





**Bangladesh Society for Training and Development (BSTD)**  
Training Course

on

**19<sup>th</sup> Preparation of Reports and Write-Ups**  
**Course Schedule**

**Duration: 26 – 30 April, 2026**

Date & Day	1 <sup>st</sup> Session	11.20	2 <sup>nd</sup> Session	01:15	3rd Session	4 <sup>th</sup> session
	10:00 - 11.20 hrs	11:45	11.45 – 01:15 hrs	– 02.15	02:15- 03:35 hrs	03-40-05: 00 hrs
26.04.2026 Sunday	Introductory Session (10:00- 11:00AM) Pre Test	T E A	Formats and Contents of a Good Report (Commonalities)	P R A Y E R  &  L U N C H	Formats and Contents of Different Types of Reports (Distinctive Features)	Working Paper
27.04.2026 Monday	Press Release, Press Note & Press Briefing		Conducting the Meeting		Minutes of a Meeting	Cabinet Summary
28.04.2026 Tuesday	Summary to PM and Ministers		Making out a Case		Enquiry Report (i)	Enquiry Report (ii)
29.04.2026 Wednesday	Position Paper		Preparation of a Project		Project Completion Report. (PCR)	MOU and Contract Signing
30.04.2026 Thursday	Note Verbale and Aide Memoire	B R E A K	General Review of the Course	B R E A K	Post Test & Course Evaluation	Closing session Followed by Dinner 07:00pm 09:00pm