

**EASTERN REFINERY LIMITED**

**CHATTOGRAM.**

Date : 14/06/2022

**ANNUAL TRAINING CALENDAR**

**(Period : July 2022 to June 2023)**


SL	Subject of Training	Target Group	Batch	Date	Duration (Days)	Participants (per batch)	Man days	Venue/ Organizer
01	ABP unit operation, drum manufacturing and filling techniques.	Officer + Staff/Worker	1 + 1	Jul'22	1	30	60	ERL Training Centre
02	Audit Rules & Practices.	Officer	2	Jul'22	1	30	60	Do
03	Leadership, Creative Problem Solving & Decision Making.	Officer + Staff/Worker	1 + 1	Jul'22	1	30	60	Do
04	e-Filing/e-Nothi System	Officer	2	Jul'22	1	20	40	Do
05	Public Procurement Act & PPR-2008.	Officer	4	Aug'22	1	30	120	Do
06	Computer Training on Office Management	Officer + Staff/Worker	2 + 2	Aug'22	2	10	80	Do
07	<b>Good Governance : National Integrity Strategy &amp; Annual Performance Agreement (APA)</b>	Officer	4	Sep'22	1	30	120	Do
08	Taxation, Vat & Custom Duty.	Officer + Staff/Worker	1 + 1	Sep'22	1	30	60	Do
09	Production, Supply and Control of Various Utilities of ERL.	Officer + Staff/Worker	1 + 1	Sep'22	1	30	60	Do
10	Inspection Procedure Techniques and NDT.	Officer + Staff/Worker	1 + 1	Oct'22	1	30	60	Do
11	Effective Management System (5S, Kaizen)	Officer + Staff/Worker	1 + 1	Oct'22	1	30	60	Do
12	Bangladesh Labour Laws & Labour Rules.	Officer + Staff/Worker	2 + 2	Oct'22	1	30	120	Do
13	ERL Tank Farm Operation Techniques.	Officer + Staff/Worker	1 + 1	Nov'22	1	30	60	Do

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14	Office Management & Etiquettes.	Officer + Staff/Worker	3 + 3	Nov'22	1	30	180	ERL Training Centre
15	Annual Confidential Report(ACR) Writing.	Officer	5	Dec'22	1	30	150	Do
16	Electronic Government Procurement (e-GP).	Officer	3	Dec'22	1	20	60	Do
17	Fire Fighting System of ERL.	Officer + Staff/Worker	3 + 3	Jan'23	1	30	180	Do
18	Negotiation Skill & Conflict Management.	Officer	2	Jan'23	1	30	60	Do
19	ERL Security System.	Officer + Staff/Worker	3 + 3	Feb'23	1	30	180	Do
20	Grievance Redress System	Officer + Staff/Worker	2 + 2	Feb'23	1	30	120	Do
21	Occupational Health Hazard, Industrial Hygiene & First Aid.	Officer + Staff/Worker	3 + 3	Mar'23	1	30	180	Do
22	Quality Control of Petroleum Products.	Officer + Staff/Worker	1 + 1	Mar'23	1	30	60	Do
23	General Discussion of CoViD'19 Pandemic & CPR Management.	Officer + Staff/Worker	1 + 1	Apr'23	1	30	60	Do
24	Operation and Process Control Techniques of ERL SCP Unit.	Officer + Staff/Worker	1 + 1	Apr'23	1	30	60	Do
25	Safety Management of Petroleum Refinery.	Officer + Staff/Worker	1 + 1	Apr'23	1	30	60	Do
26	Electrical Maintenance Techniques.	Officer + Staff/Worker	1 + 1	Apr'23	1	30	60	Do
27	Budget and Budgeting – Concept and Practice in ERL.	Officer	4	May'23	1	30	120	Do
28	Crude Oil Processing Technology and ERL Operation.	Officer + Staff/Worker	1 + 1	May'23	1	30	60	Do

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29	Maintenance Technique of Rotating Equipments.	Officer + Staff/Worker	1 + 1	May'23	1	30	60	ERL Training Centre
30	Foreign Trade – Export/Import Operations with LC Management.	Officer + Staff/Worker	1 + 1	May'23	2	30	120	Do
31	Instrumentation and Control Techniques.	Officer + Staff/Worker	1 + 1	Jun'23	1	30	60	Do
32	Public Service Innovation.	Officer + Staff/Worker	1 + 1	Jun'23	1	30	60	Do
33	Planning Management & Production Planning.	Officer + Staff/Worker	1 + 1	Jun'23	1	30	60	Do
34	Inventory Control & Store Management.	Officer + Staff/Worker	1 + 1	Jun'23	1	30	60	Do
35	Crude Oil Procurement, Transportation, Lighterage Operations & Export/Import Operation.	Officer + Staff/Worker	1 + 1	Jun'23	1	30	60	Do

  
28/04/22

Training Officer

  
28/04/22

Manager (Training)