurement Management (2nd phase)	18 & 20 March 2018	02	25	Public Procurement
03	Public Procurement Management (Part-1)	6-Feb-20	01	49	Public Procurement

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
01	Road construction, Maintenance & Management: Role of Employer & Engineer	03-04 December 2017	02	25	Technical technology/ Maintenance and Operation/ Toll Operation and Management
02	Road construction, Maintenance & Management: Role of Employer & Engineer	17-18 December 2017	02	24	Technical technology/ Maintenance and Operation/ Toll Operation and Management
03	Bridge Construction & Maintenance in Bangladesh	19-20 February 2018	02	25	Technical technology/ Maintenance and Operation/ Toll Operation and Management
04	Basic concept on Engineering Material	19-20 February 2018	02	25	Technical technology/ Maintenance and Operation/ Toll Operation and Management
05	Increasing the use of Jute Geo-Textile (JGT)	28-Jun-18	01	30	Technical technology/ Maintenance and Operation/ Toll Operation and Management
06	Professional Practices for Engineers	8-Oct-18	01	29	Technical technology/ Maintenance and Operation/ Toll Operation and Management
07	Construction of Large Bridges: Perspective Bangladesh	26-Nov-18	01	25	Technical technology/ Maintenance and Operation/ Toll Operation and Management
08	Design and Construction of Pile	23-Jan-19	01	25	Technical technology/ Maintenance and Operation/ Toll Operation and Management
09	Different aspects of Tunnel Construction	8-Apr-19	01	29	Technical technology/ Maintenance and Operation/ Toll Operation and Management
10	Different aspects of Bus Rapid Transit (BRT) System	11-Jun-19	01	35	Technical technology/ Maintenance and Operation/ Toll Operation and Management

SL#	Title of Training	Date	Duration (in days)	No. of Participants	Category (WPP-wise)
11	Design and Construction issues of reinforced Walls, Slopes and Embankments	22-Jul-19	01	35	Technical technology/ Maintenance and Operation/ Toll Operation and Management
12	Seminar on Reliability based design for the buckling strength of Stiffened Steel plates: An overview of a PhD dissertation	1-Aug-19	01	25	Technical technology/ Maintenance and Operation/ Toll Operation and Management
13	GIS for Urban Planning and Development	25-Aug-19	01	34	Technical technology/ Maintenance and Operation/ Toll Operation and Management
14	Understanding Geotechnical reports in relation to Site conditions, Design and Construction	29-Dec-19	01	35	Technical technology/ Maintenance and Operation/ Toll Operation and Management

“Information is a source of learning. But unless it is organized, processed, and available to the right people in a format for decision making, it is a burden, not a benefit.” –C. William Pollard, Chairman of Fairwyn Investment Company

“Learning experiences are like journeys. The journey starts where the learning is now, and ends where the learner is more successful. The end of the journey isn’t knowing more, it’s doing more.” –Julie Dirksen, learning strategy and design consultant

Photos of the Project Activities

9.1. Photos of In-house Training Program:



Seminar on The Economy of Bangladesh: Recent Trends, Challenges and Way forward held on 06 January 2020



Training on Bangladesh Delta Plan 2100: Challenges and Way forward held on 09 January 2020



**Seminar on Good Governance chaired by Mr. Mohammed Belayet Hossain
Secretary, Bridges Division, held on 29 January 2020**



**Training on Understanding and Using the FIDIC Conditions of Contract
held on 24 February 2020**

9.2. Photos of Overseas Training Program:



Front Row L-R: Resalyn Corpuz, Dewan Sayeedul Hassan, Assoc.Prof.Chukiat Ruksorn (Director, ETO, KU),
Md. Rezaul Haider, Bharat Chandra Mondal
Back Row L-R: Mohammad Mizanur Rahman, M A Mannan, Md Abul Hossain, Sharif Mohammad Rezaul Karim
and Shahriar Al-Kabir Siddiqui

Training on Sustainable Project Management held in Thailand, 05-12 February 2019



**Training on Operation, maintenance, traffic management and toll collection
of Bridges, Tunnels/Subways held in Italy & Turkey, 10-17 March 2019**



The Secretary, Bridges Division and Other Officials on a Study Visit to Singapore and Indonesia, 18-24 December 2019



Training on Sustainable Project Management held in Thailand, 09-18 January 2020

Training Calendar Planning & Development

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