

# Training Calendar 2024-2025

*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 2024**



# PREFACE



National Academy for Planning and Development (NAPD) is mandated for organizing training, conducting research and providing consultancy services. The core business of NAPD is to impart training in the areas of development planning & administration, project management, procurement management, office management, 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 The Challenges of 21<sup>st</sup> Century. In terms of training NAPD always tries to excel in quality. As part of this, the training calendar of 2024-2025 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. Besides this speaker and training evaluation are also conducted regularly and speakers are selected on the basis of the evaluation. In addition to regular day and evening courses, NAPD also offers different tailor-made (request) training courses to meet the organizations' needs. NAPD has been organizing Development Administration Training Course for BCS (Administration) cadre officers. Moreover, NAPD organizes conferences, seminars and workshops on contemporary development and planning related issues round the year.

It is expected that NAPD along with its competent faculties and renowned speakers from the government, autonomous organizations, training & research institutions and different universities 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.

A handwritten signature in black ink, appearing to read 'Suresh Kumar Sarker', with a long, sweeping flourish extending to the right.

**Suresh Kumar Sarker**

Director General

(Secretary to the Govt.), NAPD



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# 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. It imparts training on Project Planning and Management, development planning & administration, 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 human resource 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. Now 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 by 2025.

## 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 51,371 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), Bangabandhu Sheikh Mujib Medical University (BSMMU), 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, color laser Printer, document viewer, electronic attendance system, video conferencing system etc. The academy has a number of computers to be used in the training courses. NAPD is now using modern 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. This audio visual studio can be rented to other organizations for the same purpose.

### 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. It is 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 recently 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 three Research Officers, two Training 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;

## **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 2nd floor of Cafeteria Building where male & female participants have separate prayer facilities.

## At a glance date wise Training Courses : 2024-2025

### Day Courses

Sl. No.	Course Title	Duration	Working day	No. of Participants	Course Fee	Page No
1.	Project Appraisal, Formulation and Approval (23 <sup>rd</sup> Batch)	21.07.2024 to 08.08.2024	15	25	26,000.00	8
2.	Human Resource Management (28 <sup>th</sup> Batch)	28.07.2024 to 01.08.2024	05	25	11,000.00	9
3.	Public Procurement Management (28 <sup>th</sup> Batch)	04.08.2024 to 22.08.2024	15	25	26,000.00	10-12
4.	Public Financial Management (28 <sup>th</sup> Batch)	01.09.2024 to 05.09.2024	05	25	11,000.00	13
5.	Office Management (28 <sup>th</sup> Batch)	22.09.2024 to 03.10.2024	10	25	20,000.00	14
6.	Innovation and Change Management (7 <sup>th</sup> Batch)	10.11.2024 to 14.11.2024	05	25	11,000.00	15
7.	Project Feasibility Study (3 <sup>rd</sup> Batch)	17.11.2024 to 28.11.2024	10	25	20,000.00	16-17
8.	Leadership and Strategic Planning (15 <sup>th</sup> Batch)	01.12.2024 to 05.12.2024	05	25	11,000.00	18
9.	Sustainable Development Goals (SDGs) and Bangladesh (5 <sup>th</sup> Batch)	19.01.2025 to 23.01.2025	05	25	11,000.00	19
10.	Development Planning and Project Management (DPPM) (58 <sup>th</sup> Batch)	02.02.2025 to 20.02.2025	15	25	26,000.00	20-21
11.	Supply Chain Management (2 <sup>nd</sup> Batch)	04.05.2025 to 08.05.2025	05	25	11,000.00	22
12.	Contract Management (2 <sup>nd</sup> Batch)	25.05.2025 to 29.05.2025	05	25	11,000.00	23

## Evening Courses

Sl No.	Course Title	Duration	Working day	No. of Participants	Course Fee	Page No
1.	Post Graduate Diploma in Development Planning (37 <sup>th</sup> Batch)	January-December, 2025	130	25	65,000.00	23
2.	Post Graduate Diploma in ICT for Development (PGD ICT4D) (15 <sup>th</sup> Batch)	January-December, 2025	130	25	75,000.00	24
3.	Advanced Microsoft Excel (15 <sup>th</sup> Batch)	21.07.2024 to 11.08.2024	10	25	15,000.00	25
4.	English Language Proficiency (42 <sup>nd</sup> Batch)	04.08.2024 to 17.11.2024	45	25	32,000.00	26-27
5.	Office Application (5 <sup>th</sup> Batch)	04.08.2024 to 04.09.2024	15	25	22,000.00	28-29
6.	Project Planning and Management (14 <sup>th</sup> Batch)	04.08.2024 to 23.09.2024	35	25	26,000.00	30-31
7.	Diploma in Project Planning, Development and Management (DPPDM) (17 <sup>th</sup> Batch)	04.08.2024 to 02.02.2025	75	25	50,000.00	32-33
8.	Public Procurement Management (15 <sup>th</sup> Batch)	03.11.2024 to 26.01.2025	35	25	26,000.00	34-35
9.	Basic Course on Cyber Security (4 <sup>th</sup> Batch)	20.04.2025 to 21.05.2025	15	25	15,000.00	36-37

## Day Courses

### 01. Project Appraisal, Formulation and Approval (23<sup>rd</sup> Batch)

<b>Duration</b>	: 15 Working days
<b>Date</b>	: 21.07.2024 to 08.08.2024
<b>Nomination Deadline</b>	: 14.07.2024
<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., autonomous bodies, non-government organizations and in development projects.
<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. SDGs, 8<sup>th</sup> five year plan;</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: 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 (i. a. Padma Bridge / Metro Rail etc.)</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, procurement plan &amp; e-procurement;</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>	: Md. Hasan Tarik, Director (Training)
<b>Course Coordinators</b>	: Md. Ramjan Ali, Instructor Md. Abul Hossain, Training Officer

## 02. Human Resource Management (28<sup>th</sup> Batch)

<b>Duration</b>	: 5 working days
<b>Date</b>	: 28.07.2024 to 01.08.2024
<b>Nomination deadline</b>	: 21.07.2024
<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 from government, semi-government, autonomous, semi-autonomous, statutory bodies, universities, bank, executives of private sector and NGO's.
<b>Course Objectives</b>	: <ul style="list-style-type: none"><li>i. To develop participants' understanding on conceptual issues of HRM &amp; HRD;</li><li>ii. To acquaint them with legal framework in relation to HRM in Bangladesh;</li><li>iii. To share the HRM practices along with tools and techniques used across the sectors in Bangladesh.</li></ul>
<b>Course Contents</b>	: <ul style="list-style-type: none"><li><b>Module-1: Conceptual Issues of HRM</b><ul style="list-style-type: none"><li>a) HRM &amp; HRD: concept and issues;</li><li>b) Ethical issues in HRM;</li><li>c) Motivation and human relations;</li><li>d) Job analysis: Job description &amp; job specification;</li><li>e) Team building for HRM;</li><li>f) Leadership in HRM;</li><li>g) Strategic HRM (Talent and knowledge management)</li><li>h) ERP and Human Resource Information System (HRIS);</li><li>i) Recruitment, training, selection and posting;</li><li>j) Reward and punishment</li><li>k) Office etiquette.</li></ul></li><li><b>Module-2: Legal Framework and Managerial Issues of HRM</b><ul style="list-style-type: none"><li>a) Legal Frameworks of HRM;</li><li>b) Performance Appraisal Measurement System (APA, KPI);</li><li>c) Labor law-2013;</li><li>d) Performance Management;</li><li>e) Problem solving &amp; decision making process;</li><li>f) Self-assessment;</li><li>g) Conflict management;</li><li>h) Gender perspectives of HRM.</li></ul></li><li><b>Module-3: HRM practices in Bangladesh</b><ul style="list-style-type: none"><li>a) Process of promotion, posting and placement;</li><li>b) Compensation management, employee benefit and compliance;</li><li>c) Good governance and NIS.</li></ul></li></ul>
<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 (Admin and Finance)
<b>Course Coordinator</b>	: Most. Jannatul Ferdousi, Assistant Librarian

### 03. Public Procurement Management (28<sup>th</sup> Batch)

<b>Duration</b>	: 15 working days
<b>Date</b>	: 04.08.2024 to 22.08.2024
<b>Nomination deadline</b>	: 28.07.2024
<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 or above from different ministries, division, departments, directorates, semi-autonomous, autonomous and statutory bodies involved in procurement management.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To acquaint the participants with the legal framework of procurement in public sector;</li><li>To familiarize the participants with the process and standard documents for procurement of goods, works and services;</li><li>To provide a comprehensive coverage of intellectual and professional service procurement;</li><li>To familiarize the participants with 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>Corruption and exploitation free Bangladesh.</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 I&amp;P Services and Physical Service</li><li>Public procurement methods: Intellectual and Professional Services</li><li>Public procurement methods: Other physical services</li><li>Standard Procurement Related Documents (STD)</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></ol></li><li>Hands-on activity on APP</li><li>Public Procurement Committees: Constitution and functions of different committees</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 (NCT): Instructions to Tenderers (ITT) and Tender Data Sheet (TDS)</li><li>Preparation of Tender Data Sheet (TDS): Hands-on activity</li><li>Introducing Tender and Contract Forms for Goods</li></ol>

- 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 (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 (I&P 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 PSN
- 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 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, Associate Instructor Md. Zakir Hossain, Accounts Officer

## 04. Public Financial Management (28<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 01.09.2024 to 05.09.2024
<b>Nomination deadline</b>	: 25.08.2024
<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-10 and above from government, semi-government, autonomous, statutory bodies, banks and other relevant organizations.
<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 to apply 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;</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><li>Corruption and exploitation free Bangladesh.</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. Helal Uddin Akanda, Chief Instructor
<b>Course Coordinator</b>	: Mohammad Ziaur Rahman, Associate Instructor

## 05. Office Management (28<sup>th</sup> Batch)

<b>Duration</b>	: 10 working days
<b>Date</b>	: 22.09.2024 to 03.10.2024
<b>Nomination Deadline</b>	: 15.09.2024
<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-10 and above from government, semi-government, autonomous, statutory bodies, banks and other relevant organizations.
<b>Course Objectives</b>	: <ul style="list-style-type: none"> <li>i. To equip the participants with concepts and theories of office management;</li> <li>ii. To familiarize with the administrative, financial rules and procedures;</li> <li>iii. To develop the participants' understanding about the tools and techniques of 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> <li>j. Public Service Innovation (PSI);</li> <li>k. Annual Performance Agreement (APA);</li> <li>l. National Integrity &amp; Strategy (NIS);</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. Helal Uddin Akanda, Chief Instructor
<b>Course Coordinators</b>	: Most. Jannatul Ferdousi, Assistant Librarian Md. Sultan Salauddin, Audio Visual Officer

## 06. Innovation and Change Management (7<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 10.11.2024 to 14.11.2024
<b>Nomination deadline</b>	: 03.11.2024
<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-10 and above from government, semi-government, autonomous, statutory bodies, banks and other relevant organizations.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To understand innovation and its application in organizational development;</li><li>ii. To gather knowledge about public service innovation (PSI);</li><li>iii. 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>a. Key concepts of innovation;</li><li>b. Innovation: Global perspective;</li><li>c. Innovation cycle;</li><li>d. Public service innovation;</li><li>e. Private and public service innovations;</li><li>f. Innovation, Competitiveness and Development;</li><li>g. Business process re-engineering;</li><li>h. Government innovation policies.</li></ol> <p><b>Module 2: Concept, Model and current practice of change management</b></p> <ol style="list-style-type: none"><li>a. Change Management: Types and Objectives;</li><li>b. Change Management Cycle;</li><li>c. Development Strategy of Change Management;</li><li>d. Monitoring and Evaluation of Changes;</li><li>e. Recognizing and Managing Distress;</li><li>f. Resistance to Change and Barriers to Change;</li><li>g. 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 Salatuzzaman, System Analyst
<b>Course Coordinator</b>	: Md. Abul Hossain, Training Officer

## 07. Project Feasibility Study (3<sup>rd</sup> Batch)

<b>Duration</b>	: 10 Working days
<b>Date</b>	: 17.11.2024 to 28.11.2024
<b>Nomination Deadline</b>	: 10.11.2024
<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 above working in government, semi-govt., autonomous bodies, non-government organizations and in development projects.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To familiarize the participants about the key concepts of project appraisals;</li><li>To acquaint the participants with the different techniques of economic and financial appraisal;</li><li>To equip the participants 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 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 technique: NPV, B/C ratio &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-6: Human Resources, Administrative Support and Legal Analysis**

- a. Human Resources and Administrative Support Analysis (During Implementation and Post Implementation of the project)
- b. Institutional and Legal Analysis
- c. Land Acquisition Plan (LAP)
- d. Rehabilitation and Resettlement Plan

## **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 (Admin and Finance)
<b>Course Coordinators</b>	:	Md. Ramjan Ali, Instructor Md. Zinnarul Islam, Documentation Officer

## 08. Leadership and Strategic Planning (15<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 01.12.2024 to 05.12.2024
<b>Nomination deadline</b>	: 24.11.2024
<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 from government, semi-government, autonomous and statutory bodies, bank, executives of private sector and NGO's.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To develop participants understanding on conceptual issues of strategic planning;</li><li>To acquaint the participants with various leadership skills.</li></ol>
<b>Course Contents</b>	: <p><b>Module 1: Concept of Strategic Planning</b></p> <ol style="list-style-type: none"><li>Context and evolution of strategic planning;</li><li>Strategic planning process;</li><li>Strategic planning: from vision to action;</li><li>Strategic planning for good governance;</li><li>Principles of strategic planning for leadership teams;</li><li>Impact of strategic planning on leadership.</li></ol> <p><b>Module 2 : Leadership Skills</b></p> <ol style="list-style-type: none"><li>Leadership theories and core competencies;</li><li>Leadership skills;</li><li>Leadership and decision making;</li><li>Negotiation techniques and conflict management;</li><li>Leadership and strategic planning: unlocking leadership potential;</li><li>Challenges in leadership and change;</li><li>Developing and empowering other as a leader;</li><li>Leadership behaviors and practices and their impact on strategic process;</li></ol>
<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>	: Dr. Md. Nuruzzaman, Director (Research and Publication)
<b>Course Coordinator</b>	: Most. Lipia Khatun, Evaluation Officer

## 09. Sustainable Development Goals (SDGs) and Bangladesh (5<sup>th</sup> Batch)

<b>Duration</b>	:	05 Working days
<b>Date</b>	:	19.01.2025 to 23.01.2025
<b>Nomination deadline</b>	:	12.01.2025
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk. 11,000 (Eleven thousand) per participant
<b>Participant's Level</b>	:	Officers of grade-9 and above from government, semi-government, autonomous, statutory bodies, banks and other relevant organizations.
<b>Course Objectives</b>	:	After completion of the course, the Participants will be able to <ul style="list-style-type: none"> <li>i. explain the background, context and concepts of SDGs;</li> <li>ii. analyze the issues, challenges and way forward regarding SDGs; and</li> <li>iii. play role in implementing SDGs in own organization.</li> </ul>
<b>Course Contents</b>	:	<p><b>Module 1: Conceptual Issues of Sustainable Development Goals</b></p> <ul style="list-style-type: none"> <li>a. Concept, Issues and Strategy for achieving sustainable Development;</li> <li>b. Aligning SDGs with National Development Plans.</li> </ul> <p><b>Module 2: Goals and Targets</b></p> <ul style="list-style-type: none"> <li>a. GOAL 01: End Poverty- Achievement, Challenges and Way Forward;</li> <li>b. GOAL 02: Zero Hunger-Achievement, Challenges and Way forward;</li> <li>c. GOAL 03: Good Health and Well-being- Achievement, Challenges and Way forward;</li> <li>d. GOAL 04: Quality Education- Achievement, Challenges and Way forward;</li> <li>e. GOAL 05: Gender Equality- Achievement, Challenges and Way forward;</li> <li>f. GOAL 06: Clean Water and Clean Energy-Achievement, Challenges and Way forward;</li> <li>g. GOAL 06: Clean Water and Clean Energy-Achievement, Challenges and Way forward;</li> <li>h. GOAL 08: Decent Work and Economic Growth-Achievement, Challenges and Way forward;</li> <li>i. GOAL 09: Industry, Innovation and Infrastructure-Achievement, Challenges and Way forward;</li> <li>j. GOAL 10: Reduced Inequality-Achievement, Challenges and Way forward;</li> <li>k. GOAL 11: Sustainable Cities and Communities-Achievement, Challenges and Way forward;</li> <li>l. GOAL 12: Responsible Consumption and production Achievement, Challenges and Way forward ;</li> <li>m. GOAL 13: Climate Action-Achievement, Challenges and Way forward;</li> <li>n. GOAL 14: Life below Water-Achievement, Challenges and Way forward;</li> <li>o. GOAL 15: Life on Land-Achievement, Challenges and Way forward;</li> <li>p. GOAL 16: Peace, Justice and Strong Institutions-Achievement, Challenges and Way forward;</li> <li>q. GOAL 17: Partnerships to achieve the Goal-Achievement, Challenges and Way forward.</li> </ul> <p><b>Module 3: Assessment and Monitoring of SDGs</b></p> <ul style="list-style-type: none"> <li>a. Localizing SDGs in Bangladesh;</li> <li>b. Implementation challenges of SDGs;</li> <li>c. Institutions/ Organizations responsible for implementing of different Goals;</li> <li>d. Financing of SDGs;</li> <li>e. Monitoring &amp; Evaluation of SDGs.</li> </ul>
<b>Training Methods</b>	:	Lecture, workshop, panel discussion, group discussion and group work.
<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>	:	Ms. Mouful Nahar
<b>Course Coordinators</b>	:	Faria Zafreen, Librarian Dr. Mohammad Aminul Islam, Medical Officer

## 10. Development Planning and Project Management (58<sup>th</sup> Batch)

<b>Duration</b>	: 15 Working days
<b>Date</b>	: 02.02.2025 to 20.02.2025
<b>Nomination deadline</b>	: 26.01.2025
<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- government, autonomous bodies, non-government organizations and in development projects.
<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 SDGs, 8<sup>th</sup> five year plan;</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 Management Information System (PMIS): online submission;</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 design and budgeting using (GESI lens);</li></ol>

### **Module 3: Project Appraisal/ Feasibility Study**

- i. Project appraisal: objectives, scope and types of project appraisal and approval procedure
- ii. Project feasibility study format, its component
- iii. Demand forecasting: technique of collection and analysis;
- iv. Identification of components of Cash flow of a project with excel;
- v. Financial appraisal with NPV, BCR & IRR calculation with excel exercise;
- vi. Economic appraisal: (shadow pricing, ) and valuation;
- vii. Service sector project appraisal;
- viii. Social Impact Assessment (SIA)
- ix. Resettlement plan;
- x. Understanding EIA and EMP for designing development projects;
- xi. Disaster Impact Assessment (DIA) and Disaster & Climate Risk Information Platform (DRIP);
- xii. Project sensitivity and risk analysis.
- xiii. Project Approval Process including MAF and SAF
- xiv. Group Work: Review an existing DPP for checking the, GESI, Disaster, EIA, Social Impact Assessment, MAF-SAF

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

- xv. Role of a (Project Implementation Unit)/project manager/project directors (Leadership, Team Building);
- xvi. Introduction of MS project software for project management.
- xvii. Implementation plan of a project: Project scope management (WBS/PBS etc. using MS project);
- xviii. Use of CPM, PERT in project scheduling ( Gantt Chart) using MS Project
- xix. Project risk management;
- xx. Overview of procurement management: PPA-2006, PPR-2008;
- xxi. Procurement management: Methods and practice
- xxii. Exercise on Procurement Plan

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

- i. Concepts, types, Tools and Techniques of Monitoring and Evaluation using LFA;
- ii. Earned Value Management (EVM) with MS Project;
- iii. Change control /Dealing with implementation challenges, role of different committees of a project;
- iv. Explanation and exercise of IMED formats;
- v. Project completion report (PCR);
- vi. Concept and use of Result Based Management (RBM);
- vii. Issues of Sustainability for development projects;

<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>	: Md. Hasan Tarik, Director (Training)
<b>Course Coordinators</b>	: Mouful Nahar, Instructor Md. Al-Amin PMP, Training Officer

## 11. Supply Chain Management (2<sup>nd</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 04.05.2025 to 08.05.2025
<b>Nomination Deadline</b>	: 25.04.2025
<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-10 and above from government, semi-government, autonomous bodies, bank s, executives of private sectorsand NGO's.
<b>Course Objectives</b>	: <ul style="list-style-type: none"> <li>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>a. Acquire the theoretical fundamentals of the operation and supply chain management;</li> <li>b. Gather knowledge about the supply chain management using appropriate and typical example;</li> <li>c. Interpret and analysis of the result;</li> <li>d. Apply knowledge in a practical manner using detailed procedures.</li> </ul> </li> </ul>
<b>Course Contents</b>	: <ul style="list-style-type: none"> <li><b>Module 1: Material and Source Management</b> <ul style="list-style-type: none"> <li>Distribution Management</li> <li>Strategic capacity Management</li> <li>Process Analysis</li> <li>Logistics and facilities location</li> <li>Lean Manufacturing</li> <li>Demand Management and forecasting</li> <li>Incoterms</li> </ul> </li> <li><b>Module 2: Supply chain strategy, planning operation and control</b> <ul style="list-style-type: none"> <li>Strategy sourcing</li> <li>4<sup>th</sup> IR and sustainable supply chain</li> <li>Supply chain performance measurement and benchmarking</li> <li>Demand and supply planning</li> <li>Operation and supply strategy</li> <li>Product and service design</li> <li>Enterprise resource planning</li> <li>Inventory control</li> </ul> </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>	: Moynul Hasan Chowdhury, Deputy Director (Admin)
<b>Course Coordinator</b>	: Md. Nurul Amin, Asst. Programmer

## 12. Contract Management (2<sup>nd</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 25.05.2025 to 29.05.2025
<b>Nomination Deadline</b>	: 15.05.2025
<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-10 and above from government, semi-government, autonomous bodies, banks, executives of private sectors and NGO's.
<b>Course Objectives</b>	: <ul style="list-style-type: none"> <li>i. To acquaint the participants with the legal framework of procurement in public sector;</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 in public procurement management</li> </ul>
<b>Course Contents</b>	: <ul style="list-style-type: none"> <li>iv. Contract creation;</li> <li>v. Preparation of public procurement contracts;</li> <li>vi. Negotiation and collaboration of contracts;</li> <li>vii. Contract management cycle;</li> <li>viii. Management of Contract Risk;</li> <li>ix. Review and approval of the contracts;</li> <li>x. Administration and execution;</li> <li>xi. Ongoing management and renewal;</li> <li>xii. Reporting and tracking;</li> <li>xiii. Case studies on contract management;</li> <li>xiv. Contract performance;</li> <li>xv. Contract Termination Approaches;</li> <li>xvi. Best practices in Contract Management;</li> <li>xvii. Managing contractual disputes.</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>	: Mohammad Anwar Hossain, Chief Instructor
<b>Course Coordinator</b>	: Md. Al-Amin PMP, Training Officer

## EVENING COURSES

### 01. Post Graduate Diploma in Development Planning (37<sup>th</sup> Batch)

<b>Duration</b>	:	10 Months (Each module: 12-15 days)
<b>Date</b>	:	January–December 2025 (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Nomination Deadline</b>	:	15 December, 2023
<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>	:	Officers grade-9 and above who deal with planning, development projects and willing to build career in the field of planning and development.
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. To orient them with the issues of national and international development;</li><li>ii. To develop efficient workforce for attainment of socio-economic development objectives of the country; and</li><li>iii. To equip the participants with the most recent tools and techniques of planning, project design and management.</li></ol>
<b>Course Contents</b>	:	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 & 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.
<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>Admission requirement for private individual</b>	:	Second class bachelor degree with honors in any discipline from a recognized university.
<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>	:	Md. Hasan Tarik, Director (Training)
<b>Course Coordinators</b>	:	Mohammad Ziaur Rahman, Associate Instructor Most. Lipia Khatun, Evaluation Officer

## 02. Post Graduate Diploma in ICT for Development (15<sup>th</sup> Batch)

<b>Duration</b>	: 10 Months (Each module: 12-15 days)
<b>Date</b>	: January- December 2025 (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Nomination Deadline</b>	: 15 December 2023
<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>	: 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 in computer operation.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To increase the theoretical and practical knowledge of participants about information and communication technology for development;</li><li>To develop ICT skilled manpower in order to achieve;</li><li>To build ICT workforce to meet the national demand for development planning;</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>Admission requirement for private individual</b>	: Second class bachelor degree with honors in any discipline from a recognized university.
<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 Salatzuzaman, System Analyst
<b>Course Coordinators</b>	: Md. Al-Amin, PMP, Training Officer Md. Sultan Salauddin, Audio Visual Officer

### 03. Advanced Microsoft Excel (15<sup>th</sup> Batch)

<b>Duration &amp; Time</b>	:	10 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
<b>Date</b>	:	21.07.2024 to 11.08.2024
<b>Nomination deadline</b>	:	14.07.2024
<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 grade-10 and above from Govt./Semi-Govt. autonomous bodies, executives of private organization and NGOs. It is recommended that the learners have basic knowledge in computer operation.
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. To orient the participants about the use of MS excel in accounts; budget, billing and other areas; and</li><li>ii. To strengthen capability on data analysis.</li></ol>
<b>Course Contents</b>	:	<ol 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 PivotTables 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></ol>
<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, Deputy Director (Admin)
<b>Course Coordinator</b>	:	Md. Nurul Amin, Assistant Programmer

## 04. English Language Proficiency (42<sup>nd</sup> Batch)

<b>Duration</b>	: 45 Working Days (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Date</b>	: 04.08.2024 to 17.11.2024
<b>Nomination deadline</b>	: 28.07.2024
<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>	: Officers grade-10 and above from Govt./Semi-Govt. autonomous bodies, executives of private organizations and NGOs.
<b>Course Objectives</b>	: i. To improve the participants' English language proficiency (listening, speaking, reading and writing); and ii. To develop their competence in using English for both oral and written communication.
<b>Course Contents</b>	: <b>Module – 1: Language and Basic Grammar</b> a. How to study; b. How to develop the skills of English; c. Tense; d. Modals; e. Conditionals; f. Comparison; g. Preposition; h. Use of suffix and prefix; i. Sentence correction. <b>Module – 2: Listening skill</b> a. Developing listening skills; b. Listening practice (Beginner); c. Listening practice (Intermediate); d. Listening practice (Advance); e. Movie show. <b>Module – 3: Speaking skill</b> a. Developing pronunciation- right pronunciation of alphabets; 44 phonemes/ sounds; b. Developing pronunciation- consonant sounds, aspiration; c. Developing pronunciation- vowel sounds Monophthongs, Diphthongs, checking words from the dictionary with sounds, stress mark; d. Speaking about myself; e. Speaking on topic; f. Speaking on role playing; g. Presentation on Speaking; h. News presentation; i. Debate competition. <b>Module – 4: Reading skill</b> a. Developing reading skill; b. Reading practice; c. Reading practice by solving comprehension (Beginner); d. Reading practice by solving comprehension (Intermediate level); e. Reading practice solving by comprehension (Advance level).

**Module – 5: Writing skill**

- a. Basic writing: subject- verb agreement;
- b. Writing practice on selected topic;
- c. Forms of Written Communication;
- d. Report writing;
- e. Academic writing.

**Training Methods** : Each lesson will be presented through a participatory approach, i.e. individual exercise, group work and presentation, assignment, debate and excursion.

**Evaluation System** : Test on each skill, attendance, class participation, Presentation & overall performance

**Course Advisor** : Director General

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

**Course Director** : Flora Bilkis Jahan, Chief Instructor-1

**Course Coordinators** : Most. Abeda Sultana, Associate Instructor  
Md. Ali Hossain Patwary, Executive Officer

## 05. Office Application (5<sup>th</sup> Batch)

<b>Duration &amp; Time</b>	: 15 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
<b>Date</b>	: 04.08.2024 to 04.09.2024
<b>Nomination Deadline</b>	: 28.07.2024
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk.22,000.00 (Twenty two 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>i. To enhance the knowledge and skills of the participants on advance office application;</li><li>ii. To enable the participants to work efficiently.</li></ol>
<b>Course Contents</b>	: <p><b>Module-1: Fundamentals of Computer and Office Application</b></p> <ol style="list-style-type: none"><li>a. Fundamentals of Computer;</li><li>b. Orientation of Operating System;</li><li>c. Computer Typing (Blind typing, Bangla, English);</li><li>d. ICT devices, Network and Internet;</li><li>e. Usefulness and Installation of essential devices and utility software;</li><li>f. Cyber Security Awareness;</li><li>g. Cloud Computing (Drive, Forms, Voice Typing etc.);</li><li>h. Introduction to AI based software and devices.</li></ol> <p><b>Module 2. MS Word</b></p> <ol style="list-style-type: none"><li>a. Document and page layouts;</li><li>b. Introduction to the smart text editing;</li><li>c. Mail merge tools, notes and references;</li><li>d. Macro basics and the options for saving and printing;</li><li>e. Text Formatting and Styling a document;</li><li>f. Inserting and managing graphic and text objects;</li><li>g. Proofing tools and sharing options;</li><li>h. References and Reviews.</li></ol> <p><b>Module 3. MS Excel</b></p> <ol style="list-style-type: none"><li>a. Introduction to Excel;</li><li>b. Formatting excel work book;</li><li>c. Data Tab: Sort and Filter;</li><li>d. Data Tab: Data Validation;</li><li>e. Formula: Mathematical Functions;</li><li>f. Formula: Logical Functions;</li><li>g. Visual representation of data using charts;</li><li>h. Analyze Data Using Pivot Tables and Pivot Charts;</li><li>i. Protecting and Sharing the work book;</li><li>j. Use Macros to Automate Tasks;</li><li>k. Proofing and Printing.</li></ol>

#### **Module 4. MS PowerPoint**

- a. Home: Slides and Editing;
- b. Insert: Illustrations and Media;
- c. Design: Themes and Variants;
- d. Animations and Transitions;
- e. Slide Show
- f. Designing own themes and Templates with Slide Masters;

**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 condition class room
- Multimedia presentation system
- Network based computer lab

**Course Advisor** : Director General

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

**Course Director** : Mouful Nahar, Instructor

**Course Coordinator** : Md. Sultan Salauddin, Audio Visual Officer

## 06. Project Planning and Management (PPM) (14<sup>th</sup> Batch)

<b>Duration</b>	: 35 working days (03 days in a week: Sunday, Tuesday and Wednesday)
<b>Date</b>	: 04.08.2024 to 23.09.2024
<b>Nomination deadline</b>	: 28.07.2024
<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>	: <ol style="list-style-type: none"><li>To acquaint the participants with the conceptual framework of planning with reference to Bangladesh</li><li>To familiarize them with existing procedures, practices, rules and Methodology of project planning and management</li><li>To increase the technical competence of the trainees in formulation, appraisal, implementation, monitoring and evaluation of the project.</li></ol>
<b>Designed for</b>	: Officers of grade-9 and above and other officers working in development projects, class-1 officers of the Government, semi-govt., autonomous bodies and non-government organization.
<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>Recent trends in Bangladesh economy;</li><li>Annual Development Program (ADP) with ADP Management System (AMS);</li><li>SDGs, Five year plan;</li><li>Local level planning;</li><li>The role and responsibilities of Planning Commission, ERD and line ministries;</li><li>Budgetary framework of Bangladesh with MTBF and MBF;</li><li>The role of NGOs and private sector in economic development of Bangladesh;</li><li>Approval procedure of development projects.</li><li>Relevance of the project idea with Ministry Assessment Format (MAF) and Sectorial 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 logical framework;</li><li>Explanation of DPP, TPP and TAPP formats with exercise;</li><li>Project Financing: concept and techniques and sources;</li><li>Domestic resource mobilization;</li><li>Foreign aid and its use;</li><li>Delegation of financial power &amp; fund release procedure;</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></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></ol>

- f. Financial appraisal with NPV, BCR & IRR calculation;
- 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 Risk Information Platform (DRIP);
- m. 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>	: Dr. Md. Nuruzzaman, Director (Research and Publication)
<b>Course Coordinators</b>	: Md. Ramjan Ali, Instructor Most. Jannatul Ferdousi, Assistant Librarian

## 07. Diploma in Project Planning, Development and Management (DPPDM) (17<sup>th</sup> Batch)

<b>Duration</b>	:	75 Working days (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Date</b>	:	04.08.2024 to 02.02.2025
<b>Nomination deadline</b>	:	28.07.2024
<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>Participant's Level</b>	:	Project managers and officers if grade-9 and above working in development projects, government, semi-govt., autonomous bodies & non-government organization.
<b>Course Objectives</b>	:	<ul style="list-style-type: none"><li>iv. To acquaint the participants with the planning process of Bangladesh;</li><li>v. To familiarize them with existing procedures, practices, rules and methodology of project planning and management;</li><li>vi. To increase the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation.</li></ul>
<b>Course Contents</b>	:	<p><b>Module 1: Conceptual and Administrative Framework of Development Planning</b></p> <ul style="list-style-type: none"><li>a. Planning and development: concept and relations;</li><li>b. Planning process in Bangladesh;</li><li>c. Annual Development Program (ADP) and AMS;</li><li>d. SDGs, 8<sup>th</sup> five year plan;</li><li>e. Recent trends in Bangladesh economy;</li><li>f. Local level planning;</li><li>g. Role and responsibilities of Planning Commission, ERD</li><li>h. and line ministries;</li><li>i. Budgetary framework of Bangladesh with MTBF and MBF;</li><li>j. Role of NGOs and private sector in economic development of Bangladesh;</li><li>k. Approval procedure of development projects.</li></ul> <p><b>Module 2: Planning, Formulation and Financing of Projects</b></p> <ul style="list-style-type: none"><li>a. Project cycle;</li><li>b. Stakeholder analysis;</li><li>c. Project design with logical framework;</li><li>d. Explanation of DPP, TPP and TAPP formats with exercise;</li><li>e. Project Financing: concept and 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 procedure;</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></ul> <p><b>Module 3: Project Appraisal/ Feasibility Study</b></p> <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 technique;</li><li>f. Financial appraisal with NPV, BCR &amp; IRR calculation;</li><li>g. Economic appraisal;</li><li>h. Technical appraisal;</li><li>i. Service sector project appraisal;</li><li>j. Social Impact Assessment (SIA);</li><li>k. EIA and EMP of development projects;</li><li>l. Disaster impact assessment (DIA) and DRIP;</li><li>m. Project sensitivity and risk analysis.</li></ul>

#### **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**

- l. Concepts and types of monitoring and evaluation;
- a. Tools and Techniques of Monitoring and Evaluation;
- b. Earned Value Management (EVM);
- c. Change control;
- d. Role of IMED in project monitoring and evaluation;
- e. Explanation and exercise of IMED formats;
- f. Project Management Information System (PMIS): online submission;
- g. Result Based Management (RBM);
- h. Sustainability of development projects;
- i. 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. Engr. Md Abdur Rashid, Director (Admin & Finance)
<b>Course Coordinators</b>	:	Ms Faria Zafreen, Librarian Md. Zinnarul Islam, Documentation Officer

## 08. Public Procurement Management (15<sup>th</sup> Batch)

<b>Duration</b>	: 35 working days
<b>Date</b>	: 03.11.2024 to 26.01.2025 (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Nomination deadline</b>	: 27.10.2024
<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 or above from different ministries, departments, directorates and autonomous bodies involved in procurement management.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To acquaint participants with the legal framework of procurement in public sector;</li><li>To familiarize the participants with the procedure and standard tender documents for procurement of goods and works;</li><li>To provide a comprehensive coverage of the overall spectrum of intellectual and professional service procurement;</li><li>To familiarize the participants with e-GP and other cross-cutting issues</li></ol>
<b>Course Contents</b>	: <p>Module-1 : Conceptual and Legal Framework for Public Procurement</p> <ol style="list-style-type: none"><li>An overview of PPA-2006 and PPR-2008;</li><li>Principles of public procurement;</li><li>Constitutions of different committees;</li><li>Different procurement methods;</li><li>International procurement;</li><li>Procurement plan;</li><li>Processing of procurement;</li><li>Preparation of tender or proposal;</li><li>Professional misconduct and procurement ethics.</li></ol> <p>Module-2 : Standard Tender Documents and Process for the Procurement of Goods and Works</p> <ol style="list-style-type: none"><li>Instructions to Tenderers (ITT);</li><li>Preparation of Tender Data Sheet (TDS);</li><li>Introducing tender forms of goods and works;</li><li>Technical specifications and schedule of requirements;</li><li>General Conditions of Contracts (GCC);</li><li>Particular Conditions of Contracts (PCC);</li><li>Tender evaluation;</li><li>Notification of Award (NOA);</li><li>Case studies on procurement;</li><li>Contract administration and management;</li><li>Contract performance.</li></ol> <p>Module-3 : Procurement of Intellectual and Professional Services</p> <ol style="list-style-type: none"><li>Methods for procurement of intellectual and professional services;</li><li>Expression of Interest (EOI);</li><li>Terms of Reference (TOR);</li><li>Request for Proposal (RFP) Document;</li><li>Proposal Data Sheet (PDS);</li><li>Evaluation of proposals;</li><li>Negotiations under the methods of QCBS, FBS and LCS;</li><li>Approval, signing, completion of the process.</li></ol>

Module-4: e-GP and other Cross-cutting Issues

- a. Introduction to e-GP;
- b. Roles of PE user, PE admin, organization admin, authorized users;
- c. Approval procedures and delegation of financial powers;
- d. Right to Information Act 2009;
- e. Anti-corruption Act;

<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>	:	Md. Zakir Hossain, Accounts Officer

## 09. Basic Course on Cyber Security (4<sup>th</sup> Batch)

<b>Duration</b>	: 15 working days (03 days in a week. Sunday, Tuesday and Wednesday)
<b>Date</b>	: 20.04.2025 to 21.05.2025
<b>Nomination deadline</b>	: 13.04.2025
<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>Participant's 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 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>

**Day-5: Operating System Security**

- a) Basic Security features in popular operating systems (Windows, Linux)
- b) User access controls and permissions
- c) Patch management and software updates
- d) Practical exercise: Hardening an operating system

**Day-6: Network Security**

- a) Common network vulnerabilities
- b) Firewall/next-gen Firewall and intrusion detection/prevention systems
- c) VPNs and remote access
- d) Practical exercise: Establishing VPN connection in Network

**Day-7: Wi-Fi and Mobile Security**

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

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

- a) Types of malwares (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);

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

- a) Incident response process and methodologies
- b) Incident handling best practices
- c) Electronic forensics techniques
- d) Practical exercise: Electronic 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>	:	Dr. Engr. Md. Abdur Rashid, Director (Admin and Finance)
<b>Course Coordinator</b>	:	Md. Nurul Amin, Assistant Programmer

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

<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>	:	Module 1: Introducing Bangladesh Module 2: Constitution & Government System Module 3: Leadership & Change Management Module 4: Local Govt. & Public Management Module 5: Ethics & Etiquette Module 6: Human Resource Management Module 7: Office Management and Service Rules Module 8: Financial Rules and Procedures Module 9: Fundamentals of Economics Module 10: Development Planning and Project Management Module 11: Research Methodology Module 12: Globalization and Bangladesh Module 13: Sustainable Development and Environment Module 14: Gender and Child Rights Module 15: English Language Skills Module 16: Information and Communication Technology (ICT) Module 17: Book Review Module 18: BARD/RDA/RDTI attachment/village study Module 19: Extension Lectures Module 20: Syndicate Work / Exercise Module 21: Term paper / Assignment Module 22: PT and games

<b>Training Methods</b>	: • Lecture • Individual exercise • Group work • Study tour • Report writing & presentation • Book review • Assignment
<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.	123 <sup>rd</sup> & 124 <sup>th</sup> Batch: 14 July-11 September 2024	Md Helal Uddin Akanda Chief Instructor	Md. Moynul Hasan Chowdhury Deputy Director Most. Lipia Khatun, Evaluation Officer
		Mohammad Anwar Hossain Chief Instructor	Most. Abeda Sultana, Associate Instructor Md. Al Amin PMP Training Officer
2.	125 <sup>th</sup> & 126 <sup>th</sup> Batch: 22 September -20 November 2024	Md. Hasan Tarik Director (Training)	Mouful Nahar, Instructor Md. Abul Hossain, Training Officer
		Kazi Mohammad Salatuzzaman System Analyst	Md. Ramjan Ali, Instructor Dipayan Chakraborty Partho Assistant Director
3.	127 <sup>th</sup> & 128 <sup>th</sup> Batch: 01 December 2024 –28 January 2025	Dr. Engr. Md. Abdur Rashid Director (Admin & Finance)	Md. Nurul Amin, Asst. Programmer Mubasshira Amatullah, PS to Director General
		Dr. Md. Nuruzzaman Director (Research & Publication)	Mohammad Ziaur Rahman, Associate Instructor Dr. Mohammad Aminul Islam, Medical Officer
4.	129 <sup>th</sup> & 130 <sup>th</sup> Batch: 02 February – 02 April, 2025	Md. Hasan Tarik Director (Training)	1. TBC 2.TBC
		Md. Helal Uddin Akand Chief Instructor	1.TBC 2.TBC
5.	131 <sup>st</sup> & 132 <sup>nd</sup> Batch: 13 April – 13 June 2025	Dr. Engr. Md. Abdur Rashid Director (Admin & Finance)	1.TBC 2.TBC
		Flora Bilkis Jahan, Chief Instructor-1	1.TBC 2.TBC

## 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>	: • Class-room lecture • Individual exercise • Group work • Study tour • Report writing & presentation • Book review • Assignment
<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.	26 <sup>th</sup> Batch: 21 July-18 September 2024	Kazi Mohammad Salatuazzaman System Analyst	Faria Zafreen, Librarian Sultan Salauddin, AVO
2.	27 <sup>th</sup> Batch: 29 September -27 November 2024	Flora Bilkis Jahan, Chief Instructor-1	TBC Most. Jannatul Ferdousi Assistant Librarian
3.	28 <sup>th</sup> Batch: 08 December 2024 –05 February 2025	Md. Hasan Tarik Director (Training)	TBC Md Zakir Hossain Accounts Officer
4.	29 <sup>th</sup> Batch: 16 February – 17 April 2025	Dr. Md. Nuruzzaman Director (R & P)	TBC Zakia Begum, Dormitory Super
5.	30 <sup>th</sup> Batch: 20 April – 18 June 2025	Mohammad Anwar Hossain Chief Instructor	TBC Matiur Rahman Molla, CS

## LIST OF FACULTY MEMBERS/OFFICERS

Photo	Name & Designation	Phone /Mobile Number
	Sukesh Kumar Sarker Director General (Secretary to the govt.), NAPD	9615642 (O) 58614705-6/210(O)
	Md. Abdul Motaleb Sarker Additional Director General (Joint Secretary), NAPD	9615639 (O) 55152086 (R) 01773562585 (M)
	Md. Nuruzzaman, Ph.D. Director (Research & Publication)	58611259 (O) 58614705-6/213 (O) 9126427 (R) 01730-092179 (M)
	Dr. Engr. Md. Abdur Rashid Director (Admin & Finance)	02223365351 8432573 (R) 01780-114499 (M)
	Mohammed Hasan Tarik Director (Training)	02223360357 9008048 (R) 01715327817 (M)
	Flora Bilkis Jahan Chief Instructor-01	01712558559 (M) 58611261 (O) 586147051216 (O)
	Kazi Muhammad Salatuzzaman System Analyst	9675024 (O) 9675024 /272 (O) 01712-342305 (M)
	Md. Helal Uddin Akanda Chief Instructor	02223363569 (O) 0 2 58615695/218 (O) 9615244 (R) 01726261859 (M)
	Mohammad Anwar Hossain Chief Instructor	58611345 (O) 0258615695/231(O) 01716399063 (M)
	Md. Moynul Hasan Chowdhury Deputy Director (Admin Finance)	02223360355 (O) 58614705-6/267 (O) 01711-311933 (M)
	Mouful Nahar Instructor	58614705 01916-861597 (M)

Photo	Name & Designation	Phone /Mobile Number
	Md. Ramjan Ali Instructor	022233655024 (O) 58614705-6/263 (O) 58614705-6/269 (R) 01816-264046 (M)
	Most: Abeda Sultana Associate Instructor	58614705-6/266 (O) 58614705-6/301(R) 01816-207201 (M)
	Mohammad Ziaur Rahman Associate Instructor	9675392 (O) 58614705-6/277 (O) 01717-160408 (M)
	Md. Sirajul Islam Associate Instructor	8614705-6/234 (O) 01688-738283 (M)
	Dipayan Chakraborty Partha Assistant Director	58614705-6/220 (O) 01716-636296 (M)
	Md. Nurul Amin Assistant Programmer	58614705-6/217 (O) 01818-357782 (M)
	Faria Zafreen Librarian	02223367392 (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	02223367392 (O) 58614705-6/277 (O) 01913-756758 (M)
	Md. Al-Amin <i>PMP</i> Training Officer	9666304 (O) 01710-069380 (M)
	Mubasshira Amatullah PS to Director General	58614705-6/290 (O) 01748879748
	Dr. Mohammad Aminul Islam Medical Officer	58614705-6/253(O) 01717419114

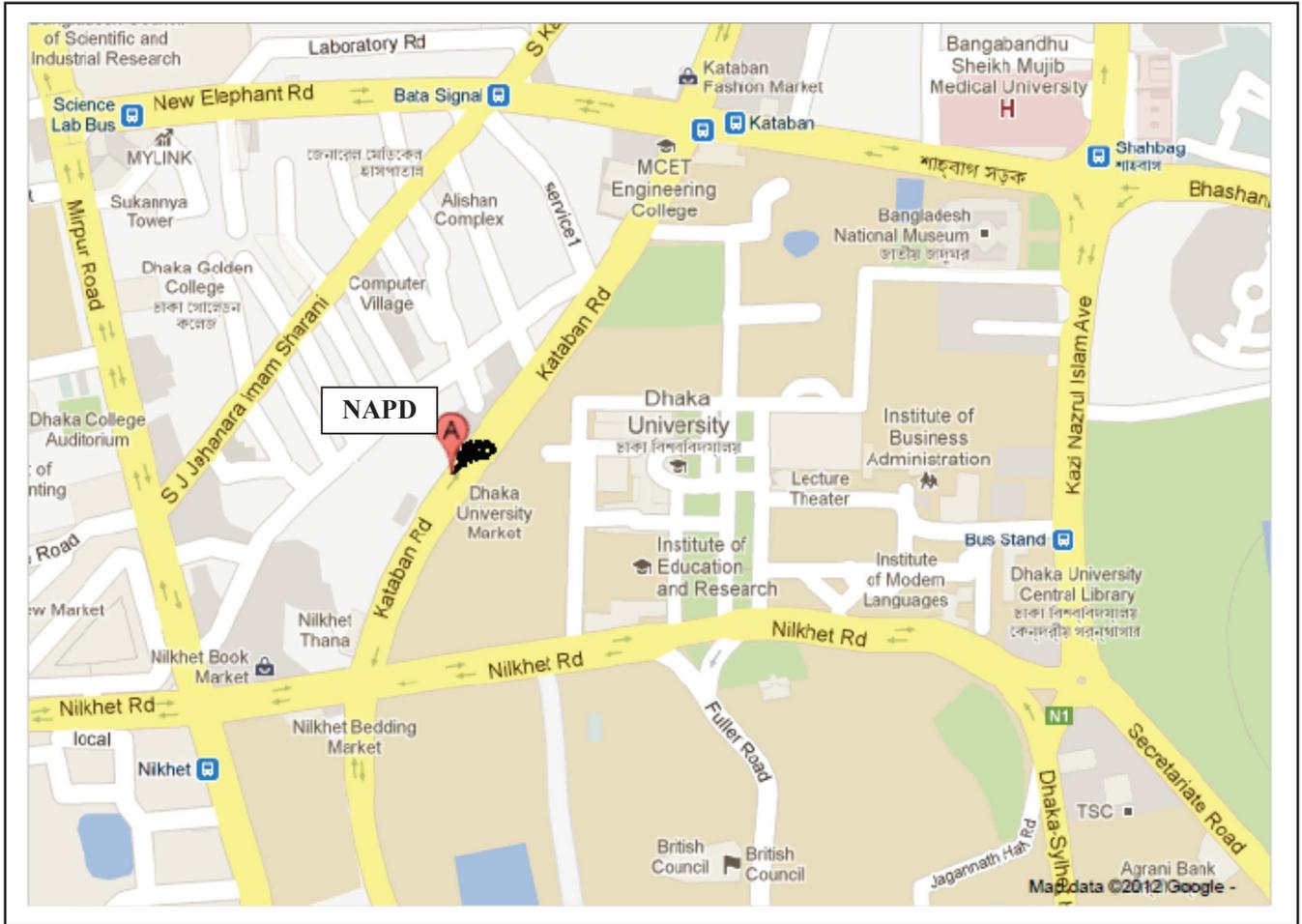
Photo	Name & Designation	Phone /Mobile Number
	Md. Matiur Rahman Molla Cafeteria Supervisor	58614705-6/240 (O) 9663803 (R) 01819-163684 (M)
	Md. Zinnarul Islam Documentation Officer	58614705-6/246 (O) 01716-931722 (M) 01931149650 (M)
	Md. Rajeur Rahman Care Taker	58614705-6/236 (O) 01717-920110 (M) 58614705-6/261 (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) 01789-009810 (M)
	Md. Sultan Salauddin Audio Visual Officer	01712-110933 01863-334040 02223366304 (O)
	Md. Ali Hossain Patwary Executive Officer	01849461050 (M) 300 (O)

PABX No.: 58614705-5, 58614705-6, 58611358, 58613112, 9613227  
Dormitory: 58614705-6/ 248  
E-mail: [info@napd.gov.bd](mailto:info@napd.gov.bd)  
Website: [www.napd.gov.bd](http://www.napd.gov.bd)

# Training Flow Chart 2024-2025

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Regular Day Courses</b>													
1.	Project Appraisal, EIA and Formulation of DPP (2 <sup>3rd</sup> Batch))		21 08										
2.	Human Resource Management (28 <sup>th</sup> Batch)		28 01										
3.	Public Procurement Management (28 <sup>th</sup> Batch)		04 22										
4.	Public Financial Management (28 <sup>th</sup> Batch)		01 05										
5.	Project Feasibility Study (3 <sup>rd</sup> Batch)			22 03									
6.	Innovation and Change Management (7 <sup>th</sup> Batch)					10 14							
7.	Office Management (28 <sup>th</sup> Batch)					17 28							
8.	Leadership and Strategic Planning (15 <sup>th</sup> Batch)						01 05						
9.	Sustainable Development Goals (SDGs) and Bangladesh (6 <sup>th</sup> Batch)							19 23					
10.	Development Planning and Project Management (58 <sup>th</sup> Batch)								02 20				
11.	Supply Chain Management (2 <sup>nd</sup> Batch)											04 08	
12.	Contract Management (2 <sup>nd</sup> Batch)												25 29

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Regular Evening Course</b>													
1.	Post Graduate Diploma in Development Planning (37 <sup>th</sup> Batch)												
January – December 2024													
2.	Post Graduate Diploma in ICT for Development (PGD ICT4D) (15 <sup>th</sup> Batch)												
January – December 2024													
3.	Advanced Microsoft Excel (15 <sup>th</sup> Batch)	21	11										
4.	English Language Proficiency (42 <sup>nd</sup> Batch)		04			17							
5.	Office Application (5 <sup>th</sup> Batch)		04	04									
6.	Project Planning and Management (14 <sup>th</sup> Batch)		04	23									
7.	Diploma in Project Planning, Development and Management (DPPDM) (18 <sup>th</sup> Batch)		04						02				
8.	Oracle based Database Application Design (14 <sup>th</sup> Batch)					03		26					
9.	Public Procurement Management (14 <sup>th</sup> Batch)									06			
10.	Basic Course on Cyber Security (3 <sup>rd</sup> Batch)										20	11	



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