

# Training Calendar 2025-2026

*For Enhancing Knowledge, Skills  
and  
Changing Attitudes*



**National Academy for Planning and Development (NAPD)**

Ministry of Public Administration

[www.napd.gov.bd](http://www.napd.gov.bd)



**May 2025**



# PREFACE

National Academy for Planning and Development (NAPD) is mandated for organizing training, conducting research and providing consultancy services. The areas of training encompass development planning, project management, procurement management, office management, supply chain management, basic data science, contract management, emotional and cultural intelligence, ICT and other cross cutting issues. The capacity building of the officials of government, semi government, autonomous and private organizations is very much needed for achieving Sustainable Development Goals (SDGs) by 2030.

The quality training is a pre-requisite for meeting the challenges of achieving new Bangladesh. The training calendar of 2025-2026 has been prepared by NAPD to make an effective plan for ensuring quality training. Updating course curriculum is a regular phenomenon. This calendar reflects the contribution of NAPD faculty members incorporating contemporary development issues in line with the national and international best practices. In addition to regular day and evening courses, NAPD also offers different tailor-made (request) training courses to meet the organizations' needs. Besides, NAPD organizes seminars and workshops on contemporary development and planning related issues round the year. NAPD also conducts research and provides consultancy services on the feasibility study of development projects, preparation of Development Project Proposals (DPP) etc.

It is expected that NAPD along with its competent faculties and renowned speakers from different organizations with up-to-date training facilities will be able to conduct the training programs as scheduled in this training calendar. I would like to keep on record my words of appreciations to the senior secretaries/secretaries of different ministries/divisions and Heads of various government departments and non-government organizations for extending their continuous support by nominating their officers to the various training courses of NAPD.



**Sukesh Kumar Sarker**  
Director General  
(Secretary to the Govt.), NAPD



Sl. No.	CONTENTS	Page No.
	PREFACE .....	i
	NATIONAL ACADEMY FOR PLANNING AND DEVELOPMENT (NAPD) .....	1
	ACADEMY RESOURCES .....	2-4
	At a Glance Training Program: 2025-2026 .....	5-6
<b><i>DAY COURSES</i></b>		
01.	Project Appraisal, Formulation and Approval (24 <sup>th</sup> Batch) .....	07
02.	Human Resource Management (29 <sup>th</sup> Batch) .....	08
03.	Public Procurement Management (29 <sup>th</sup> Batch) .....	09-11
04.	Public Financial Management (29 <sup>th</sup> Batch) .....	12
05.	Advanced Office Management and Digital Application (29 <sup>th</sup> Batch) .....	13
06.	Innovation and Change Management (8 <sup>th</sup> Batch) .....	14
07.	Contract Management (3 <sup>rd</sup> Batch) .....	15
08.	Project Feasibility Study (4 <sup>th</sup> Batch) .....	16-17
09.	Leadership and Strategic Planning (16 <sup>th</sup> Batch) .....	18
10.	Development Planning and Project Management (59 <sup>th</sup> Batch) .....	19-20
11.	Supply Chain Management (3 <sup>rd</sup> Batch) .....	21
12.	Basic Data Science (2 <sup>nd</sup> Batch) .....	22-23
13.	Emotional and Cultural Intelligence (2 <sup>nd</sup> Batch) .....	24-25
14.	Generative AI and Leadership (1 <sup>st</sup> Batch) .....	26-27
<b><i>EVENING COURSES</i></b>		
01.	Post Graduate Diploma in Development Planning (38 <sup>th</sup> Batch) .....	28
02.	Post Graduate Diploma in ICT for Development (16 <sup>th</sup> Batch) .....	29
03.	Basic Course on Cyber Security (5 <sup>th</sup> Batch) .....	30-31
04.	English Language Proficiency (43 <sup>rd</sup> Batch) .....	32-33
05.	Advanced Microsoft Excel (16 <sup>th</sup> Batch) .....	34
06.	Public Procurement Management (17 <sup>th</sup> Batch) .....	35-37
07.	Diploma in Project Planning, Development and Management (DPPDM) (18 <sup>th</sup> Batch) .....	38-39
08.	Project Planning and Management (PPM) (15 <sup>th</sup> Batch) .....	40-41
09.	Ethical Hacking (1 <sup>st</sup> Batch) .....	42-43
10.	Social Media Management (1 <sup>st</sup> Batch) .....	44
11.	Advanced Research Tools (1 <sup>st</sup> Batch) .....	45
	Special Foundation Training Course for BCS (Health) Cadre Officers .....	46-47
	Special Foundation Training Course for non-cadre Officers .....	48-49
	List of Faculty Members/Officers .....	50-52
	Training Flow Chart 2025-2026 .....	53-54
	NAPD Location Map .....	55



# NATIONAL ACADEMY FOR PLANNING AND DEVELOPMENT (NAPD)

## INTRODUCTION

National Academy for Planning and Development (NAPD) is one of the pioneers in the arena of public sector training in Bangladesh. Now NAPD is also focusing on the skill development issues of the private sector organizations and exploring the potential avenues of the private sector organizations as well as Graduate students for developing themselves for the job market and also as entrepreneurs. It imparts training on Project Planning and Management, Financial Management, Public Procurement Management, Human Resource Management, Advanced Research Methodology, Leadership & Strategic Planning, Information & Communication Technology (ICT). Besides, a Post Graduate Diploma in Development Planning and a Post Graduate Diploma in ICT for development are also offered by the Academy. Since its inception, NAPD has been providing quality training to the officials to orient them with development policies of the Government as well as developing themselves into competent resources of the country. NAPD, by the time, has touched a number of milestones. It started its journey as a development project back in 1980. Later, it became a Body-Corporate on 3rd February 1985. Then, onwards it embodies a tale of achievements, persistent experiences, learning processes and the inevitable outcomes of the organization. It observed 25th year of services as the 'Silver Jubilee' in 2010. The academy is being administered by an act passed by the parliament named National Academy for Planning and Development Act, 2018. NAPD is working under the Ministry of Public Administration since 17 February 2022.

## VISION

Established as one of the country's leading training institutes on planning and development.

## MISSION

Development of skilled and ethically strong manpower in planning and development through training, research and consultancy.

## OBJECTIVES

The objectives of the academy are to:

- i. provide training on development planning & administration, project management, public procurement management, office management, ICT and other cross cutting issues;
- ii. conduct foundation, special foundation, basic and departmental training for cadre and non-cadre officers on request;
- iii. implement specialized training on diversified areas for different organizations on request;
- iv. conduct research and evaluation studies on development planning, project management and contemporary development issues;
- v. provide consultancy services to different ministries and agencies;
- vi. continue the practice of exchanging new knowledge and experiences on planning, development economics, project management, etc. through workshops, seminars, publications and trainings.

Academy, since September 1981, has been conducting training courses regularly in pursuance of its assigned responsibilities in the areas of the national interest. Academy so far has imparted training to 52295 trainees from different government offices, private agencies and NGOs. In the meantime, NAPD has been able to develop a core group of professionally trained officials who are contributing their efforts in the overall development of the country.

## ACADEMY RESOURCES

### CAMPUS

Academy is housed in a nine storied building at Nilkhet, Dhaka on the north-western side of the Dhaka University campus. The location of the Academy is unique of its kind in the sense that it is in the hub of the city within the close vicinity of other seats of learning like Bangladesh University of Engineering and Technology (BUET), Bangladesh Medical University, Dhaka Medical College, Bangladesh Civil Service Administration academy. The academy auditorium is located on the ground floor of the main building. The auditorium, endowed with air-conditioned facilities having a sitting capacity of 300 persons, is a worth-possession to the Academy. It is also rented out to other organizations for convening seminars, conferences, workshops etc. The institution stimulates free academic discussion on development and planning issues of the country in particular and other disciplines in general. The campus is a smoking free one.

### LIBRARY AND DOCUMENTATION SERVICES

A specialized functional library with a collection of about 23,600 books, periodicals, journals and research reports has been set up for the benefits to the trainees and faculty members. The Academy is in the mailing list of various local and foreign academy and training institutions. The library procures books and other useful publications on a regular basis. The library is open for the users from 9.00 a.m. to 8.00 p.m. on all week days. Borrowing facility is provided to the trainees and faculty members. The Academy publishes an annual journal *Development Review* regularly, which contains articles on planning and issues related to development.

### EQUIPMENT AND LOGISTICS

Training aids of NAPD are quite sufficient for running six courses simultaneously. Those include computer lab, Language lab, cc-camera, multimedia projectors, DSL camera, photo copier, public address system, scanner, colour laser Printer, document viewer, digital attendance system, video conferencing system etc. The academy has a number of computers to be used in the training courses. NAPD is now using smart classroom system like interactive board, kiosk machine and online campus display system.

Recently NAPD has established a modern Audio Visual Studio which will facilitate recording and editing of training sessions for launching e-learning training courses.

### DORMITORY

Attached to the main building, there is a seven-storied dormitory with a residential accommodation for 115 trainees at a time. All the rooms are equipped with high speed internet facilities. Dormitory rooms are also rented out temporarily to government officials and persons attached with education and training organizations. The room-tariffs are as follows:

<b>Daily Rent (AC Suite/ Room)</b>			
Suite/Room No.	Government officer	Non Government officer/Foreign guest	NAPD Faculty
Suite-1 (Room No. 601, 602)	2,000/-	3,500/-	400/-
Suite-2 (Room No. 607, 608)	1,800/-	3,000/-	300/-
Room No. 601	1,000/-	1,800/-	150/-
Room No. 602, 603, 604, 605, 606, 607	800/-	1,500/-	100/-
Room No. 608	800/-	2,000/-	150/-

<b>Daily Rent (Non-AC Room)</b>		
Sl. No.:	Kinds of Border	Daily Rent (Per seat)
1	Participants (Regular/Evening Course)	200/ -
2	Participants (Request Course)	400/ -
3	Guest (Government Officer)	400/ -
4	Guest (Non-Government Officer)	600/ -
5	Guest (Foreigner)	1,200/ -
6	NAPD Faculty Member/Officer	70/ -
7	NAPD's Alumni Member	250/ -
8	Participants (Non Resident Request Course)	200/ -

## **CAFETERIA**

NAPD has a two storied cafeteria to accommodate 150 trainees in a single batch. Smiling hospitality of the staff members of the academy makes the participants feel very much at home. The cost of lunch or dinner is tk. 240.00 and that of morning snacks is tk. 80.00. The dormitory and cafeteria are independently run and managed by a committee of the officers designated by the academy.

## **COMPUTER AND LANGUAGE LAB**

Academy has established three modern computer labs and one well equipped language lab cum multimedia lab. Each of these labs can accommodate 25-50 participants. Academy has a Cyber Café for participants. The whole academy including dormitory is covered by Wi-Fi network. Video conferencing system is also available in the academy. NAPD has an interactive dynamic web site which can be accessed with: [www.napd.gov.bd](http://www.napd.gov.bd)

## **FACULTY**

NAPD has a team of interdisciplinary faculties engaged in training, research & consultancy services to meet the objectives of the Academy. The faculties consist of a Director General, an Additional Director General, three Directors, three Chief Instructors, a System Analyst, three Instructors, three Associate Instructors, two Deputy Directors and an Assistant Director. Besides, there are two Training Officers, three Research Officers, an Evaluation Officer, a Librarian and an Assistant Programmer.

## **GUEST SPEAKERS**

Academy, because of its unique location, enjoys a rare privilege of getting maximum services of renowned speakers from the Government, autonomous organizations, training & research institutions and different universities. Many of them are equally known at home & abroad.

## **LINKAGES**

National Academy for Planning and Development has signed MoUs with world leading relevant organizations to offer international training programs on respective discipline and conduct collaborative research works.

### **The names of the MoU signing organizations:**

- International Malaysian education center @ University Malaysia Sarawak, Kuala Lumpur learning center (IMEC@UNIMASLCKL), Malaysia;
- Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH), Philippines;
- Administrative Staff College of India (ASCI), Hyderabad, India;
- Executive Centre for Development Programs (ECDP), Office of the Extension and Training (OET), Kasetsart University, Thailand;
- The WB National University of Juridical Sciences Bidhannagar, Kolkata, West Bengal, India;
- Department of Law, University of North Bengal, West Bengal, India;
- Police Staff College, Bangladesh.

## **BREATHING SPACE**

There is a breathing space named as 'Khanik' beside cafeteria for the participants. About 20-25 persons may conduct their group works and enjoy their leisure time to refresh themselves.

## **MOSQUE**

NAPD has a mosque for prayer on the 2<sup>nd</sup> floor of Cafeteria Building where male & female participants have separate prayer facilities.

## DATE WISE TRAINING PROGRAMS: AT A GLANCE 2025-2026

### Day Courses

Sl. No.	Course Title	Duration	Working day	No. of Participants	Course Fee	Page No
1.	Project Appraisal, Formulation and Approval (24 <sup>th</sup> Batch)	20.07.2025 to 07.08.2025	15	25	26,000.00	07
2.	Human Resource Management (29 <sup>th</sup> Batch)	27.07.2025 to 31.07.2025	05	25	11,000.00	08
3.	Public Procurement Management (29 <sup>th</sup> Batch)	03.08.2025 to 21.08.2025	15	25	26,000.00	09-11
4.	Public Financial Management (29 <sup>th</sup> Batch)	07.09.2025 to 11.09.2025	05	25	11,000.00	12
5.	Advanced Office Management and Digital Application (29 <sup>th</sup> Batch)	14.09.2025 to 25.09.2025	10	25	20,000.00	13
6.	Innovation and Change Management (8 <sup>th</sup> Batch)	14.09.2025 to 18.09.2025	05	25	11,000.00	14
7.	Contract Management (3 <sup>rd</sup> Batch)	19.10.2025 to 23.10.2025	05	25	11,000.00	15
8.	Project Feasibility Study (4 <sup>th</sup> Batch)	16.11.2025 to 27.11.2025	10	25	20,000.00	16-17
9.	Leadership and Strategic Planning (16 <sup>th</sup> Batch)	07.12.2025 to 11.12.2025	05	25	11,000.00	18
10.	Development Planning and Project Management (59 <sup>th</sup> Batch)	01.02.2026 to 19.02.2026	15	25	26,000.00	19-20
11.	Supply Chain Management (3 <sup>rd</sup> Batch)	12.04.2026 to 16.04.2026	05	25	11,000.00	21
12.	Basic Data Science (2 <sup>nd</sup> Batch)	03.05.2026 to 07.05.2026	10	25	20,000.00	22-23
13.	Emotional & Cultural Intelligence (2 <sup>nd</sup> Batch)	10.05.2026 to 14.05.2026	05	25	11,000.00	24-25
14.	Generative AI and Leadership (1 <sup>st</sup> Batch)	17.05.2026 to 21.05.2026	05	25	11,000.00	26-27

## Evening Courses

Sl No.	Course Title	Duration	Working day	No. of Participants	Course Fee	Page No
1.	Post Graduate Diploma in Development Planning (38 <sup>th</sup> Batch)	January-December, 2026	130	25	65,000.00	28
2.	Post Graduate Diploma in Information and Communication Technology (PGD ICT) (15 <sup>th</sup> Batch)	January-December, 2026	130	25	75,000.00	29
3.	Basic Course on Cyber Security (5 <sup>th</sup> Batch)	13.07.2025 to 20.08.2025	15	25	22,000.00	30-31
4.	English Language Proficiency (43 <sup>rd</sup> Batch)	13.07.2025 to 22.10.2025	45	25	32,000.00	32-33
5.	Advanced Microsoft Excel (16 <sup>th</sup> Batch)	24.08.2025 to 14.09.2025	10	25	15,000.00	34
6.	Public Procurement Management (17 <sup>th</sup> Batch)	02.11.2025 to 21.01.2026	35	25	26,000.00	35-37
7.	Diploma in Project Planning, Development and Management (DPPDM) (18 <sup>th</sup> Batch)	05.10.2025 to 08.04.2026	75	25	50,000.00	38-39
8.	Project Planning and Management (15 <sup>th</sup> Batch)	29.03.2026 to 13.06.2026	35	25	26,000.00	40-41
9.	Ethical Hacking (1 <sup>st</sup> Batch)	05.04.2025 to 29.04.2025	12	25	16,000.00	42-43
10.	Social Media Management (1 <sup>st</sup> Batch)	03.05.2025 to 12.05.2025	05	25	11,000.00	44
11.	AI Based Research Tools (1 <sup>st</sup> Batch)	17.05.2025 to 01.06.2025	05	25	11,000.00	45

## Day Courses

### 01. Project Appraisal, Formulation and Approval (24<sup>th</sup> Batch)

<b>Duration</b>	: 15 Working days
<b>Date</b>	: 20.07.2025 to 07.08.2025
<b>Nomination Deadline</b>	: 13.07.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 26,000.00 (Twenty six thousand only ) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, private organizations etc.
<b>Course Objectives</b>	: <ul style="list-style-type: none"> <li>i. To familiarize the participants about the key concepts of project appraisal process;</li> <li>ii. To develop the competencies for project appraisal process;</li> <li>iii. To make the participants capable of formulating DPP/TAPP.</li> </ul>
<b>Course Contents</b>	: <p><b>Module-1: Planning and Development Issues in Bangladesh</b></p> <ul style="list-style-type: none"> <li>a. Planning and Development: concept &amp; relations;</li> <li>b. Annual Development Program (ADP);</li> <li>c. Sustainable Development Goals (SDGs);</li> <li>d. Budgetary framework of Bangladesh with Midterm Budgetary Framework (MTBF) and Ministry Budgetary Framework (MBF);</li> </ul> <p><b>Module-2: Project Appraisal/ Feasibility Study</b></p> <ul style="list-style-type: none"> <li>a. Importance of feasibility study;</li> <li>b. Demand forecasting;</li> <li>c. Cash flow of a project;</li> <li>d. Discounting technique &amp; calculation of NPV, BCR &amp; IRR;</li> <li>e. Financial appraisal;</li> <li>f. Economic appraisal;</li> <li>g. Technical appraisal;</li> <li>h. Service sector project appraisal;</li> <li>i. Project sensitivity and risk analysis;</li> <li>j. Stakeholder analysis;</li> <li>k. Gender equity planning tools;</li> <li>l. Case Study on feasibility study</li> </ul> <p><b>Module-3: Social and Environmental Impact Assessment</b></p> <ul style="list-style-type: none"> <li>a. Environmental clearance process in Bangladesh;</li> <li>b. Climate change and its related impact on development projects;</li> <li>c. Economic evaluation of environmental impact of development project;</li> <li>d. Environmental and Social Impact Assessment (EIA &amp; SIA) of Development Project;</li> <li>e. Environmental Management Plan (EMP) of development project;</li> <li>f. Preparation of project with EIA &amp; EMP components with exercise;</li> <li>g. Case study on EIA and EMP</li> <li>h. Disaster Impact Assessment (DIA).</li> </ul> <p><b>Module-4: Project Planning, Financing and Formulation</b></p> <ul style="list-style-type: none"> <li>a. Project cycle;</li> <li>b. Project design with logical framework;</li> <li>c. Explanation of DPP, TAPP, etc.;</li> <li>d. Preparation of DPP;</li> <li>e. Project approval process</li> <li>f. Delegation of financial power &amp; fund release procedure;</li> <li>g. Public procurement management: PPA-2006, PPR-2008, e-GP;</li> <li>h. Use of CPM/PERT in project schedule development;</li> <li>i. Application of MS project.</li> </ul>
<b>Training Methods</b>	: Lecture, individual exercise, group work, group presentation, case study and field visit.
<b>Evaluation System</b>	: Attendance, Class participation, group presentation, overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Dr. Mohammed Hasan Tarik, Director (Admin & Finance)
<b>Course Coordinators</b>	: Md. Ramjan Ali, Deputy Director (Admin) Md. Jarif Mahub, Research Officer

## 02. Human Resource Management (29<sup>th</sup> Batch)

<b>Duration</b>	: 5 working days
<b>Date</b>	: 27.07.2025 to 31.07.2025
<b>Nomination deadline</b>	: 20.07.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 11,000.00 (Eleven thousand only ) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from non-government organizations, banks, private organizations etc.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To develop participants' understanding on conceptual issues of HRM &amp; HRD;</li><li>To acquaint them with legal framework in relation to HRM in Bangladesh;</li><li>To share the HRM practices along with tools and techniques used across the different sectors in Bangladesh.</li></ol>
<b>Course Contents</b>	: <p><b>Module-1: Conceptual Issues of HRM</b></p> <ol style="list-style-type: none"><li>HRM &amp; HRD: concept and issues;</li><li>Ethical issues in HRM;</li><li>Motivation and human relations in organization;</li><li>Job analysis: Job description &amp; job specification;</li><li>Team building for HRM;</li><li>Leadership in HRM;</li><li>Strategic HRM</li><li>Human Resource Information System (HRIS) and Enterprise Resource Planning (ERP);</li><li>Recruitment, training, selection and posting;</li><li>Reward and punishment</li><li>Office etiquette.</li></ol> <p><b>Module-2: Legal Framework and Managerial Issues of HRM</b></p> <ol style="list-style-type: none"><li>Legal Frameworks of HRM;</li><li>Performance Appraisal Measurement System;</li><li>Labor law-2006 &amp; Bangladesh labor rules 2015;</li><li>Performance Management;</li><li>Problem solving &amp; decision making process;</li><li>Self- analysis;</li><li>Conflict Management &amp; Negotiation Techniques;</li><li>Gender perspectives of HRM.</li></ol> <p><b>Module-3: HRM practices in Bangladesh</b></p> <ol style="list-style-type: none"><li>Process of promotion, posting and placement;</li><li>Compensation management, employee benefit and compliance;</li><li>Good governance.</li></ol>
<b>Training Methods</b>	: Lecture, individual exercise, group discussion and case study
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Dr. Engr. Md. Abdur Rashid, Director (Research & Publication)
<b>Course Coordinator</b>	: Md. Al-Amin PMP, Training Officer

### 03. Public Procurement Management (29<sup>th</sup> Batch)

<b>Duration</b>	: 15 working days
<b>Date</b>	: 03.08.2025 to 21.08.2025
<b>Nomination deadline</b>	: 27.07.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 26,000.00 (Twenty six thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, private organizations etc.
<b>Course Objectives</b>	: After the successful completion of the course, participants will be able to: <ul style="list-style-type: none"><li>i. acquaint with the legal framework of procurement in public sector;</li><li>ii. familiarize with the procedure and standard tender documents for procurement of goods and works;</li><li>iii. get a comprehensive coverage of the overall spectrum of intellectual and professional service procurement;</li><li>iv. familiarize with the e-GP and other cross-cutting issues</li></ul>
<b>Course Contents</b>	: <ul style="list-style-type: none"><li><b>Module-1: Concept of Budget and Public Procurement Management</b><ul style="list-style-type: none"><li>a) Overview of govt. Budget</li><li>b) Development expenditure management: Bangladesh perspectives</li><li>c) Introduction of Public Procurement Management, Principles of public procurement &amp; Overview of PPA-2006 and PPR-2008;</li><li>d) Public procurement cycle and risk factors</li><li>e) Procurement ethics, code of conduct and Professional misconduct</li><li>f) Procurement and Contract Strategies</li><li>g) Public procurement methods: Goods and Works</li><li>h) Procurement and Contract Strategies for Intellectual &amp; Professional Services and Physical Services.</li><li>i) Public procurement methods: Intellectual &amp; Professional Services</li><li>j) Public procurement methods: Other physical services</li><li>k) Standard Tender Documents (STDs)</li><li>l) Contract approval procedures and delegation of financial powers (DoFP)</li><li>m) Procurement Planning:<ul style="list-style-type: none"><li>- Preparation of Procurement Plan</li><li>- Cost Estimate</li><li>- Official Cost Estimate</li><li>- Hands-on activity on APP</li></ul></li><li>n) Public Procurement Committees: Constitution and functions</li><li>o) Procurement Advertisement</li><li>p) Goods Quotation Process: RFQ Document &amp; RFQ processing</li><li>q) Hands-on activity: RFQ processing</li></ul></li><li><b>Module-2: Procurement processing and managing of Goods</b><ul style="list-style-type: none"><li>a) Introduction to different tender documents related to goods</li><li>b) Goods Procurement Processing as of NCT: Instructions to Tenderers (ITT) and Tender Data Sheet (TDS)</li><li>c) Preparation of Tender Data Sheet (TDS): Hands-on activity</li><li>d) Introducing Tender and Contract Forms for Goods</li><li>e) Technical Specifications (TS) and Schedule of Requirements of goods</li></ul></li></ul>

- f) General Conditions of Contracts (GCC) and Particular Conditions of Contracts (PCC)
- g) Preparation of Particular Conditions of Contract (PCC): Hands-on activity
- h) International goods procurement
- i) Tender opening
- j) Tender evaluation
- k) Hands-on activity: Tender Opening and Evaluation
- l) Approval of Tender, Award, Signing and Debriefing
- m) Contract administration and management

**Module-3: Procurement processing and managing of Works**

- a) Introduction to different tender documents related to works
- b) Works Procurement Processing as of NCT: Instructions to Tenderers (ITT) and Preparation of Tender Data Sheet (TDS)
- c) Hands-on Activity: Preparation of Tender Data Sheet (TDS)
- d) Introduction of Tender and Contract Forms
- e) Hands-on Activity: Tender Forms, NoA, Contract Agreement
- f) Technical specifications and Bill of Quantities (BoQ) for works procurement
- g) Hands-on Activity: Bill of Quantities (BoQ)
- h) Pre-qualification in works procurement
- i) International Competitive Tendering process, Tender document, JVCA: Works
- j) Tender opening and evaluation
- k) Hands-on Activity: Tender opening and evaluation
- l) Contract Award, Performance and Closing of Works contract
- m) General Conditions of Contracts (GCC) and Particular Conditions of Contracts (PCC)
- n) Hands-on Activity: Preparation of PCC
- o) Contract administration and management including Risk Mitigation Process, Insurance Issues, Price Adjustments

**Module-4: Procurement of Intellectual and Professional Services & Physical Services**

- (i) Procurement of Intellectual and Professional Services**
  - a) Methods for procurement of Intellectual and Professional services
  - b) Request for Expressions of Interest (REOI) & Expressions of Interest (EOI)
  - c) Opening and Evaluation of EOIs
  - d) Hands-on Activity: Evaluation of EOIs
  - e) Terms of References (ToR)
  - f) Standard Request for Proposal (SRFP) Document;
  - g) Hands-on Activity: Proposal Data Sheet (PDS)
  - h) General Conditions of Contract (GCC) and Particular Conditions of Contract (PCC)
  - i) Hands-on Activity: Preparation of PCC
  - j) Opening and Evaluation of proposals
  - k) Hands-on Activity: Evaluation of Proposals
  - l) Negotiations of Contracts
  - m) Approval, signing, completion of the process.
  - n) Contract Management

(ii) **Physical Services**

- a) Procurement of Non-consulting Service/Physical Service; STD, PNS
- b) Procurement of Non-consulting Service: Outsourcing (Outsourcing circular, outsourcing policy)
- c) Framework agreement
- d) Complaints and Appeal Procedures
- e) Procurement Post Review
- f) Introduction to e-GP and provisions in the e-GP guidelines;
- g) Roles of Users and functions of e-GP system

**Module-5: Cross-cutting Issues**

- a) International Best Practices: Procurement practices by Major Development Partners
- b) Sustainable Public Procurement (SPP): SPP policy and Green procurement and Life Cycle Costing, Total cost of ownership and Whole life costing
- c) Advanced Procurement
- d) Emergency Procurement
- e) Asset Disposal Policy

<b>Training Methods</b>	:	Lecture, individual exercise, group work, case study and field visit.
<b>Evaluation System</b>	:	Attendance, class participation, pre-test, post-test and overall performance
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Mohammad Anwar Hossain, Chief Instructor
<b>Course Coordinators</b>	:	Most: Abeda Sultana, Deputy Director ( R & P) Md. Masud Parvez, Research Officer

## 04. Public Financial Management (29<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 07.09.2025 to 11.09.2025
<b>Nomination deadline</b>	: 01.09.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 11,000.00 (Eleven thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, private organizations etc.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To enhance participants' understanding on fiscal and monetary policy, budget and auditing system;</li><li>To enable the participants in applying financial, treasury and other related rules.</li></ol>
<b>Course Contents</b>	: <p><b>Module-1: Economic Policy, National Budget and Statutory Audit</b></p> <ol style="list-style-type: none"><li>Fiscal policy and the macro-economic framework of Bangladesh;</li><li>Monetary policy of Bangladesh and its relationship with fiscal policy;</li><li>Fiscal deficit and deficit financing;</li><li>Public debt management in Bangladesh;</li><li>Preparation of non-development and development budget;</li><li>Medium Term Budgetary Framework (MTBF), Ministry Budgetary Framework (MBF)</li><li>Introduction to IBAS<sup>++</sup>;</li><li>Accounting and auditing system in Bangladesh;</li></ol> <p><b>Module-2: Financial and Treasury Rules</b></p> <ol style="list-style-type: none"><li>General financial rules and treasury rules;</li><li>Public Finance and Budget Management Act 2009;</li><li>Role and responsibilities of drawing and disbursing officer (DDO);</li><li>Delegation of financial powers and fund release procedures;</li><li>Pay fixation;</li><li>Pension and gratuity;</li><li>General Provident Fund (GPF), Contributory Provident Fund (CPF), Benevolent fund and group insurance rules;</li><li>Traveling allowance rules;</li><li>Overview of Public Procurement Management: PPA 2006 and PPR 2008;</li><li>Anti-Corruption Act;</li></ol>
<b>Training Methods</b>	: Lecture, individual exercise, case study and group work
<b>Evaluation System</b>	: Attendance, class participation, pre-test, post-test and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Kaisarul Islam, Instructor
<b>Course Coordinator</b>	: Mohammad Ziaur Rahman, Assistant Director

## 05. Advanced Office Management and Digital Application (29<sup>th</sup> Batch)

<b>Duration</b>	: 10 working days
<b>Date</b>	: 14.09.2025 to 25.09.2025
<b>Nomination Deadline</b>	: 07.09.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 20,000.00 (Twenty thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from non-government organizations, banks, private organizations etc.
<b>Course Objectives</b>	: <ul style="list-style-type: none"> <li>i. To equip the participants with the concepts and theories of office management;</li> <li>ii. To familiarize with the administrative, financial rules and procedures;</li> <li>iii. To develop the participant's understanding about the tools and techniques of advanced office management.</li> </ul>
<b>Course Contents</b>	: <p><b>Module-1: Concepts and Theories of office management</b></p> <ul style="list-style-type: none"> <li>a. Concept of Office Management;</li> <li>b. Human Resource Management (HRM);</li> <li>c. Human Resource Information System (HRIS);</li> <li>d. Job Analysis: Job description and job specification.</li> </ul> <p><b>Module-2: Administrative and Financial Rules</b></p> <ul style="list-style-type: none"> <li>a. Rules of business &amp; allocation of business;</li> <li>b. The Govt. Servants (Conduct) Rules, 1979;</li> <li>c. The Govt. Servants (Discipline and Appeal) Rules, 2018;</li> <li>d. Leave Rules;</li> <li>e. Delegation of financial powers and fund release procedures;</li> <li>f. Role and responsibilities of DDO;</li> <li>g. Pension, gratuity, GPF &amp; CPF rules etc.;</li> <li>h. Travelling allowances rules;</li> <li>i. Overview of Public Procurement Management: PPA 2006 and PPR 2008;</li> <li>j. Public Servant and Anti-Corruption Commission Act 2004;</li> <li>k. Right to Information Act-2009.</li> </ul> <p><b>Module-3: Tools for Office Management</b></p> <ul style="list-style-type: none"> <li>a. Office procedures and record management;</li> <li>b. Recruitment, training, promotion and posting;</li> <li>c. Leadership and team building;</li> <li>d. Noting, drafting and summary writing;</li> <li>e. Forms of written communication;</li> <li>f. Conducting meeting, preparation of working paper &amp; minutes;</li> <li>g. Office inspection, office layout and office securities;</li> <li>h. Inventory and Capital Asset Management;</li> <li>i. Annual Confidential Report (ACR) &amp; Performance Management;</li> </ul>
<b>Training Methods</b>	: Lecture, individual exercise, group work, case study, field visit
<b>Evaluation System</b>	: Attendance, class participation, pre-test, post-test & overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinator</b>	: Taposh Paul, Research Officer Most. Jannatul Ferdousi, Assistant Librarian

## 06. Innovation and Change Management (8<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 14.09.2025 to 18.09.2025
<b>Nomination deadline</b>	: 07.09.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 11,000.00 (Eleven thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from non-government organizations, banks, private organizations etc.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To understand innovation and its application in organizational development;</li><li>To gather knowledge about innovation;</li><li>To describe change and enable to identify and overcome the obstacles to change.</li></ol>
<b>Course Contents</b>	: <p><b>Module 1: Conceptualization of Innovation</b></p> <ol style="list-style-type: none"><li>Key concepts of innovation;</li><li>Innovation: Global perspective;</li><li>Innovation cycle;</li><li>Service innovations;</li><li>Innovation, Competitiveness and Development;</li><li>Business process re-engineering;</li></ol> <p><b>Module 2: Concept, Model and current practice of change management</b></p> <ol style="list-style-type: none"><li>Change Management: Types and Objectives;</li><li>Change Management Cycle;</li><li>Development Strategy of Change Management;</li><li>Monitoring and Evaluation of Changes;</li><li>Recognizing and Managing Distress;</li><li>Resistance to Change and Barriers to Change;</li><li>Change Management: Case Studies;</li></ol>
<b>Training Methods</b>	: Lecture, group discussions, group work, case study, self-assessments etc.
<b>Evaluation System</b>	: Attendance, class participation and overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Kazi Muhammad Salatuazzaman, System Analyst
<b>Course Coordinator</b>	: Md. Abul Hossain, Training Officer

## 07. Contract Management (3<sup>rd</sup> Batch)

<b>Duration</b>	:	05 working days
<b>Date</b>	:	18.01.2026 to 22.01.2026
<b>Nomination Deadline</b>	:	11.01.2026
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25 in each batch
<b>Course fee</b>	:	Tk. 11,000.00 (Eleven thousand only) per participant
<b>Participant's Level</b>	:	Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. To acquaint the participants with the legal framework of procurement</li><li>ii. To familiarize the participants with the procedure of different stages of contract</li><li>iii. To provide a comprehensive coverage of contract management</li></ol>
<b>Course Contents</b>	:	<ol style="list-style-type: none"><li>a) Contract creation;</li><li>b) Preparation of public procurement contracts;</li><li>c) Negotiation and collaboration of contracts;</li><li>d) Contract management cycle;</li><li>e) Management of contract risk;</li><li>f) Review and approval of the contracts;</li><li>g) Administration and execution;</li><li>h) Ongoing management and renewal;</li><li>i) Reporting and tracking;</li><li>j) Case studies on contract management;</li><li>k) Contract performance;</li><li>l) Contract termination approaches;</li><li>m) Best practices in contract management;</li><li>n) Managing contractual disputes.</li></ol>
<b>Training Methods</b>	:	Lecture, case study, individual exercise, group discussion
<b>Evaluation System</b>	:	Attendance, class participation and overall performance
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Mohammad Anwar Hossain, Chief Instructor
<b>Course Coordinator</b>	:	Md. Al-Amin PMP, Training Officer

## 08. Project Feasibility Study (4<sup>th</sup> Batch)

<b>Duration</b>	: <b>10 Working days</b>
<b>Date</b>	: 16.11.2025 to 27.11.2025
<b>Nomination Deadline</b>	: 09.11.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 20,000.00
<b>Participant's Level</b>	: Officers of grade-9 and with working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, private organizations etc.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To familiarize the participants with the key concepts of project appraisal;</li><li>To acquaint the participants with the different techniques of financial, economic, technical and environmental appraisal;</li><li>To equip the participants with the different aspects of project feasibility study.</li></ol>
<b>Course Contents</b>	: <p><b>Module-1: Overview of Feasibility Study and Development Project</b></p> <ol style="list-style-type: none"><li>Project Background: Rationale and genesis;</li><li>Feasibility study: Scope, Objectives, Approach and Methodology;</li><li>Project cycle;</li><li>Overview of Project Proposal for feasibility study (PFS) form;</li><li>Explanation of Project Feasibility Guideline.</li></ol> <p><b>Module-2: Market/Demand Analysis</b></p> <ol style="list-style-type: none"><li>Market/Demand Analysis;</li><li>Stakeholder Analysis;</li><li>SWOT Analysis.</li></ol> <p><b>Module-3: Technical/Technological &amp; Engineering analysis</b></p> <ol style="list-style-type: none"><li>Technical analysis;</li><li>Technical design and Costs estimation.</li></ol> <p><b>Module-4: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis</b></p> <ol style="list-style-type: none"><li>Environmental clearance process in Bangladesh;</li><li>Economic evaluation of environmental impact of development project;</li><li>Environmental Impact Assessment;</li><li>Environmental Management Plan (EMP) of development project;</li><li>DIA Tool (DRIP) and Framework.</li></ol> <p><b>Module-05: Cost Benefit Analysis</b></p> <ol style="list-style-type: none"><li>Identification of Cost &amp; Benefit :Transformation into monetary value;</li><li>The cash flow of the project;</li><li>Discounting techniques &amp; calculation of NPV, BCR &amp; IRR;</li><li>Demand forecasting;</li><li>Financial appraisal;</li><li>Economic appraisal.</li></ol> <p><b>Module-6: Human Resources, Administrative Support and Legal Analysis</b></p> <ol style="list-style-type: none"><li>Human Resources and Administrative Support Analysis (During Implementation and Post Implementation of the project);</li><li>Institutional and Legal Analysis;</li><li>Land Acquisition Plan (LAP);</li><li>Rehabilitation and Resettlement Plan.</li></ol>

### **Module-7: Risk, Sensitivity and Alternate Analysis**

- a. Risk Analysis;
- b. Sensitivity Analysis;
- c. Alternative/Options Analysis.

<b>Training Methods</b>	:	Lecture, peer learning, individual exercise, group work & presentation, case study and field visit.
<b>Evaluation System</b>	:	Attendance, Class participation, module based class test& overall performance.
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Dr. Engr. Md. Abdur Rashid, Director (Research & Publication)
<b>Course Coordinators</b>	:	Mohammad Ziaur Rahman, Assistant Director Md. Zarif Mahbub, Research Officer

## 09. Leadership and Strategic Planning (16<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 07.12.2025 to 11.12.2025
<b>Nomination deadline</b>	: 01.12.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 11,000.00 (Eleven thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Objectives</b>	: <ul style="list-style-type: none"><li>i. To develop participants understanding on conceptual issues of strategic planning;</li><li>ii. To acquaint the participants with various leadership skills.</li></ul>
<b>Course Contents</b>	: <ul style="list-style-type: none"><li><b>Module 1: Concept of Strategic Planning</b><ul style="list-style-type: none"><li>a. Context and evolution of strategic planning;</li><li>b. Strategic planning process;</li><li>c. Strategic planning: from vision to action;</li><li>d. Strategic planning for good governance;</li><li>e. Principles of strategic planning for leadership teams;</li><li>f. Impact of strategic planning on leadership.</li></ul></li> <li><b>Module 2 : Leadership Skills</b><ul style="list-style-type: none"><li>a. Leadership theories and core competencies;</li><li>b. Leadership skills;</li><li>c. Leadership and decision making;</li><li>d. Negotiation techniques and conflict management;</li><li>e. Leadership and strategic planning: unlocking leadership potential;</li><li>f. Challenges in leadership and change;</li><li>g. Developing and empowering other as a leader;</li><li>h. Leadership behaviors and practices and their impact on strategic process;</li></ul></li></ul>
<b>Training Methods</b>	: Lecture, individual and group exercise and case study
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Kaiserul Islam, Instructor
<b>Course Coordinator</b>	: Most. Lipia Khatun, Evaluation Officer

## 10. Development Planning and Project Management (59<sup>th</sup> Batch)

<b>Duration</b>	: 15 Working days
<b>Date</b>	: 01.02.2026 to 19.02.2026
<b>Nomination deadline</b>	: 25.01.2026
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 26,000.00 (Twenty six thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To familiarize the participants with the concepts and issues of planning process and project management with reference to Bangladesh;</li><li>To enhance the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation;</li><li>To develop the participants' skill in preparing DPP/TPP/TAPP.</li></ol>
<b>Course Contents</b>	: <p><b>Module 1: Conceptual and Administrative Framework of Development Planning</b></p> <ol style="list-style-type: none"><li>Concepts of Planning; Planning Process and its relation with development in Bangladesh</li><li>Linkage of planning process to development goals (i.e. SDGs);</li><li>Role and responsibilities of Planning Commission, ERD, IMED and line ministries in Planning Process;</li><li>Annual Development Program (ADP) and ADP Management System (AMS);</li><li>Budgetary framework of Bangladesh with (MTBF) and (MBF);</li><li>Project Planning System (PPS).</li></ol> <p><b>Module 2: Planning, Formulation and Financing of Projects</b></p> <ol style="list-style-type: none"><li>Project, Types of Project and Project cycle, Approval procedure of development projects;</li><li>Stakeholder analysis;</li><li>Project design with logical framework: Problem tree and objective tree analysis, structure with components of logical framework;</li><li>Exercise on Project design with logical framework;</li><li>Explanation of DPP, TPP and TAPP formats with exercise;</li><li>Project Financing : sources of funding, concept and techniques of project financing;</li><li>Project Design with Foreign Aid and PDPP;</li><li>Delegation of financial power &amp; fund release procedure;</li><li>Gender policy and gender related concepts and issues related to project planning and budgeting.</li></ol> <p><b>Module 3: Project Appraisal/ Feasibility Study</b></p> <ol style="list-style-type: none"><li>Project appraisal: objectives, scope and types of project appraisal and approval procedure;</li><li>Project feasibility study format &amp; its components;</li><li>Demand forecasting: technique of collection and analysis;</li><li>Identification of components of Cash flow of a project with excel;</li><li>Financial appraisal with NPV, BCR &amp; IRR calculation with excel exercise;</li><li>Economic appraisal: (shadow pricing, ) and valuation;</li><li>Service sector project appraisal;</li><li>Social Impact Assessment (SIA);</li><li>Resettlement plan;</li></ol>

- j) Understanding EIA and EMP for designing development projects;
- k) Disaster Impact Assessment (DIA) and Disaster & Climate Risk Information Platform (DRIP);
- l) Project sensitivity and risk analysis;
- m) Project Approval Process including Ministry Assessment Format (MAF) and Sector Appraisal Format (SAF);
- n) Group Work: Review an existing DPP (for checking the Disaster, EIA, Social Impact Assessment, Ministry Assessment Format (MAF) & Sector Appraisal Format (SAF) issues.

#### **Module 4: Project Implementation**

- a) Role of a project manager/ project director (Project Implementation Unit) with respect to Leadership & Team Building;
- b) Introduction of MS project software for project management.
- c) Implementation plan of a project: Project scope management (WBS/PBS etc. using MS project);
- d) Use of CPM/PERT in project scheduling ( Gantt Chart) using MS Project
- e) Project risk management;
- f) Overview of procurement management: PPA-2006, PPR-2008;
- g) Procurement management: Methods and practice;
- h) Procurement Plan with exercise.

#### **Module 5: Project Monitoring and Evaluation**

- a) Concepts, types, Tools and Techniques of Monitoring and Evaluation using LFA;
- b) Earned Value Management (EVM) with MS Project;
- c) Change control /Dealing with implementation challenges, role of different committees of a project;
- d) Explanation and exercise of IMED formats;
- e) Project completion report (PCR) ;
- f) Concept and use of Result Based Management (RBM);
- g) Issues of Sustainability for development projects;
- h) Project Management Information System (PMIS): online submission;

<b>Training Methods</b>	: Lecture, individual exercise, group work and presentation, case study, report writing and study tour.
<b>Evaluation System</b>	: Attendance, class participation, pre-test, post-test, DPP presentation and overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Dr. Mohammed Hasan Tarik, Director (Admin & Finance)
<b>Course Coordinators</b>	: Mouful Nahar, Instructor Md. Al-Amin PMP, Training Officer

## 11. Supply Chain Management (3<sup>rd</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 03.05.2026 to 07.05.2026
<b>Nomination Deadline</b>	: 26.04.2026
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	Tk. 11,000.00 (Eleven thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Objectives</b>	: The course is designed to equip the participants about the operation and supply chain management. After the successful completion of the course, participants will be able to: <ul style="list-style-type: none"> <li>i. acquire the theoretical fundamentals of the operation and supply chain management;</li> <li>ii. gather knowledge about the supply chain management using appropriate and typical example;</li> <li>iii. interpret and analysis of the result;</li> <li>iv. apply knowledge in a practical manner using detailed procedures</li> </ul>
<b>Course Contents</b>	: <b>Module1: Material and Source Management</b> <ul style="list-style-type: none"> <li>a) Distribution management</li> <li>b) Strategic capacity management</li> <li>c) Process analysis</li> <li>d) Logistics and facilities location</li> <li>e) Lean manufacturing</li> <li>f) Demand management and forecasting</li> <li>g) Incoterms</li> </ul> <p><b>Module2: Supply chain strategy, planning operation and control</b></p> <ul style="list-style-type: none"> <li>a) Strategy sourcing</li> <li>b) 4IR and sustainable supply chain</li> <li>c) Supply chain performance measurement and benchmarking</li> <li>d) Demand and supply planning</li> <li>e) Operation and supply strategy</li> <li>f) Product and service design</li> <li>g) Enterprise resource planning</li> <li>h) Inventory control</li> </ul>
<b>Training Methods</b>	: Lecture, case study, individual exercise, group discussion
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinator</b>	: Md. Nurul Amin' Asst. Programmer

## 12. Basic Data Science (2<sup>nd</sup> Batch)

<b>Duration</b>	: 10 working days
<b>Date</b>	: 06.06.2026 to 17.06.2026
<b>Nomination Deadline</b>	: 30.05.2026
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 20,000.00 (Twenty thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Objectives</b>	: After the successful completion of the course, participants will be able to: <ol style="list-style-type: none"><li>Learn the fundamentals of data analysis, data ecosystems, and the role of big data in modern analytics.</li><li>Gain practical skills in Excel, R, Python, and SQL for data wrangling, analysis, and visualization.</li><li>Understand statistical techniques, including descriptive and inferential statistics, probability, correlation, and regression.</li><li>Explore big data frameworks and learn how to use cloud platforms for data storage and analysis.</li><li>Apply data visualization techniques and dashboards to communicate insights and solve real-world problems effectively.</li></ol>
<b>Course Contents</b>	: <b>Module 1: Foundations of Data Science and Excel Skills</b> <b>Objectives:</b> <ol style="list-style-type: none"><li>To introduce participants to the fundamentals of data analytics, including key concepts and techniques.</li><li>To equip participants with practical skills in Excel for data manipulation, analysis, and visualization.</li></ol> <b>Contents:</b> <ol style="list-style-type: none"><li>Understanding the Data Ecosystem and Analysis Skills</li><li>Data Gathering, Wrangling, and Insight Extraction</li><li>Basics of Excel: Entering Data, Charts, Functions</li><li>Data Analysis Using Tables, Pivot Tables, and Visualization</li><li>Hands-On Project</li></ol> <b>Module 2: Data Literacy and R Programming</b> <b>Objectives:</b> <ol style="list-style-type: none"><li>To build participants' data literacy by teaching them data organization, exploration, and analysis.</li><li>To introduce participants to R programming for advanced data analysis and visualization.</li></ol> <b>Contents:</b> <ol style="list-style-type: none"><li>Foundations of Data Literacy: Research Question Formulation, Data Wrangling, and Visualization</li><li>Analysing and Interpreting Data</li><li>Installing and Exploring R and R-Studio</li><li>Data Wrangling, Statistical Tests, Models, and Visualization Activities</li></ol>

### **Module 3: Statistical Analysis with Python**

#### **Objectives:**

- i To develop participants' statistical analysis skills using Python, focusing on descriptive and inferential statistics.
- ii To equip participants with skills in probability, correlation, and regression techniques using Python.

#### **Contents:**

- a) Descriptive Statistics and Probability Basics
- b) Hands-On Probability Activities
- c) Inferential Statistics, Correlation, and Regression
- d) Practical Activities for Analysis

### **Module 4: SQL Fundamentals and Cloud Data Overview**

#### **Objectives:**

- i To equip participants with SQL skills for querying and transforming data effectively.
- ii To provide participants with a foundational understanding of cloud technologies and data warehouses.

#### **Contents:**

- a) SQL Basics, Joins, Subqueries, and Window Functions
- b) SQL Optimization, Data Transformation, and Modeling
- c) Overview of Cloud Platforms and Data Warehousing

### **Module 5: Big Data Concepts**

#### **Objectives:**

- i To provide participants with an understanding of big data concepts and tools and cloud technologies.
- ii To introduce participants to data visualization best practices for effective communication of insights.

#### **Contents:**

- a) Introduction to Big Data and Hadoop Ecosystem
- b) Hands-On Labs with Hadoop Map Reduce and Clusters
- c) Analyze and Model Big Data in the Cloud
- d) Data Visualization Techniques and Dashboard Optimization

<b>Training Methods</b>	:	Lecture, case study, individual exercise, group discussion
<b>Evaluation System</b>	:	Attendance, class participation and overall performance
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Kazi Muhammad Salatuzzaman, System Analyst
<b>Course Coordinator</b>	:	Md. Nurul Amin, Asst. Programmer

## 13. Emotional and Cultural Intelligence (2<sup>nd</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 10.05.2026 to 14.05.2026
<b>Nomination Deadline</b>	: 07.05.2026
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 11,000.00 (Eleven thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Objectives</b>	: After the successful completion of the course, participants will be able to: <ol style="list-style-type: none"><li>to equip the participants with the knowledge and skills to understand and manage their own emotions, effectively perceive and respond to the emotions of others, and</li><li>to navigate the participants among diverse cultural contexts by recognizing and adapting to different values, communication styles, and behaviors, ultimately leading to improved interpersonal relationships and effective communication across cultures.</li><li>to improve leadership skills of the participants.</li></ol>
<b>Course Contents</b>	: <p><b>Module 1: Understanding Emotional Intelligence</b></p> <ol style="list-style-type: none"><li>Introduction to Emotional Intelligence (EQ): Definition, importance in various aspects of life, and the key components of EI.</li><li>Self-Awareness: Recognizing and understanding one's own emotions, strengths, and limitations.</li><li>Emotional Appraisal: Identifying triggers for emotions, and the impact of emotions on behavior and decision-making.</li></ol> <p><b>Module 2: Managing Emotions (Self-Regulation)</b></p> <ol style="list-style-type: none"><li>Emotion Regulation Strategies: Techniques to manage negative emotions like stress, anger, and frustration.</li><li>Positive Psychology: Cultivating positive emotions and resilience.</li><li>Mindfulness and Self-Reflection: Practices to enhance self-awareness and emotional control.</li></ol> <p><b>Module 3: Social Awareness (Empathy)</b></p> <ol style="list-style-type: none"><li>Perspective Taking: Understanding and appreciating others' viewpoints and emotions</li><li>Active Listening: Skills to effectively listen and respond to others' concerns</li><li>Non-Verbal Communication: Interpreting body language and facial expressions</li></ol> <p><b>Module 4: Relationship Management</b></p> <ol style="list-style-type: none"><li>Conflict Resolution: Strategies to manage disagreements effectively and build positive relationships</li><li>Teamwork and Collaboration: Building trust and cooperation within a team</li><li>Influencing Skills: Communicating persuasively and advocating for ideas</li></ol> <p><b>Module 5: Understanding Cultural Intelligence (CQ)</b></p> <ol style="list-style-type: none"><li>Cultural Dimensions: Exploring frameworks like Hofstede's cultural dimensions to understand cross-cultural variations</li><li>Cultural Norms and Values: Identifying key cultural norms and values across different societies</li><li>Cross-Cultural Communication: Strategies to communicate effectively in diverse cultural contexts</li></ol>

## **Module 6: Applying Emotional and Cultural Intelligence**

- a) Leadership and EQ: The role of emotional intelligence in effective leadership
- b) Workplace Applications: Using EI to manage conflict, build relationships, and improve team performance
- c) Personal Development: Integrating EI principles into personal life to enhance well-being and relationships

<b>Training Methods</b>	:	Lecture, case study, individual exercise, group discussion
<b>Evaluation System</b>	:	Attendance, class participation and overall performance
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Most. Abeda Sultana, Deputy Director (Research & Publication)
<b>Course Coordinator</b>	:	Most. Jannatul Ferdousi, Assistant Librarian

## 14. Generative AI and Leadership (1<sup>st</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 17.05.2026 to 21.05.2026
<b>Nomination Deadline</b>	: 10.05.2026
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 11,000.00 (Eleven thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Objectives</b>	: After the successful completion of the course, participants will be able to: <ol style="list-style-type: none"><li>Understand the foundational concepts and societal implications and ethical considerations of AI and Generative AI;</li><li>Apply Generative AI tools (e.g., ChatGPT, Gemini, Copilot) to enhance personal and organizational productivity;</li><li>Master prompt engineering techniques to optimize AI outputs for decision-making;</li><li>Leverage Generative AI across key business functions (HR, Finance, Project Management);</li><li>Develop strategies for responsible and trustworthy AI adoption in leadership roles;</li></ol>
<b>Course Contents</b>	: <b>Module 1: Foundations of Generative AI for Leaders</b> <b>Module Objectives:</b> <ul style="list-style-type: none"><li>To explain the core concepts, history, and societal impact of Generative AI;</li><li>To evaluate ethical challenges and limitations of AI in leadership contexts;</li><li>To use foundational AI tools (GPT-4, Gemini, Copilot) for personal and business productivity;</li></ul> <b>Topics:</b> <ol style="list-style-type: none"><li>Introduction to AI &amp; Generative AI (AI vs. Generative AI, Key Applications)</li><li>AI's Impact on Business &amp; Society (Case Studies, Economic &amp; Social Impacts)</li><li>The History and Evolution of Generative AI</li><li>Ethics &amp; Limitations of Generative AI (Bias, Misinformation, Responsible AI Frameworks)</li><li>Core Models &amp; Trustworthy AI (How LLMs Work, Ensuring Reliability)</li><li>Hands-on Labs:<ul style="list-style-type: none"><li>GPT-4/Gemini for Multimodal Tasks</li><li>Text/Image Generation</li><li>Microsoft Copilot for Productivity</li></ul></li></ol> <b>Module 2: Mastering Prompt Engineering for Leadership</b> <b>Module Objectives:</b> <ul style="list-style-type: none"><li>To design effective prompts for ChatGPT and other AI tools;</li><li>To apply advanced techniques (chain-of-thought, few-shot) to solve business problems;</li><li>To customize prompts for executive decision-making;</li></ul> <b>Topics:</b> <ul style="list-style-type: none"><li>Prompt Engineering Basics (Principles, Role-Playing, Iterative Refinement)</li><li>Advanced Techniques (Few-shot Learning, Context Control)</li><li>ChatGPT for Leaders (Business Communication, Report Drafting, Strategic Queries)</li></ul>

### **Module 3: Generative AI for Organizational Leadership**

#### **Module Objectives:**

- To integrate Generative AI into leadership and strategic functions;
- To utilize AI tools for HR, finance, and executive decision-making;
- To leverage Generative AI for enhanced project management and organizational effectiveness;

#### **Topics:**

- a) Generative AI for Executives and Business Leaders (Strategy, Competitive Analysis)
- b) Generative AI in HR & Finance (Recruitment, Performance Reviews, Financial Forecasting)
- c) Generative AI for Educators
- d) Generative AI in Project Management (Task Decomposition, Plan Analysis, Status Tracking via ChatGPT)

<b>Training Methods</b>	:	Lecture, case study, individual exercise, group discussion
<b>Evaluation System</b>	:	Attendance, class participation and overall performance
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Kazi Salatuazzaman, System Analyst
<b>Course Coordinator</b>	:	Md. Nurul Amin, Assistant Programmer

## Evening Courses

### 01. Post Graduate Diploma in Development Planning (38<sup>th</sup> Batch)

<b>Duration</b>	:	10 Months (Each module: 12-15 days)
<b>Date</b>	:	January–December 2026 (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Nomination Deadline</b>	:	15 December, 2025
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk. 65,000/- (Tk. Sixty five thousand only) for all the ten modules is to be paid by crossed cheque in favor of the Director General, NAPD at the time of registration.
<b>Participant's Level</b>	:	<ul style="list-style-type: none"> <li>• Minimum Graduate/ Honors/Equivalent;</li> <li>• Individual/ Personnel working in Govt., Semi Govt., Autonomous and Private Organizations;</li> <li>• Nomination from concern authority when applicable.</li> </ul>
<b>Course Objectives</b>	:	<p>After the successful completion of the course, participants will be able to:</p> <ol style="list-style-type: none"> <li>i. conceptualize with the issues of national and international development;</li> <li>ii. become efficient workforce for attainment of socio-economic development objectives of the country; and</li> <li>iii. utilize the most recent tools and techniques of planning, project design and management.</li> </ol>
<b>Course Contents</b>	:	<p>Module-01: Fundamentals of Economics;            Module-02: Theories and Models of Development;            Module-03: Economic development of Bangladesh;            Module-04: Development Planning Process in Bangladesh;            Module-05: Mathematics &amp; Statistics for Planners;            Module-06: Research Methodology;            Module-07: Special Issues of Development;            Module-08: Appraisal and Formulation of Development Projects;            Module-09: Procurement and Financial Management of Development Projects;            Module-10: Implementation Monitoring and Impact Evaluation of Development Projects.</p>
<b>Training Methods</b>	:	Lecture, individual exercise, group work for DPP preparation and group presentation, report writing, case study, study tour in home & abroad,
<b>Evaluation System</b>	:	Written examination, assignment, group work, case study, report writing and group presentation, attendance, class participation & overall performance.
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Dr. Engr. Md Abdur Rashid, Director (Research & Publication)
<b>Course Coordinators</b>	:	Md. Ramjan Ali, Deputy Director (Admin) Md, Ali Hossain Patwary, Executive Officer

## 02. Post Graduate Diploma in ICT for Development (16<sup>th</sup> Batch)

<b>Duration</b>	: 10 Months (Each module: 12-15 days)
<b>Date</b>	: January- December 2026 (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Nomination Deadline</b>	: 15 December 2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 75,000.00 (Seventy five thousand) for all the ten modules is to be paid by crossed cheque in favor of the Director General, NAPD at the time of registration.
<b>Participant's Level</b>	: <ul style="list-style-type: none"> <li>• Minimum Graduate/ Honors/Equivalent;</li> <li>• Individual/ Personnel working in Govt., Semi Govt., Autonomous and Private Organizations;</li> <li>• Nomination from concern authority when applicable.</li> </ul>
<b>Course Objectives</b>	: After the successful completion of the course, participants will be able to: <ol style="list-style-type: none"> <li>i. conceptualize the theoretical and practical knowledge on information and communication technology for development;</li> <li>ii. act as the ICT workforce to meet the national demand for development planning of Bangladesh;</li> <li>iii. become ICT skilled manpower in order to implement the tools and technologies of 4IR.</li> </ol>
<b>Course Contents</b>	: Module-1: Fundamentals of Information & Communication Technology and Programming Language (ICT -101); Module 2 : Multimedia System Design (ICT -111); Module-3: Networking and Data Communication (ICT -107); Module-4: System Analysis and Design (SAD) (ICT -103); Module-5: Database Management System & Design (ICT -105); Module-6: Advance web Technology (ICT -106); Module-7 : e-Governance, e-Commerce & ICT Project Management (ICT -109); Module-8: Emerging Technologies in ICT and Cyber Security (ICT 112); Module-9: Software Engineering Auditing and Quality Management (ICT -108); Module-10 Project work and Case Studies (ICT-999)
<b>Training Methods</b>	: Lectures, exercises, assignments, lab practices, case studies, report writing and presentations, group work & presentation, study tour in home and abroad.
<b>Evaluation System</b>	: Written Examination, individual exercise, group work, project preparation & presentation, attendance, assignment, class participation & overall performance.
<b>Facilities</b>	: <ul style="list-style-type: none"> <li>• One person one computer</li> <li>• Acoustic &amp; air conditioned class room</li> <li>• Multimedia presentation system</li> <li>• Network based computer lab</li> </ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Kazi Salatuzzaman, System Analyst
<b>Course Coordinators</b>	: Md. Nurul Amin, Assistant Programmer Md. Zakir Hossain, Accounts Officer

### 03. Basic Course on Cyber Security (5<sup>th</sup> Batch)

<b>Duration</b>	: 15 working days (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Date</b>	: 13.07.2025 to 20.08.2025
<b>Nomination deadline</b>	: 07.07.2025
<b>No. of Course</b>	: 1
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 15,000 (fifteen thousand only) per participant
<b>Participants' Level</b>	: Officers of grade-10 and above from government, semi-government, autonomous bodies and executives of companies, banks, NGO's, Researchers, MIS personals. It is required that the participants should have the basic knowledge on computer operation.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To prepare participants with the technical knowledge and skills needed to protect and defend cyber-attacks;</li><li>To enhance participants understanding by informing policy, laws and rules regarding cyber security accepted standards;</li><li>To develop organizational capacity that can plan, implement, and monitor cyber security mechanisms to help ensure the protection of information technology assets.</li></ol>
<b>Course Content</b>	: <p><b>Day-1: Introduction to Cybersecurity</b></p> <ol style="list-style-type: none"><li>Fundamentals of cybersecurity (CIA triad);</li><li>Threat actors and motivations;</li><li>Basic terminology and types of cyber attacks;</li><li>Historical cyber-attacks case study.</li></ol> <p><b>Day-2: Basics of Cryptography</b></p> <ol style="list-style-type: none"><li>Introduction to cryptography;</li><li>Encryption techniques (symmetric and asymmetric);</li><li>Hash functions and digital signatures;</li><li>Practical exercise: Encryption and decryption, Digital Signature.</li></ol> <p><b>Day-3: Web &amp; Email Security</b></p> <ol style="list-style-type: none"><li>Common Threats, vulnerabilities and Best Practices for web security;</li><li>Common Threats and Best Practices for Email Security;</li><li>Introduction to OWASP Top 10;</li><li>Practical exercise: Identifying and exploiting web vulnerabilities.</li></ol> <p><b>Day-4: Security Tools (Hands-On)</b></p> <ol style="list-style-type: none"><li>Overview of Different Security Tools;</li><li>Installation and Configuration of Different Security Tools;</li><li>Antivirus and Internet Security;</li><li>Overview of Vulnerability assessment and penetration testing (VAPT).</li></ol> <p><b>Day-5: Operating System Security</b></p> <ol style="list-style-type: none"><li>Basic Security features in popular operating systems (Windows, Linux);</li><li>User access controls and permissions;</li><li>Patch management and software updates;</li><li>Practical exercise: Hardening an operating system.</li></ol> <p><b>Day-6: Network Security</b></p> <ol style="list-style-type: none"><li>Common network vulnerabilities;</li><li>Firewall/next-gen Firewall and intrusion detection/prevention systems;</li><li>VPNs and remote access;</li><li>Practical exercise: Establishing VPN connection in Network.</li></ol>

**Day-7: WiFi and Mobile Security**

- a) Wi-Fi and Mobile security vulnerabilities;
- b) Wifi Encryption Standards WEP vs. WPA vs. WPA2;
- c) Rogue access points and evil twin attacks;
- d) Practical exercise: Analyse and capture Wi-Fi network traffic.

**Day-8: Malware Analysis and Physical Security**

- a) Types of malware (viruses, worms, Trojans etc.);
- b) Case study: Real-world malware incidents;
- c) Malware Detection and Prevention Techniques;
- d) Physical Security.

**Day-9: Policy & Guidelines**

- a) Cloud Policy 2020;
- b) Email policy 2019;
- c) Social Media Uses Guidelines.

**Day-10: Act, Rules & Strategy**

- a) Cyber Security Strategy 2021-2025 (Draft);
- b) Digital Security Act, 2018;
- c) Digital Security Rules – 2020;

**Day-11: Incident Response and Forensics**

- a) Incident response process and methodologies;
- b) Incident handling best practices;
- c) Digital forensics techniques;
- d) Practical exercise: Digital forensics tools (AUTOPSY or Similar).

**Day-12: Social Engineering and Human Factors**

- a) Understanding social engineering techniques;
- b) Phishing, vishing, smishing, and pretexting and impersonation;
- c) Insider threats and employee awareness;
- d) Basic concepts of Dark Web.

**Day-13: Emerging Trends and Future of Cybersecurity**

- a) Current trends in cybersecurity;
- b) Artificial intelligence in cybersecurity;
- c) Zero Trust, state sponsored hacking, deep fake;
- d) Security Monitoring and Management Tools (SOC: SIEM).

**Day-14: Field Visit**

**Day-15: Cloud Security**

- a) Introduction to cloud computing and its security implications
- b) Cloud security challenges and solutions
- c) Cloud security best practices

<b>Training Methods</b>	:	Lecture, individual exercise, group work and assignments.
<b>Evaluation System</b>	:	Attendance, class participation and overall performance
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Engr. Md. Abdur Rashid, Director (Research & Publication)
<b>Course Coordinator</b>	:	Tapash Paul, Research Officer

## 04. English Language Proficiency (43<sup>rd</sup> Batch)

<b>Duration</b>	: 45 working days (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Date</b>	: 13.07.2025 to 22.10.2025
<b>Nomination deadline</b>	: 07.07.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 32,000.00 (Thirty two thousand only) per participant
<b>Participant's Level</b>	: Employees from govt./semi-govt./autonomous body/private organizations and fresh graduates from universities.
<b>Course Objectives</b>	: After the successful completion of the course, participants will be able to: <ul style="list-style-type: none"><li>i. improve the participants' English Language proficiency (listening, speaking, and writing); and</li><li>ii. develop their competence in using English for both oral and written communication.</li></ul>
<b>Course Contents</b>	: <ul style="list-style-type: none"><li><b>Module 1: Introduction to English Language Proficiency &amp; Basic Grammar</b><ul style="list-style-type: none"><li>a) Overview and Importance of English Learning in global communication</li><li>b) How to Develop the skills of English &amp; Setting Language Learning Goals</li><li>c) Verb Tenses (Present, Past, Future)</li><li>d) Sentence structure (Simple, Compound, Complex)</li><li>e) Sentence Correction</li><li>f) Modals and Conditional sentences</li><li>g) Prepositions</li><li>h) Common grammar mistakes and how to avoid them</li></ul></li><li><b>Module 2: Vocabulary Building</b><ul style="list-style-type: none"><li>a) Word formation (prefixes, suffixes, roots)</li><li>b) Synonyms and antonyms</li><li>c) Idiomatic expressions and phrasal verbs</li><li>d) Using vocabulary in context</li><li>e) Collocations (words that often go together)</li></ul></li><li><b>Module 3: Listening &amp; Learning</b><ul style="list-style-type: none"><li>a) Listening for Tone and Intent</li><li>b) Listening to Workplace Communication</li><li>c) Listening for specific Information</li><li>d) Listening to real world conversation and interviews</li><li>e) Understanding accents in professional contexts</li><li>f) Listening practice (IELTS listening practice)</li></ul></li><li><b>Module 4: Speaking &amp; Presentations</b><ul style="list-style-type: none"><li>a) Basic conversation skills</li><li>b) Developing Pronunciation – right pronunciation of alphabets/44 phonemes/sound</li><li>c) Developing Pronunciation – consonant sounds, aspiration</li><li>d) Developing Pronunciation – vowel sounds Monophthongs, Diphthongs, checking words from the dictionary with sounds, stress mark, intonation, and rhythm in spoken English</li><li>e) Asking and Answering questions</li><li>f) Basic conversation and dialogue practice</li><li>g) Speaking about myself</li><li>h) Speaking confidently in different contexts (e.g., casual, formal and table talk)</li></ul></li></ul>

- i) Role-playing
- j) Public speaking and speech delivery techniques
- k) Debate competition
- l) Participating in discussions
- m) News Presentations
- n) Pair or group presentation
- o) Speaking practice in front of small audience – Handling nervousness and audience interaction

**Module 5: Writing Skill**

- a) Basic writing: Subject- verb agreement
- b) Writing paragraphs and essays
- c) Developing clear and concise written communication
- d) Writing Practice (IELTS writing practice)
- e) Report writing
- f) Academic writing

<b>Training Methods</b>	: Each lesson will be presented through a participatory approach, i.e. individual exercise, group work and presentation, assignment, movie show, debate and excursion.
<b>Evaluation System</b>	: Attendance. Class Participation. Written Test. Presentation.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mohammad Anwar Hossain, Chief Instructor
<b>Course Coordinator</b>	: Most. Abeda Sultana, Deputy Director (Research and Publication) Taposh Paul, Research Officer

## 05. Advanced Microsoft Excel (16<sup>th</sup> Batch)

<b>Duration &amp; Time</b>	: 10 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
<b>Date</b>	: 20.07.2025 to 10.08.2025
<b>Nomination deadline</b>	: 13.07.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 15,000.00 (Fifteen thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies, non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Objectives</b>	: After the successful completion of the course, participants will be able to: <ul style="list-style-type: none"> <li>i. acquaint with the use of MS excel in accounts; budget, billing and other areas; and</li> <li>ii. strengthen the capability of data analysis.</li> </ul>
<b>Course Contents</b>	: <ul style="list-style-type: none"> <li>a. Excel Menu, Icon &amp; Options;</li> <li>b. Formatting, Conditional Formatting;</li> <li>c. Sort, Filter &amp; Data Validation;</li> <li>d. Mathematical Functions &amp; Logical Functions;</li> <li>e. Statistical &amp; Text Functions;</li> <li>f. Co-relation and regression analysis;</li> <li>g. Database Functions, Date and Time Functions;</li> <li>h. Charts to Present Data Visually;</li> <li>i. Protecting and Sharing the work book;</li> <li>j. Proofing and Printing;</li> <li>k. Analyze Data Using Pivot Tables and Pivot Charts;</li> <li>l. Import data from external data sources;</li> <li>m. Handling Data Source Errors;</li> <li>n. Use Macros to Automate Tasks;</li> </ul>
<b>Training Methods</b>	: Lecture, group work, individual exercise, assignment, hands on training.
<b>Evaluation System</b>	: Practical test, attendance, class room participation and overall performance.
<b>Facilities</b>	: <ul style="list-style-type: none"> <li>• One person one computer</li> <li>• Acoustic &amp; air-conditioned class room</li> <li>• Multimedia presentation system</li> <li>• Network based computer lab</li> </ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinator</b>	: Md. Nurul Amin Asst, Programmer

## 06. Public Procurement Management (17<sup>th</sup> Batch)

<b>Duration</b>	: 35 working days
<b>Date</b>	: 02.11.2025 to 21.01.2026 (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Nomination deadline</b>	: 25.10.2025
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 26,000.00 (Twenty six thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Objectives</b>	: After the successful completion of the course, participants will be able to: <ol style="list-style-type: none"><li>acquaint with the legal framework of procurement in public sector;</li><li>familiarize with the procedure and standard tender documents for procurement of goods and works;</li><li>get a comprehensive coverage of the overall spectrum of intellectual and professional service procurement;</li><li>familiarize with the e-GP and other cross-cutting issues</li></ol>
<b>Course Contents</b>	: <p><b>Module-1: Concept of Budget and Public Procurement Management</b></p> <ol style="list-style-type: none"><li>Overview of govt. Budget</li><li>Development expenditure management: Bangladesh perspectives</li><li>Introduction of Public Procurement Management, Principles of public procurement &amp; Overview of PPA-2006 and PPR-2008;</li><li>Public procurement cycle and risk factors</li><li>Procurement ethics, code of conduct and Professional misconduct</li><li>Procurement and Contract Strategies</li><li>Public procurement methods: Goods and Works</li><li>Procurement and Contract Strategies for Intellectual &amp; Professional Services and Physical Services.</li><li>Public procurement methods: Intellectual &amp; Professional Services</li><li>Public procurement methods: Other physical services</li><li>Standard Tender Documents (STDs)</li><li>Contract approval procedures and delegation of financial powers (DoFP)</li><li>Procurement Planning:<ol style="list-style-type: none"><li>Preparation of Procurement Plan</li><li>Cost Estimate</li><li>Official Cost Estimate</li><li>Hands-on activity on APP</li></ol></li><li>Public Procurement Committees: Constitution and functions</li><li>Procurement Advertisement</li><li>Goods Quotation Process: RFQ Document &amp; RFQ processing</li><li>Hands-on activity: RFQ processing</li></ol> <p><b>Module-2: Procurement processing and managing of Goods</b></p> <ol style="list-style-type: none"><li>Introduction to different tender documents related to goods</li><li>Goods Procurement Processing as of NCT: Instructions to Tenderers (ITT) and Tender Data Sheet (TDS)</li><li>Preparation of Tender Data Sheet (TDS): Hands-on activity</li></ol>

- d) Introducing Tender and Contract Forms for Goods
- e) Technical Specifications (TS) and Schedule of Requirements of goods
- f) General Conditions of Contracts (GCC) and Particular Conditions of Contracts (PCC)
- g) Preparation of Particular Conditions of Contract (PCC): Hands-on activity
- h) International goods procurement
- i) Tender opening
- j) Tender evaluation
- k) Hands-on activity: Tender Opening and Evaluation
- l) Approval of Tender, Award, Signing and Debriefing
- m) Contract administration and management

### **Module-3: Procurement processing and managing of Works**

- a) Introduction to different tender documents related to works
- b) Works Procurement Processing as of NCT: Instructions to Tenderers (ITT) and Preparation of Tender Data Sheet (TDS)
- c) Hands-on Activity: Preparation of Tender Data Sheet (TDS)
- d) Introduction of Tender and Contract Forms
- e) Hands-on Activity: Tender Forms, NoA, Contract Agreement
- f) Technical specifications and Bill of Quantities (BoQ) for works procurement
- g) Hands-on Activity: Bill of Quantities (BoQ)
- h) Pre-qualification in works procurement
- i) International Competitive Tendering process, Tender document, JVCA: Works
- j) Tender opening and evaluation
- k) Hands-on Activity: Tender opening and evaluation
- l) Contract Award, Performance and Closing of Works contract
- m) General Conditions of Contracts (GCC) and Particular Conditions of Contracts (PCC)
- n) Hands-on Activity: Preparation of PCC
- o) Contract administration and management including Risk Mitigation Process, Insurance Issues, Price Adjustments

### **Module-4: Procurement of Intellectual and Professional Services & Physical Services**

#### **(i) Procurement of Intellectual and Professional Services**

- a) Methods for procurement of Intellectual and Professional services
- b) Request for Expressions of Interest (REOI) & Expressions of Interest (EOI)
- c) Opening and Evaluation of EOIs
- d) Hands-on Activity: Evaluation of EOIs
- e) Terms of References (ToR)
- f) Standard Request for Proposal (SRFP) Document;
- g) Hands-on Activity: Proposal Data Sheet (PDS)
- h) General Conditions of Contract (GCC) and Particular Conditions of Contract (PCC)
- i) Hands-on Activity: Preparation of PCC
- j) Opening and Evaluation of proposals
- k) Hands-on Activity: Evaluation of Proposals
- l) Negotiations of Contracts
- m) Approval, signing, completion of the process.
- n) Contract Management

**(iii) Physical Services**

- a) Procurement of Non-consulting Service/Physical Service; STD, PNS
- b) Procurement of Non-consulting Service: Outsourcing (Outsourcing circular, outsourcing policy)
- c) Framework agreement
- d) Complaints and Appeal Procedures
- e) Procurement Post Review
- f) Introduction to e-GP and provisions in the e-GP guidelines;
- g) Roles of Users and functions of e-GP system

**Module-5: Cross-cutting Issues**

- a) International Best Practices: Procurement practices by Major Development Partners
- b) Sustainable Public Procurement (SPP): SPP policy and Green procurement and Life Cycle Costing, Total cost of ownership and Whole life costing
- c) Advanced Procurement
- d) Emergency Procurement
- e) Asset Disposal Policy

<b>Training Methods</b>	:	Class-room lecture, individual exercise, group work on STD preparation, case study, study tour.
<b>Evaluation System</b>	:	Attendance, class participation, pre-test, post-test and overall performance
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Mohammad Anwar Hossain, Chief Instructor
<b>Course Coordinator</b>	:	Faria Zafeen, Librarian Md. Zakir Hossain, Accounts Officer

## 07. Diploma in Project Planning, Development and Management (DPPDM) (18<sup>th</sup> Batch)

<b>Duration</b>	:	75 Working days (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Date</b>	:	05.10.2025 to 08.04.2026
<b>Nomination deadline</b>	:	29.09.2025
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk. 50,000.00 (Fifty thousand only) per participant
<b>Participants' Level</b>	:	<ul style="list-style-type: none"><li>• Minimum Graduate/ Honors/Equivalent;</li><li>• Individual/ Personnel working in Govt., Semi Govt., Autonomous and Private Organizations;</li><li>• Nomination from concern authority when applicable.</li></ul>
<b>Course Objectives</b>	:	After the successful completion of the course, participants will be able to: <ol style="list-style-type: none"><li>acquaint with the planning process of Bangladesh;</li><li>familiarize with the existing procedures, practices, rules and methodology of project planning and management;</li><li>enhance the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation.</li></ol>
<b>Course Contents</b>	:	<p><b>Module 1: Conceptual and Administrative Framework of Development Planning</b></p> <ol style="list-style-type: none"><li>Planning and development: concepts and relations;</li><li>Planning process in Bangladesh;</li><li>Annual Development Program (ADP) and ADP Management System (AMS);</li><li>Sustainable Development Goals (SDGs);</li><li>Recent trends in Bangladesh economy;</li><li>Local level planning;</li><li>Role and responsibilities of Planning Commission, ERD and line ministries;</li><li>Budgetary framework of Bangladesh with MTBF and MBF;</li><li>Role of NGOs and private sector in economic development of Bangladesh;</li><li>Approval procedures of development projects.</li><li>Relevance of the project idea with Ministry Assessment Format (MAF) and Sector Appraisal Format (SAF).</li></ol> <p><b>Module 2: Planning, Formulation and Financing of Projects</b></p> <ol style="list-style-type: none"><li>Project cycle;</li><li>Stakeholder analysis;</li><li>Project design with problem tree, objective tree &amp; logical framework;</li><li>Explanation of DPP, TPP and TAPP formats with exercise;</li><li>Project Financing : concepts, techniques and sources;</li><li>Domestic resource mobilization;</li><li>Foreign aid and its use;</li><li>Delegation of financial power &amp; fund release procedures;</li><li>Public Private Partnership (PPP);</li><li>Gender policy and gender related concepts and issues;</li><li>Climate change risk management in project planning;</li><li>Land acquisition &amp; management.</li></ol> <p><b>Module 3: Project Appraisal/ Feasibility Study</b></p> <ol style="list-style-type: none"><li>Project appraisal: objectives and scope;</li><li>Project feasibility study format and procedure;</li><li>Demand forecasting;</li><li>Cash flow of a project;</li><li>Discounting technique;</li><li>Financial appraisal with NPV, BCR &amp; IRR calculation;</li><li>Economic appraisal;</li><li>Technical appraisal;</li></ol>

- i) Service sector project appraisal;
- j) Social Impact Assessment (SIA);
- k) EIA and EMP of development projects;
- l) Disaster impact assessment (DIA) and Disaster and Climate Change Risk Information Platform (DRIP);
- m) Resettlement & Rehabilitation plan;
- n) Project sensitivity and risk analysis.

#### **Module 4: Project Implementation**

- a) Role of a project manager/ project directors;
- b) Leadership and team building;
- c) Managing project team;
- d) Implementation plan of a project;
- e) Project scope management (WBS/PBS etc.);
- f) Use of CPM, PERT in project implementation;
- g) Total quality management;
- h) Project risk management;
- i) Overview of procurement management: PPA-2006, PPR-2008;
- j) Procurement plan & e-Procurement;
- k) MS project for project management.

#### **Module 5: Project Monitoring and Evaluation**

- a) Concepts and types of monitoring and evaluation;
- b) Tools and Techniques of Monitoring and Evaluation;
- c) Earned Value Management (EVM);
- d) Change control;
- e) Role of IMED in project monitoring and evaluation;
- f) Explanation and exercise of IMED formats;
- g) Project Management Information System (PMIS): online submission;
- h) Result Based Management (RBM);
- i) Sustainability of development projects;
- j) Project completion report (PCR);

<b>Evaluation System</b>	:	Written examination, assignment, group work, report writing and presentation, attendance, class participation & overall performance.
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Dr. Mohammed Hasan Tarik, Director (Admin & Finance)
<b>Course Coordinators</b>	:	Mohammad Ziaur Rahman, Assistant Director Md. Al-Amin PMP, Training Officer

## 08. Project Planning and Management (PPM) (15<sup>th</sup> Batch)

<b>Duration</b>	: 35 working days (03 days in a week: Sunday, Tuesday and Wednesday)
<b>Date</b>	: 29.03.2026 to 13.06.2026
<b>Nomination deadline</b>	: 22.03.2026
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course Fee</b>	: Tk. 26,000/-(Tk. Twenty Six thousand only)
<b>Course Objectives</b>	: After the successful completion of the course, participants will be able to: <ul style="list-style-type: none"><li>i. acquaint with the conceptual framework of planning with reference to Bangladesh</li><li>ii. familiarize with existing procedures, practices, rules and Methodology of project planning and management</li><li>iii. enhance the technical competence of the trainees in formulation, appraisal, implementation, monitoring and evaluation of the project.</li></ul>
<b>Participants' level</b>	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
<b>Course Contents</b>	: <ul style="list-style-type: none"><li><b>Module 1: Conceptual and Administrative Framework of Development Planning</b><ul style="list-style-type: none"><li>a. Planning and development: concepts and relations;</li><li>b. Planning process in Bangladesh;</li><li>c. Recent trends in Bangladesh economy;</li><li>d. Annual Development Program (ADP) with ADP Management System (AMS);</li><li>e. SDGs</li><li>f. Local level planning;</li><li>g. The role and responsibilities of Planning Commission, ERD and line ministries;</li><li>h. Budgetary framework of Bangladesh with MTBF and MBF;</li><li>i. The role of NGOs and private sector in economic development of Bangladesh;</li><li>j. Approval procedure of development projects.</li><li>k. Relevance of the project idea with Ministry Assessment Format (MAF) and Sector Appraisal Format (SAF)</li></ul></li><li><b>Module 2: Planning, Formulation and Financing of Projects</b><ul style="list-style-type: none"><li>a. Project cycle;</li><li>b. Stakeholder analysis;</li><li>c. Project design with problem tree, objective tree &amp; logical framework;</li><li>d. Explanation of DPP, TPP and TAPP formats with exercise;</li><li>e. Project Financing : concept, techniques and sources;</li><li>f. Domestic resource mobilization;</li><li>g. Foreign aid and its use;</li><li>h. Delegation of financial power &amp; fund release procedures;</li><li>i. Public Private Partnership (PPP);</li><li>j. Gender policy and gender related concepts and issues;</li><li>k. Climate change risk management in project planning;</li><li>l. Land acquisition &amp; management.</li></ul></li><li><b>Module 3: Project Appraisal/ Feasibility Study</b><ul style="list-style-type: none"><li>a. Project appraisal: objectives and scope;</li><li>b. Project feasibility study format and procedure;</li><li>c. Demand forecasting;</li><li>d. Cash flow of a project;</li><li>e. Discounting techniques;</li><li>f. Financial appraisal with NPV, BCR &amp; IRR calculation;</li></ul></li></ul>

- g. Economic appraisal;
- h. Technical appraisal;
- i. Service sector project appraisal;
- j. Social Impact Assessment (SIA);
- k. EIA and EMP of development projects;
- l. Disaster Impact Assessment (DIA) and Disaster and Climate Change Risk Information Platform (DRIP);
- m. Resettlement & Rehabilitation plan;
- n. Project sensitivity and risk analysis.

#### **Module 4: Project Implementation**

- a. The role of a project manager/ project directors;
- b. Leadership and team building;
- c. Managing project team;
- d. Implementation plan of a project (Waterfall, Agile, etc.);
- e. Project scope management (WBS/PBS etc.);
- f. Use of CPM, PERT in project implementation;
- g. Total Quality Management (TQM);
- h. Project risk management;
- i. Overview of procurement management: PPA-2006, PPR-2008;
- j. Procurement plan & e-Procurement;
- k. MS project for project management.

#### **Module 5: Project Monitoring and Evaluation**

- a. Concepts and types of monitoring and evaluation;
- b. Tools and Techniques of Monitoring and Evaluation;
- c. Earned Value Management (EVM);
- d. Change control;
- e. The role of IMED in project monitoring and evaluation;
- f. Explanation and exercise of IMED formats;
- g. Project Management Information System (PMIS): online submission;
- h. Result Based Management (RBM);
- i. Sustainability of development projects;
- j. Project Completion Report (PCR).

<b>Training Methods</b>	: Lecture, video presentation, group discussions, group exercise and presentation, case study, etc.
<b>Evaluation System</b>	: Attendance, class participation and overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mouful Nahar, Instructor
<b>Course Coordinators</b>	: Md, Masud Parvez, Research Officer Most. Jannatul Ferdousi, Asst Librarian

## 09. Ethical Hacking (1<sup>st</sup> Batch)

<b>Duration &amp; Time</b>	: 12 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
<b>Date</b>	: 05.04.2026 to 29.04.2026
<b>Nomination Deadline</b>	: 30.03.2026
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk.16,000.00 (Sixteen thousand only) per participant
<b>Participant's Level</b>	: Officers grade-10 and above from government, semi-government, autonomous bodies, banks, executives of private sector and NGO's.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>By the end of this course, participants will be able to:</li><li>Understand information security, core ethical hacking principles, methodologies, and legal considerations;</li><li>Perform footprinting, reconnaissance, vulnerability assessment, and penetration testing;</li><li>Execute system, network, web, wireless, and mobile exploitation techniques with countermeasures;</li><li>Analyze system security threats (malware, rootkits, buffer overflows) and mitigation strategies;</li><li>Apply hands-on labs for real-world cybersecurity scenarios, including post-exploitation;</li><li>Develop professional penetration testing reports and executive summaries;</li><li>Explore emerging threats (AI, deepfakes, IoT/OT security) and defensive strategies;</li></ol>
<b>Course Contents</b>	: <p><b>Module 1: Foundations of Ethical Hacking and Information Security</b></p> <p><b>Module Objectives:</b></p> <ul style="list-style-type: none"><li>To establish a solid grounding in information security principles, ethical hacking practices, and reconnaissance techniques;</li></ul> <p><b>Topics:</b></p> <ol style="list-style-type: none"><li>Information Security Fundamentals and History;</li><li>Information Security Threats and Vulnerability Assessment;</li><li>Ethical Hacking Fundamentals;</li><li>Ethical Hacking Methodologies and Execution;</li><li>Footprinting, Scanning &amp; Reconnaissance;</li><li>Information Gathering &amp; Social Engineering;</li><li>Cryptography and PKI;</li></ol> <p><b>Module 2: Exploitation Techniques &amp; Countermeasures</b></p> <p><b>Module Objectives:</b></p> <ol style="list-style-type: none"><li>Explore system/network exploitation &amp; countermeasures (malware, rootkits etc.);</li><li>Conduct web, wireless, and mobile attacks with defensive strategies;</li><li>Learn password cracking, evasion techniques, and mitigation;</li></ol> <p><b>Topics:</b></p> <ol style="list-style-type: none"><li>System Security &amp; Malware Threats (Viruses, Trojans, ransomware, rootkits etc.);</li><li>OS Security;</li><li>Password Cracking Techniques and Countermeasures;</li><li>Network Level Attacks and Countermeasures;</li><li>Web Application Attacks and Countermeasures;</li><li>Mobile Device Security and Threats;</li><li>Wireless Attacks and Countermeasures;</li></ol>

### **Module 3: Practical Penetration Testing and Emerging Security Threats**

#### **Module Objective:**

- i. Enable participants to apply tools and methodologies in real-world penetration testing scenarios and explore future security challenges;
- ii. Analyze advanced threats (buffer overflows, race conditions etc.);
- iii. Discuss AI-enhanced cybersecurity and deepfake threats;

#### **Topics:**

- a. Penetration Testing Fundamentals & Methodologies;
- b. Penetration Testing Report & Executive Summary;
- c. Advanced Techniques in Ethical Hacking;
- d. Advanced Topics in Cyber Security;
- e. Basic Linux OS for Security Tools & Practical Applications;
- f. Misinformation & Deepfakes, AI in Cybersecurity;
- g. Buffer Overflow, Race Conditions;
- h. IoT and OT Attacks and Countermeasures;
- i. Cloud Computing Threats and Countermeasures;

**Training Methods** : Lecture, lab practice, individual exercise, assignments, group work.

**Evaluation System** : Attendance, practice on computer and overall performance

**Facilities** :

- One person one computer
- Acoustic & air conditioned class room
- Multimedia presentation system
- Network based computer lab

**Course Advisor** : Director General

**Course Co-Advisor** : Additional Director General

**Course Director** : Kazi Salatuzzaman, System Analyst

**Course Coordinator** : Md. Nurul Amin, Assistant Programmer

## 10. Social Media Management (1<sup>st</sup> Batch)

<b>Duration &amp; Time</b>	: 05 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
<b>Date</b>	: 03.05.2026 to 12.05.2026
<b>Nomination Deadline</b>	: 30.04.2026
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk.11,000.00 (Eleven thousand only) per participant
<b>Participant's Level</b>	: Officers grade-10 and above from government, semi-government, autonomous bodies, banks, executives of private sector and NGO's.
<b>Course Objectives</b>	: i. To equip participants with the skills to create, schedule, and manage content across major social media platforms effectively. iii. To enable participants to analyze social media metrics and optimize strategies for increased engagement and visibility.
<b>Course Contents</b>	: <b>Module 1: Social Media Platforms &amp; Content Management</b> <ul style="list-style-type: none"><li>• Overview of major platforms and their audiences</li><li>• Content creation techniques (visuals, copy, tone)</li><li>• Scheduling tools and content calendars</li><li>• Best practices for consistent presence</li></ul> <b>Module 2: Engagement, Analytics &amp; Strategy</b> <ul style="list-style-type: none"><li>• Community management and audience interaction</li><li>• Social media metrics and performance analysis</li><li>• Adjusting strategies based on insights</li><li>• Planning and executing social media campaigns</li></ul>
<b>Training Methods</b>	: Lecture, lab practice, individual exercise, assignments, group work.
<b>Evaluation System</b>	: Attendance, practice on computer and overall performance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air-conditioned class room</li><li>• Multimedia presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinator</b>	: Md. Abul Hossain, Training Officer

## 11. Advanced Research Tools (1<sup>st</sup> Batch)

<b>Duration &amp; Time</b>	: 05 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
<b>Date</b>	: 03.05.2026 to 12.05.2026
<b>Nomination Deadline</b>	: 30.04.2026
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk.11,000.00 (Eleven thousand only) per participant
<b>Participant's Level</b>	: Officers grade-10 and above from government, semi-government, autonomous bodies, banks, executives of private sector and NGO's.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To equip participants with the skills to create, schedule, and manage content across major social media platforms effectively.</li><li>To enable participants to analyze social media metrics and optimize strategies for increased engagement and visibility.</li></ol>
<b>Course Contents</b>	: <p><b>Module 1: Social Media Platforms &amp; Content Management</b></p> <ol style="list-style-type: none"><li>Overview of major platforms and their audiences</li><li>Content creation techniques (visuals, copy, tone)</li><li>Scheduling tools and content calendars</li><li>Best practices for consistent presence</li></ol> <p><b>Module 2: Engagement, Analytics &amp; Strategy</b></p> <ol style="list-style-type: none"><li>Community management and audience interaction</li><li>Social media metrics and performance analysis</li><li>Adjusting strategies based on insights</li><li>Planning and executing social media campaigns</li></ol>
<b>Training Methods</b>	: Lecture, lab practice, individual exercise, assignments, group work.
<b>Evaluation System</b>	: Attendance, practice on computer and overall performance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air-conditioned class room</li><li>• Multimedia presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinator</b>	: Md. Abul Hossain, Training Officer

## SPECIAL FOUNDATION TRAINING COURSE FOR BCS (HEALTH) CADRE OFFICERS

<b>Name of the Course</b>	: Special Foundation Training Course for BCS (Health) Cadre Officers
<b>Duration</b>	: 2 Months (60 Days)
<b>Date</b>	: 14 July-11 September 2024 (123 <sup>rd</sup> & 124 <sup>th</sup> Batch) 22 September -20 November 2024 (125 <sup>th</sup> & 126 <sup>th</sup> Batch:) 01 December 2024 –28 January 2025 (127 <sup>th</sup> & 128 <sup>th</sup> Batch:) 02 February – 02 April, 2025 (129 <sup>th</sup> & 130 <sup>th</sup> Batch:) 13 April – 13 June 2025 (131 <sup>st</sup> & 132 <sup>nd</sup> Batch:)
<b>No. of Course</b>	: 10
<b>Total Days</b>	: 60 (for each batch)
<b>No. of Participants</b>	: 40 in each batch
<b>Participant’s Level</b>	: BCS (Health) Cadre Officers
<b>Course Objectives</b>	: <ol style="list-style-type: none"> <li>i. To create corps of skilled, well-groomed public administrators</li> <li>ii. To develop decision making ability and analytical skills;</li> <li>iii. To build-up physical and mental fitness;</li> <li>iv. To build positive attitude among the officers so that they can create a congenial environment for people’s participation in all development activities;</li> <li>v. To develop a uniform perception in officers through imparting theoretical and practical knowledge on administration and development of Bangladesh.</li> </ol>
<b>Course Contents</b>	: <ul style="list-style-type: none"> <li>Module 1: Introducing Bangladesh</li> <li>Module 2: Constitution &amp; Government System</li> <li>Module 3: Leadership &amp; Change Management</li> <li>Module 4: Local Govt. &amp; Public Management</li> <li>Module 5: Ethics &amp; Etiquette</li> <li>Module 6: Human Resource Management</li> <li>Module 7: Office Management and Service Rules</li> <li>Module 8: Financial Rules and Procedures</li> <li>Module 9: Fundamentals of Economics</li> <li>Module 10: Development Planning and Project Management</li> <li>Module 11: Research Methodology</li> <li>Module 12: Globalization and Bangladesh</li> <li>Module 13: Sustainable Development and Environment</li> <li>Module 14: Gender and Child Rights</li> <li>Module 15: English Language Skills</li> <li>Module 16: Information and Communication Technology (ICT)</li> <li>Module 17: Book Review</li> <li>Module 18: BARD/RDA/RDTI attachment/village study</li> <li>Module 19: Extension Lectures</li> <li>Module 20: Syndicate Work / Exercise</li> <li>Module 21: Term paper / Assignment</li> <li>Module 22: PT and games</li> </ul>

<b>Training Methods</b>	: <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Individual exercise</li> <li>• Group work</li> <li>• Study tour</li> <li>• Report writing &amp; presentation</li> <li>• Book review</li> <li>• Assignment</li> </ul>
<b>Evaluation System</b>	: Written Examinations, book review, term paper, research report, group work & presentation, physical training and sports, attendance, class participation & overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General

Sl. No.	Batch & Duration	Course Director	Course Coordinator
1.	<b>133<sup>rd</sup> &amp; 134<sup>th</sup> Batch:</b> 13 July-10 September 2025	Kazi Mohammad Salatuzzaman System Analyst	Md. Kaisarul Islam, Instructor Dipayan Chakraborty Partha, PS to DG
		Dr. Engr. Md. Abdur Rashid Director (Research & Publication)	Mouful Nahar, Instructor Mohammad Ziaur Rahman, Assistant Director
2.	<b>135<sup>th</sup> &amp; 136<sup>th</sup> Batch:</b> 14 September -13 November 2025	Dr. Mohammed Hasan Tarik Director (Admin & Finance)	Md. Ramjan Ali, Deputy Director (Admin) Most. Abeda Sultana, Deputy Director (Research and Publication)
		Mohammad Anwar Hossain Chief Instructor-2	Md. Moynul Hasan Chowdhury, Instructor Ms. Faria Zafreen, Librarian
3.	<b>137<sup>th</sup> &amp; 138<sup>th</sup> Batch:</b> 23 November 2025–21 January 2026	Dr. Mohammed Hasan Tarik Director (Admin & Finance)	Mouful Nahar, Instructor Md. Nurul Amin, Assistant Programmer
		Chief Instructor-1	Md. Kaisarul Islam, Instructor Dipayan Chakraborty Partha, PS to DG
4.	<b>139<sup>th</sup> &amp; 140<sup>th</sup> Batch:</b> 01 February – 01 April, 2026	Dr. Engr. Md. Abdur Rashid Director (Research & Publication)	Md. Moynul Hasan Chowdhury, Instructor Md. Abul Hossain, Training Officer
		Kazi Mohammad Salatuzzaman System Analyst	Most. Abeda Sultana, Deputy Director (Research and Publication) Most. Lipia Khatun, Evaluation Officer
5.	<b>141<sup>st</sup> &amp; 142<sup>nd</sup> Batch:</b> 12 April – 12 June 2026	Mohammad Anwar Hossain Chief Instructor-2	Md. Ramjan Ali, Deputy Director (Admin) Md. Al Amin PMP, Training Officer
		Chief Instructor-3	Mohammad Ziaur Rahman, Assistant Director Most. Lipia Khatun, Evaluation Officer

## SPECIAL FOUNDATION TRAINING COURSE FOR NON-CADRE OFFICERS

<b>Name of the Course</b>	: Special Foundation Training Course for non-cadre Officers
<b>Duration</b>	: 2 Months
<b>Date</b>	: 26 <sup>th</sup> Batch: 21 July-18 September 2024 27 <sup>th</sup> Batch: 29 September -27 November 2024 28 <sup>th</sup> Batch: 08 December 2024 –05 February 2025 29 <sup>th</sup> Batch: 16 February – 17 April 2025 30 <sup>th</sup> Batch: 20 April – 18 June 2025
<b>No. of Course</b>	: 05
<b>Total Days</b>	: 60 (for each batch)
<b>No. of Participants</b>	: 40 in each batch
<b>Course fee</b>	: Tk. 1,70,000 (One lac seventy thousand only) per participant
<b>Participant's Level</b>	: Officers from grade-9 to above in different Govt. agencies
<b>Course Objectives</b>	: <ul style="list-style-type: none"> <li>i. Create corps of skilled, well groomed public administrators</li> <li>ii. Develop decision making ability and analytical skills;</li> <li>iii. Build-up physical and mental fitness;</li> <li>iv. Build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities;</li> <li>v. Include a uniform perception in officers through imparting theoretical and</li> <li>vi. Practical knowledge on administration and development of Bangladesh.</li> </ul>
<b>Course Contents</b>	: <ul style="list-style-type: none"> <li>Module 1: Introducing Bangladesh</li> <li>Module 2: Constitution &amp; Government System</li> <li>Module 3: Leadership &amp; Change Management</li> <li>Module 4: Local Govt. &amp; Public Management</li> <li>Module 5: Ethics &amp; Etiquette</li> <li>Module 6: Human Resource Management</li> <li>Module 7: Office Management and Service Rules</li> <li>Module 8: Financial Rules and Procedures</li> <li>Module 9: Fundamentals of Economics</li> <li>Module 10: Development Planning and Project Management</li> <li>Module 11: Research Methodology</li> <li>Module 12: Globalization and Bangladesh</li> <li>Module 13: Sustainable Development and Environment</li> <li>Module 14: Gender and Child Rights</li> <li>Module 15: English Language Skill (ELS)</li> <li>Module 16: Information and Communication Technology (ICT)</li> <li>Module 17: Book Review</li> <li>Module 18: BARD/RDA/RDTI attachment/village study</li> <li>Module 19: Extension Lectures</li> <li>Module 20: Syndicate Work / Exercise</li> <li>Module 21: Term paper / Assignment</li> <li>Module 22: PT and games</li> </ul>

<b>Training Methods</b>	: <ul style="list-style-type: none"> <li>• Class-room lecture</li> <li>• Individual exercise</li> <li>• Group work</li> <li>• Study tour</li> <li>• Report writing &amp; presentation</li> <li>• Book review</li> <li>• Assignment</li> </ul>
<b>Evaluation System</b>	: Written Examinations, book review, term paper, research report, group work & presentation, extempore speech, physical training and sports, attendance, class participation & overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General

Sl. No.	Batch & Duration	Course Director	Course Coordinator
1.	32 <sup>nd</sup> Batch: 13 July-10 September 2025	Mohammad Anwar Hossain Chief Instructor-2	Md. Al Amin PMP, Training Officer Md. Ali Hossain Patwary, Executive Officer
2.	33 <sup>rd</sup> Batch: 14 September -13 November 2025	Md. Kaisarul Islam, Instructor	Md. Abul Hossain, Training Officer Zakia Begum, Dormitory Super
3.	34 <sup>th</sup> Batch: 23 November 2025- 21 January 2026	Dr. Mohammed Hasan Tarik Director (Admin & Finance)	Md Zakir Hossain, Accounts Officer Most. Jannatul Ferdousi, Assistant Librarian
4.	35 <sup>th</sup> Batch: 01 February - 01 April, 2026	TBC	Md. Nurul Amin, Assistant Programmer Ms. Faria Zafreen, Librarian
5.	36 <sup>th</sup> Batch: 12 April - 12 June 2026	TBC	TBC TBC

## LIST OF FACULTY MEMBERS/OFFICERS

Photo	Name & Designation	Phone/Mobile Number
	Sukesh Kumar Sarker Secretary to the Government & Director General, NAPD	9615642 (O) 58614705-6/210(O)
	Syama Afroz Additional Director General (Joint Secretary), NAPD	9615639 (O) 01717025954 (M)
	Dr. Engr. Md. Abdur Rashid Director (Research & Publication)	9665351 (O) 58614705-6/212 (O) 8432573 (R) 01780-114499 (M)
	Dr. Mohammed Hasan Tarik Director (Admin & Finance)	02-223360357 (O) 58614705-6/215 (O) 01715327817 (M)
	Kazi Muhammad Salatuzzaman System Analyst	9675024 (O) 9675024 /272 (O) 01712-342305(M)
	Mohammad Anwar Hossain Chief Instructor	9672356 (O) 58619705-6/222 (O) 01913-009202 (M)
	Md. Kaisarul Islam Instructor (Deputy Secretary)	01711014840
	Md. Moynul Hasan Chowdhury Instructor	02223360355 (O) 9615244 (R) 01711-311933 (M)
	Mouful Nahar Instructor	58613115 58614705-6/268 (O) 01916-861597 (M)
	Md. Ramjan Ali Deputy Director (Admin)	58614705-6/263 (O) 58614705-6/269 (R) 01816-264046 (M)

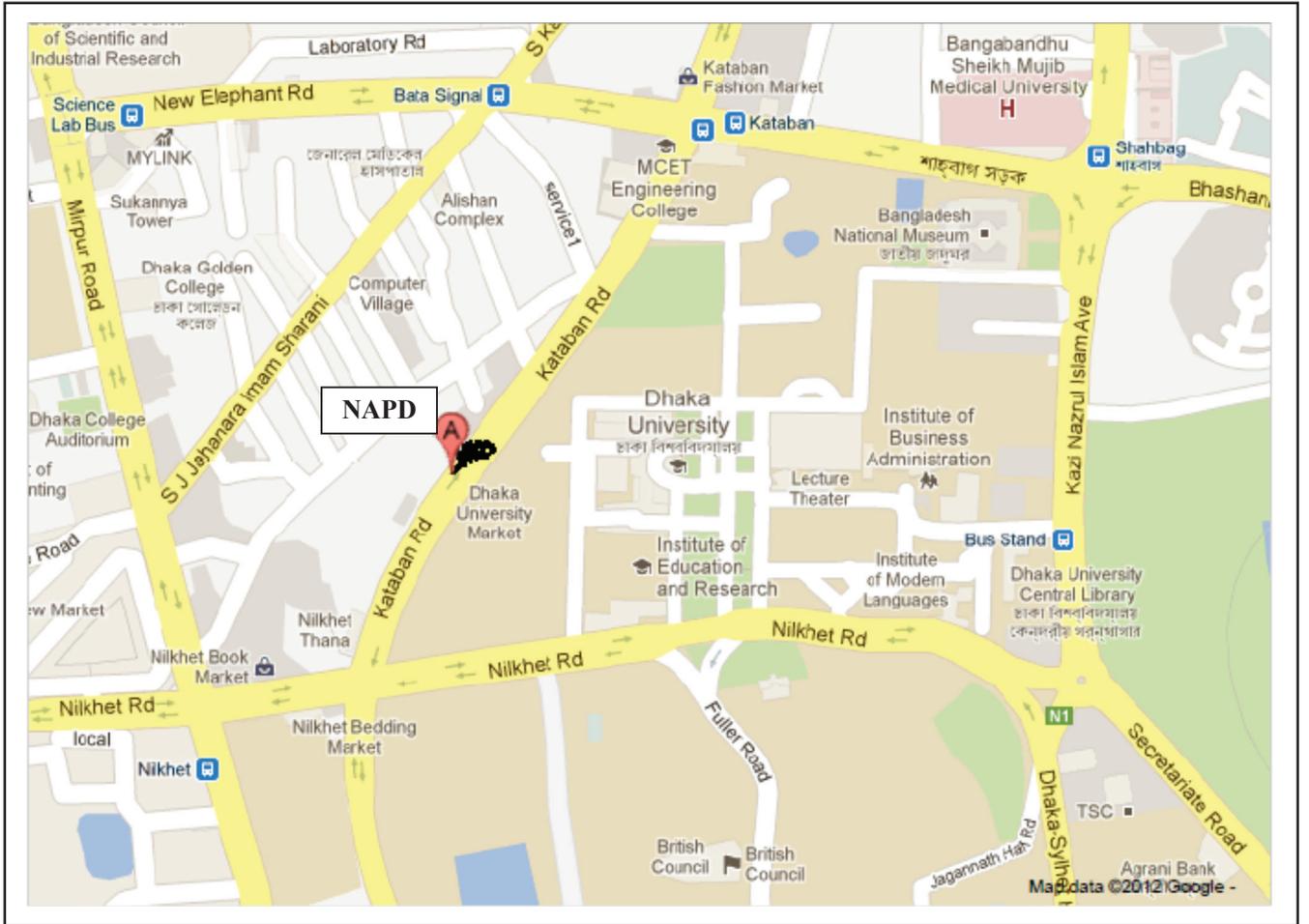
Photo	Name & Designation	Phone/Mobile Number
	Most: Abeda Sultana Deputy Director (R & P)	58614705-6/266 (O) 01816-207201 (M)
	Mohammad Ziaur Rahman Assistant Director	9675392 (O) 58614705-6/277 (O) 01717-160408 (M)
	Md. Sirajul Islam Associate Instructor (on Deputation for Study)	8614705-6/234 (O) 01688-738283(M)
	Dipayan Chakraborty Partha Private Secretary	58614705-6/224 01716-636296 (M)
	Md. Nurul Amin Assistant Programmer	58614705-6/217 (O) 01818-357782 (M)
	Faria Zafreen Librarian	9675392 (O) 58614705-6/232 (O) 58614705-6/270 (R) 01720-531083 (M)
	Most. Lipia Khatun Evaluation Officer	58614705-6/249 (O) 8619705-6/269 (R) 01816264047 (M)
	Md. Abul Hossain Training Officer	9675392(O) 58614705-6/277 (O) 01913-756758 (M)
	Md. Al-Amin, PMP Training Officer	9666304 (O) 58614705-6/237 (R) 01710-069380 (M)
	Dr. Mohammad Aminul Islam Medical Officer	58614705-6 (O) 01717419114
	Md. Jarif Mahbub Research Officer	01521416218

Photo	Name & Designation	Phone/Mobile Number
	Masud Parvej Research Officer	01880590815
	Tapash Paul Research Officer	01776199965
	Md. Matiur Rahman Molla Audio Visual Officer	58614705-6/240 (O) 9663803 (R) 01819-163684 (M)
	Md. Zinnarul Islam Documentation Officer	58614705-6/246 (O) 58614705-6/271 (R) 01716-931722 (M) 01931149650 (M)
	Md. Rajeur Rahman Care Taker	58614705-6/236 (O) 58614705-6/261 (R) 01717920110 (M) 58614705-6/261 (R)
	Zakia Begum Dormitory Superintendent	58614705-6/248 (O) 58614705-6/255 (R) 01552437952 (M)
	Md. Zakir Hossain Accounts Officer	58614705-6/257 (O) 01739-869398 (M)
	Most. Jannatul Ferdousi Assistant Librarian	58614705-6/276 (O) 01789009810 (M)
	Md. Sultan Salauddin Cafeteria Superintendent	58614705-6/252 (O) 01863334040
	Md. Ali Hossain Patwary Executive Officer	58614705-6/300 (O) 01849461050 (M)
<p>PABX No.: 58614705-5, 58614705-6, 58611358, 58613112, 9613227  Dormitory: 58614705-6/ 248  <a href="http://www.napd.gov.bd">www.napd.gov.bd</a></p>		

# Training Flow Chart 2025-2026

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Regular Day Course</b>													
1.	Project Appraisal, Formulation and Approval (24 <sup>th</sup> Batch)	20-07											
2.	Human Resource Management (29 <sup>th</sup> Batch)	27-31											
3.	Public Procurement Management (29 <sup>th</sup> Batch)		03-21										
4.	Public Financial Management (29 <sup>th</sup> Batch)			07-11									
5.	Office Management (29 <sup>th</sup> Batch)			14-25									
6.	Innovation and Change Management (8 <sup>th</sup> Batch)			14-18									
7.	Project Feasibility Study (4 <sup>th</sup> Batch)					16-27							
8.	Leadership and Strategic Planning (16 <sup>th</sup> Batch)						07-12						
9.	Contract Management (3 <sup>rd</sup> Batch)							19-23					
10.	Development Planning and Project Management (59 <sup>th</sup> Batch)								01-19				
11.	Supply Chain Management (3 <sup>rd</sup> Batch)										12-16		
12.	Data Science (2 <sup>nd</sup> Batch)											03-07	
13.	Emotional & Cultural Intelligence (2 <sup>nd</sup> Batch)												10-14
14.	Generative AI and leadership (1 <sup>st</sup> Batch)												17-21

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Regular Evening Course</b>													
01	Post Graduate Diploma in Development Planning (38 <sup>th</sup> Batch)												
January – December 2026													
02	Post Graduate Diploma in Information and Communication Technology (PGD ICT) (15 <sup>th</sup> Batch)												
January – December 2026													
03	Basic Course on Cyber Security (5 <sup>th</sup> Batch)	13	20										
04	English Language Proficiency (43 <sup>rd</sup> Batch)	13		22									
05	Advanced Microsoft Excel (16 <sup>th</sup> Batch)		24	14									
06	Diploma in Project Planning, Development and Management (DPPDM) (18 <sup>th</sup> Batch)				05						08		
07	Public Procurement Management (17 <sup>th</sup> Batch)					02			21				
08	Project Planning and Management (15 <sup>th</sup> Batch)									29			13
09	Ethical Hacking (1 <sup>st</sup> Batch)										5	29	
10	Social Media Management (1 <sup>st</sup> Batch)											03	12
11	AI Based Research Tools (1 <sup>st</sup> Batch)											17	01



Site map of National Academy for Planning and Development (NAPD)

