

Training Calendar

2026-2027

Empowering Capacity for Development



National Academy for Planning and Development (NAPD)

Ministry of Public Administration

www.napd.gov.bd



PREFACE

National Academy for Planning and Development (NAPD) is mandated to organize training programmes, conduct research, and provide consultancy services. It's training areas encompass development planning, project management, procurement management, office management, supply chain management, basic data science, contract management, emotional and cultural intelligence, information and communication technology (ICT), and other cross-cutting issues.

Quality training is a prerequisite for addressing the challenges of building a developed Bangladesh. The Training Calendar for 2026–2027 has been prepared by NAPD as an effective planning tool to ensure the delivery of high-quality training programmes. Updating course curricula is a continuous process, and this calendar reflects the collective contributions of NAPD faculty members through the incorporation of contemporary development issues in line with national and international best practices. In addition to regular day and evening courses, NAPD offers a range of tailor-made (on-request) training programmes to meet the specific needs of organizations. Moreover, the Academy organizes seminars and workshops throughout the year on contemporary issues related to development and planning. NAPD also undertakes research activities and provides consultancy services, including feasibility studies of development projects and the preparation of Development Project Proposals (DPPs).

It is expected that NAPD, with its competent faculty members, renowned guest speakers from various organizations, and modern training facilities, will successfully conduct the training programmes as scheduled in this Training Calendar. I would like to place on record my sincere appreciation to the Senior Secretaries and Secretaries of various ministries and divisions, as well as the Heads of government and non-government organizations, for their continued support in nominating officers to participate in NAPD's training programmes.



Md. Khairul Kabir Menon
Director General
(Secretary to the Government), NAPD

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INTRODUCTION

National Academy for Planning and Development (NAPD) is one of the pioneer institutions in the field of public sector training in Bangladesh. In addition to its focus on public sector capacity building, NAPD has expanded its scope to address skill development needs of private sector organizations and to explore opportunities for graduate students to enhance their employability and entrepreneurial potential. The Academy provides training in Project Planning and Management, Financial Management, Public Procurement Management, Human Resource Management, Advanced Research Tools, Leadership and Strategic Planning. In addition, NAPD offers a Postgraduate Diploma in Development Planning and a Postgraduate Diploma in ICT for Development.

Since its inception, NAPD has been delivering quality training programs to government officials with the objective of familiarizing them with national development policies and transforming them into competent human resources for the country. Over time, the Academy has achieved several significant milestones. It commenced its journey as a development project in 1980 and was subsequently established as a statutory body (body corporate) on 3 February 1985 under Ministry of Planning. Since then, NAPD has built a strong legacy of institutional achievements, continuous learning, and professional excellence. The Academy celebrated its 25 years of service as its Silver Jubilee in 2010.

NAPD is governed under the National Academy for Planning and Development Act, 2018. The Academy has been being operated under the Ministry of Public Administration since 17 February 2022.

VISION

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

MISSION

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

OBJECTIVES

The objectives of the academy are to:

- i. provide training in development planning and project management, public procurement management, financial management, information and communication technology (ICT), and other cross-cutting issues;
- ii. conduct foundation, special foundation, basic, and departmental training programs for cadre and non-cadre officers, as required;
- iii. implement specialized training programs in diversified areas for different organizations, upon request;
- iv. conduct research and evaluation studies on development planning, project management, and contemporary development issues;
- v. provides consultancy services to various ministries, divisions, and agencies; and
- vi. promote the exchange of knowledge and experience in development planning and project management through workshops, seminars, publications, and training programs.

Since September 1981, the Academy has been conducting training programs on a regular basis in pursuit of its assigned responsibilities in areas of national interest. To date, the Academy has imparted training to 55,803 participants from various government offices, private organizations, and non-governmental organizations (NGOs). Over the years, NAPD has successfully developed a core group of professionally trained officials who are actively contributing to the overall development of the country.

ACADEMY RESOURCES

CAMPUS

The Academy is housed in a nine-storied building at Nilkhet, Dhaka, located on the north-western side of the University of Dhaka campus. The location of the Academy is unique, as it is situated in the heart of the city and in close proximity to several renowned institutions of higher learning, including the Bangladesh University of Engineering and Technology (BUET), Bangladesh Medical University, Dhaka Medical College, and the Bangladesh Civil Service Administration Academy.

The Academy auditorium is located on the ground floor of the main building. Equipped with modern air-conditioned facilities and a seating capacity of 180 participants, the auditorium is a valuable asset of the Academy. It is also rented out to other organizations for organizing seminars, conferences, and workshops. The Academy promotes an environment conducive to free academic discussion on development and planning issues, as well as other related disciplines. The campus is designated as a smoke-free zone.

LIBRARY AND DOCUMENTATION SERVICES

The Academy maintains a specialized and well-equipped library with a collection of approximately 19716 books and 8666 periodicals, journals, and research reports for the benefit of trainees and faculty members. The Academy is included in the mailing lists of various national and international academies and training institutions. The library regularly acquires books and other relevant publications to keep its collection up to date.

The library remains open from 9:00 a.m. to 8:00 p.m. on all working days, and borrowing facilities are available to trainees and faculty members. The Academy also publishes an annual journal titled Development Review, which features scholarly articles on planning and development-related issues.

EQUIPMENT AND LOGISTICS

NAPD is adequately equipped with modern training facilities to conduct up to six courses simultaneously. These facilities include computer laboratories, a language laboratory, CCTV cameras, multimedia projectors, DSLR cameras, photocopiers, public address systems, scanners, color laser printers, document viewers, digital attendance systems, and video conferencing facilities. The Academy also provides a sufficient number of computers for use in training programs.

NAPD has introduced smart classroom technologies, including interactive boards, kiosk machines, and an online campus display system. Recently, the Academy established a modern Audio-Visual Studio to support the recording and editing of training sessions and to facilitate the introduction of e-learning training programs.

DORMITORY

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

Daily Rent (AC Suite/Room)			
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/-

Daily Rent (Non-AC Room)		
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. 300, while daily snacks cost Tk. 120. The dormitory and cafeteria are independently run and managed by a committee of the officers designated by the academy.

COMPUTER AND LANGUAGE LAB

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

FACULTY

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

GUEST SPEAKERS

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

LINKAGES

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

The names of the MoU signing organizations:

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

BREATHING SPACE

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

MOSQUE

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

DATE WISE TRAINING PROGRAMS: AT A GLANCE 2026-2027

Day Courses

Sl. No.	Course Title	Duration	Working day	No. of Participants	Course Fee	Page No
1.	Foundation Training Course (FTC) for Non-Cadre Assistant Secretaries/ Senior Assistant Secretaries (2 nd Batch)	07.06.2026 to 06.08.2026	60	40	N/A	07
2.	Project Appraisal, Formulation and Approval (26 th Batch)	12.07.2026 to 30.07.2026	15	25	26,000.00	08
3.	Human Resource Management (30 th Batch)	26.07.2026 to 30.07.2026	05	25	11,000.00	09
4.	Public Financial Management (30 th Batch)	09.08.2026 to 13.08.2026	05	25	11,000.00	10
5.	Public Procurement Management (30 th Batch)	06.09.2026 to 24.09.2026	15	25	26,000.00	11-13
6.	Advanced Office Management and Digital Application (30 th Batch)	27.09.2026 to 08.10.2026	10	25	20,000.00	14
7.	Innovation and Change Management (9 th Batch)	11.10.2026 to 15.10.2026	05	25	11,000.00	15
8.	Contract Management (4 th Batch)	25.10.2026 to 29.10.2026	05	25	11,000.00	16
9.	Project Feasibility Study (5 th Batch)	01.11.2026 to 12.11.2026	10	25	20,000.00	17
10.	Leadership and Strategic Planning (17 th Batch)	06.12.2026 to 10.12.2026	05	25	11,000.00	18
11.	Development Planning and Project Management (60 th Batch)	20.12.2026 to 07.01.2027	15	25	26,000.00	19-20
12.	Supply Chain Management (3 rd Batch)	17.01.2027 to 21.01.2027	05	25	11,000.00	21
13.	Basic Data Science (2 nd Batch)	21.03.2027 to 25.03.2027	10	25	20,000.00	22-23
14.	Generative AI and Prompt Engineering (2 nd Batch)	09.05.2027 to 13.05.2027	05	25	11,000.00	24-25

Evening Courses

Sl	Course Title	Duration	Working day	No. of Participants	Course Fee	Page No
1.	Post Graduate Diploma in Development Planning (39 th Batch)	January-December, 2027	130	25	65,000.00	26
2.	Post Graduate Diploma in Information and Communication Technology (PGD ICT) (16 th Batch)	January-December, 2027	130	25	75,000.00	27
3.	Basic Course on Cyber Security (6 th Batch)	12.07.2026 to 16.08.2026	15	25	22,000.00	28-29
4.	English Language Proficiency (43 rd Batch)	26.07.2026 to 15.11.2026	45	25	32,000.00	30-31
5.	Managing Project Using Oracle Primavera (1 st Batch)	09.08.2026 to 13.09.2026	15	25	22,000.00	32-33
6.	Advanced Microsoft Excel (17 th Batch)	23.08.2026 to 15.09.2026	10	25	15,000.00	34
7.	Automation in Project Management (1 st Batch)	20.09.2026 to 11.10.2026	10	25	15,000.00	35-36
8.	Diploma in Project Planning, Development and Management (DPPDM) (19 th Batch)	04.10.2026 to 31.03.2027	75	25	50,000.00	37-38
9.	Public Procurement Management (18 th Batch)	01.11.2026 to 13.01.2027	35	25	26,000.00	39-40
10.	PMP Exam Preparation Course (1 st Batch)	06.12.2026 to 19.01.2027	20	25	25,000.00	41-42
11.	Project Planning and Management (16 th Batch)	28.03.2027 to 15.06.2027	35	25	26,000.00	43-44
12.	Advanced Research Tools (1 st Batch)	16.05.2027 to 06.06.2027	10	25	15,000.00	45

Day Courses

1. Foundation Training Course (FTC) For Non-Cadre Assistant Secretaries/ Senior Assistant Secretaries

Duration	: 2 Months (60 Days)
Date	: 07 June 2026 - 06 August 2026 (2 nd Batch) 09 August 2026 - 07 October 2026 (3 rd Batch)
No. of Course	: 2
Total Days	: 60 (for each batch)
No. of Participants	: 40 in each batch
Participant's Level	: Non-Cadre Assistant Secretaries/Senior Assistant Secretaries
Course Objective	: To create skilled, proactive, and well-groomed officers, dedicated to serving the nation.
Course Contents	: Module 1: Bangladesh Studies Module 2: Constitution and Government System Module 3: Governance and Public Management Module 4: Behavioral Governance Module 5: Human Resource Management Module 6: Service Rules and Procedure Module 7: Office Management Module 8: Financial Rules and Procedures Module 9: Public Procurement Management Module 10: Sustainable Development Planning and Project Management Module 11: Language for Professional Purposes Module 12: Digital Transformation and Innovation in the Public Sector Module 13: Public Policy Review Module 14: Cross-cutting Issues and Concept Module 15: BARD/RDA Attachment
Training Methods	: Lecture, Individual exercise, Group work, Study tour, Report writing & presentation
Evaluation System	: Written Examinations, book review, term paper, research report, group work & presentation, physical training and sports, attendance, class participation & overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General

Sl. No.	Batch & Duration	Course Director	Course Coordinator
1.	2nd Batch: 07 June 2026 - 06 August 2026	Dr. Engr. Md. Abdur Rashid, Director (Research & Publication)	Mouful Nahar, Instructor Md. Abul Hossain, Training Officer
2.	3rd Batch: 09 August 2026 - 07 October 2026	Mohammad Anwar Hossain, Chief Instructor-2	Mohammad Ziaur Rahman, Associate Instructor Md. Al Amin PMP, Training Officer

2. Project Appraisal, Formulation and Approval (26th Batch)

Duration	: 15 Working days
Date	: 12.07.2026 to 30.07.2026
Nomination Deadline	: 06.07.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 26,000.00 (Twenty-six thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt., organizations, autonomous bodies and officers from development projects, non-government organizations, banks, private organizations etc.
Course Objectives	: i. To familiarize the participants about the key concepts of project appraisal process; ii. To develop the competencies for project appraisal process; iii. To make the participants capable of formulating DPP/TAPP.
Course Contents	: Module-1: Planning and Development Issues in Bangladesh a) Planning and Development: concept & relations; b) Annual Development Program (ADP); c) Sustainable Development Goals (SDGs); d) Budgetary framework of Bangladesh with Midterm Budgetary Framework (MTBF) and Ministry Budgetary Framework (MBF); Module-2: Project Appraisal/ Feasibility Study a) Importance of feasibility study; b) Demand forecasting; c) Cash flow of a project; d) Discounting technique & calculation of NPV, BCR & IRR; e) Financial appraisal; f) Economic appraisal; g) Technical appraisal; h) Service sector project appraisal; i) Project sensitivity and risk analysis; j) Stakeholder analysis; k) Gender equity planning tools; l) Case Study on feasibility study Module-3: Social and Environmental Impact Assessment a) Environmental clearance process in Bangladesh; b) Climate change and its related impact on development projects; c) Economic evaluation of environmental impact of development project; d) Environmental and Social Impact Assessment (EIA & SIA) of Development Project; e) Environmental Management Plan (EMP) of development project; f) Preparation of project with EIA & EMP components with exercise; g) Case study on EIA and EMP h) Disaster Impact Assessment (DIA). Module-4: Project Planning, Financing and Formulation a) Project cycle; b) Project design with logical framework; c) Explanation of DPP, TAPP, etc.; d) Preparation of DPP; e) Project approval process; f) Delegation of financial power & fund release procedure; g) Public procurement management: PPA-2006, PPR-2025, e-GP; h) Use of CPM/PERT in project schedule development; i) Application of MS project.
Training Methods	: Lecture, individual exercise, group work, group presentation, case study and field visit.
Evaluation System	: Attendance, Class participation, group presentation, overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Mohammad Anwar Hossain, Chief Instructor
Course Coordinators	: Most: Abeda Sultana, Deputy Director (Research & Publication) Md. Al-Amin PMP, Training Officer

3. Human Resource Management (30th Batch)

Duration	: 5 working days
Date	: 26.07.2026 to 30.07.2026
Nomination deadline	: 19.07.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from non-government organizations, banks, private organizations etc.
Course Objectives	: i. To develop participants' understanding on conceptual issues of HRM & HRD; ii. To acquaint them with legal framework in relation to HRM in Bangladesh; iii. To share the HRM practices along with tools and techniques used across the different sectors in Bangladesh.
Course Contents	: Module-1: Conceptual Issues of HRM a) HRM & HRD: concept and issues; b) Ethical issues in HRM; c) Motivation and human relations in organization; d) Job analysis: Job description & job specification; e) Team building for HRM; f) Leadership in HRM; g) Strategic HRM h) Human Resource Information System (HRIS) and Enterprise Resource Planning (ERP); i) Recruitment, training, selection and posting; j) Reward and punishment k) Office etiquette. Module-2: Legal Framework and Managerial Issues of HRM a) Legal Frameworks of HRM; b) Performance Appraisal Measurement System; c) Labor law-2006 & Bangladesh labor rules 2015; d) Performance Management; e) Problem solving & decision making process; f) Self- analysis; g) Conflict Management & Negotiation Techniques; h) Gender perspectives of HRM. Module-3: HRM practices in Bangladesh a) Process of promotion, posting and placement; b) Compensation management, employee benefit and compliance; c) Good governance.
Training Methods	: Lecture, individual exercise, group discussion and case study
Evaluation System	: Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Moynul Hasan Chowdhury, Chief Instructor
Course Coordinator	: Dipayan Chakrabarti Partha, Assistant Director

4. Public Financial Management (30th Batch)

Duration	: 05 working days
Date	: 09.08.2026 to 13.08.2026
Nomination deadline	: 02.08.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, private organizations etc.
Course Objectives	: i. To enhance participants' understanding on fiscal and monetary policy, budget and auditing system; ii. To enable the participants in applying financial, treasury and other related rules.
Course Contents	: Module-1: Economic Policy, National Budget and Statutory Audit a) Fiscal policy and the macro-economic framework of Bangladesh; b) Monetary policy of Bangladesh and its relationship with fiscal policy; c) Fiscal deficit and deficit financing; d) Public debt management in Bangladesh; e) Preparation of non-development and development budget; f) Medium Term Budgetary Framework (MTBF), Ministry Budgetary Framework (MBF) g) Introduction to IBAS⁺⁺; h) Accounting and auditing system in Bangladesh; Module-2: Financial and Treasury Rules a) General financial rules and treasury rules; b) Public Finance and Budget Management Act 2009; c) Role and responsibilities of drawing and disbursing officer (DDO); d) Delegation of financial powers and fund release procedures; e) Pay fixation; f) Pension and gratuity; g) General Provident Fund (GPF), Contributory Provident Fund (CPF), Benevolent fund and group insurance rules; h) Traveling allowance rules; i) Overview of Public Procurement Management: PPA 2006 and PPR-2025; j) Anti-Corruption Act;
Training Methods	: Lecture, individual exercise, case study and group work
Evaluation System	: Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Kaisarul Islam, Chief Instructor
Course Coordinator	: Mohammad Ziaur Rahman, Associate Instructor

5. Public Procurement Management (30th Batch)

Duration	: 15 working days
Date	: 06.09.2026 to 24.09.2026
Nomination deadline	: 30.08.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 26,000.00 (Twenty six thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, private organizations etc.
Course Objectives	: After the successful completion of the course, participants will be able to: i. acquaint with the legal framework of procurement in public sector; ii. familiarize with the procedure and standard tender documents for procurement of goods and works; iii. get a comprehensive coverage of the overall spectrum of intellectual and professional service procurement; iv. familiarize with the e-GP and other cross-cutting issues
Course Contents	Module-1: Concept of Budget and Public Procurement Management a) Overview of govt. Budget b) Development expenditure management: Bangladesh perspectives c) Introduction of Public Procurement Management, Principles of public procurement & Overview of PPA-2006 and PPR-2025; d) Public procurement cycle and risk factors e) Procurement ethics, code of conduct and Professional misconduct f) Procurement and Contract Strategies g) Public procurement methods: Goods and Works h) Procurement and Contract Strategies for Intellectual & Professional Services and Physical Services. i) Public procurement methods: Intellectual & Professional Services j) Public procurement methods: Other physical services k) Standard Tender Documents (STDs) l) Contract approval procedures and delegation of financial powers (DoFP) m) Procurement Planning: - Preparation of Procurement Plan - Cost Estimate - Official Cost Estimate - Hands-on activity on APP n) Public Procurement Committees: Constitution and functions o) Procurement Advertisement p) Goods Quotation Process: RFQ Document & RFQ processing q) Hands-on activity: RFQ processing Module-2: Procurement processing and managing of Goods a) Introduction to different tender documents related to goods b) Goods Procurement Processing as of NCT: Instructions to Tenderers (ITT) and Tender Data Sheet (TDS) c) Preparation of Tender Data Sheet (TDS): Hands-on activity d) Introducing Tender and Contract Forms for Goods e) Technical Specifications (TS) and Schedule of Requirements of goods f) General Conditions of Contracts (GCC) and Particular Conditions of Contracts (PCC) g) Preparation of Particular Conditions of Contract (PCC): Hands-on activity h) International goods procurement

- i) Tender opening
- j) Tender evaluation
- k) Hands-on activity: Tender Opening and Evaluation
- l) Approval of Tender, Award, Signing and Debriefing
- m) Contract administration and management

Module-3: Procurement processing and managing of Works

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

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

(i) Procurement of Intellectual and Professional Services

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

(ii) Physical Services

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

Module-5: Cross-cutting Issues

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

Training Methods	:	Lecture, individual exercise, group work, case study and field visit.
Evaluation System	:	Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Mohammed Hasan Tarik, Director (Admin & Finance)
Course Coordinators	:	Md. Fahad Parvez Basunia, Instructor Mohammad Ziaur Rahman, Associate Instructor

6. Advanced Office Management and Digital Application (30th Batch)

Duration	: 10 working days
Date	: 27.09.2026 to 08.10.2026
Nomination Deadline	: 20.09.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from non-government organizations, banks, private organizations etc.
Course Objectives	: i. To equip the participants with the concepts and theories of office management; ii. To familiarize with the administrative, financial rules and procedures; iii. To develop the participants' understanding about the tools and techniques of advanced office management.
Course Contents	: Module-1: Concepts and Theories of office management a) Concept of Office Management; b) Human Resource Management (HRM); c) Human Resource Information System (HRIS); d) Job Analysis: Job description and job specification. Module-2: Administrative and Financial Rules a) Rules of business & allocation of business; b) The Govt. Servants (Conduct) Rules, 1979; c) The Govt. Servants (Discipline and Appeal) Rules, 2018; d) Leave Rules; e) Delegation of financial powers and fund release procedures; f) Role and responsibilities of DDO; g) Pension, gratuity, GPF & CPF rules etc.; h) Travelling allowances rules; i) Overview of Public Procurement Management: PPA 2006 and PPR-2025; j) Public Servant and Anti-Corruption Commission Act 2004; k) Right to Information Act-2009. Module-3: Tools for Office Management a) Office procedures and record management; b) Recruitment, training, promotion and posting; c) Leadership and team building; d) Noting, drafting and summary writing; e) Forms of written communication; f) Conducting meeting, preparation of working paper & minutes; g) Office inspection, office layout and office securities; h) Inventory and Capital Asset Management; i) Annual Confidential Report (ACR) & Performance Management;
Training Methods	: Lecture, individual exercise, group work, case study, field visit
Evaluation System	: Attendance, class participation, pre-test, post-test & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Moynul Hasan Chowdhury, Chief Instructor
Course Coordinators	: Tapash Paul, Research Officer Most. Jannatul Ferdousi, Assistant Librarian

7. Innovation and Change Management (9th Batch)

Duration	: 05 working days
Date	: 11.10.2026 to 15.10.2026
Nomination deadline	: 04.10.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from non-government organizations, banks, private organizations etc.
Course Objectives	: i. To understand innovation and its application in organizational development; ii. To gather knowledge about innovation; iii. To describe change and enable to identify and overcome the obstacles to change.
Course Contents	: Module 1: Conceptualization of Innovation a) Key concepts of innovation; b) Innovation: Global perspective; c) Innovation cycle; d) Service innovations; e) Innovation, Competitiveness and Development; f) Business process re-engineering; Module 2: Concept, Model and current practice of change management a) Change Management: Types and Objectives; b) Change Management Cycle; c) Development Strategy of Change Management; d) Monitoring and Evaluation of Changes; e) Recognizing and Managing Distress; f) Resistance to Change and Barriers to Change; g) Change Management: Case Studies;
Training Methods	: Lecture, group discussions, group work, case study, self-assessments etc.
Evaluation System	: Attendance, class participation and overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Mouful Nahar, Instructor
Course Coordinator	: Md. Abul Hossain, Training Officer

8. Contract Management (4th Batch)

Duration	: 05 working days
Date	: 25.10.2026 to 29.10.2026
Nomination Deadline	: 18.10.2026
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
Course Objectives	: i. To acquaint the participants with the legal framework of procurement ii. To familiarize the participants with the procedure of different stages of contract iii. To provide a comprehensive coverage of contract management.
Course Contents	: a) Contract creation; b) Preparation of public procurement contracts; c) Negotiation and collaboration of contracts; d) Contract management cycle; e) Management of contract risk; f) Review and approval of the contracts; g) Administration and execution; h) Ongoing management and renewal; i) Reporting and tracking; j) Case studies on contract management; k) Contract performance; l) Contract termination approaches; m) Best practices in contract management; n) Managing contractual disputes.
Training Methods	: Lecture, case study, individual exercise, group discussion
Evaluation System	: Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Mohammad Anwar Hossain, Chief Instructor
Course Coordinator	: Md. Al-Amin PMP, Training Officer

9. Project Feasibility Study (5th Batch)

Duration	: 10 Working days
Date	: 01.11.2026 to 12.11.2026
Nomination Deadline	: 25.10.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 20,000.00
Participant's Level	: Officers of grade-9 and with working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, private organizations etc.
Course Objectives	: i. To familiarize the participants with the key concepts of project appraisal; ii. To acquaint the participants with the different techniques of financial, economic, technical and environmental appraisal; iii. To equip the participants with the different aspects of project feasibility study.
Course Contents	Module-1: Overview of Feasibility Study and Development Project a) Project Background: Rationale and genesis; b) Feasibility study: Scope, Objectives, Approach and Methodology; c) Project cycle; d) Overview of Project Proposal for feasibility study (PFS) form; e) Explanation of Project Feasibility Guideline. Module-2: Market/Demand Analysis a) Market/Demand Analysis; b) Stakeholder Analysis; c) SWOT Analysis. Module-3: Technical/Technological & Engineering analysis a) Technical analysis; b) Technical design and Costs estimation. Module-4: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis a) Environmental clearance process in Bangladesh; b) Economic evaluation of environmental impact of development project; c) Environmental Impact Assessment; d) Environmental Management Plan (EMP) of development project; e) DIA Tool (DRIP) and Framework. Module-05: Cost Benefit Analysis a) Identification of Cost & Benefit: Transformation into monetary value; b) The cash flow of the project; c) Discounting techniques & calculation of NPV, BCR & IRR; d) Demand forecasting; e) Financial appraisal; f) Economic appraisal. 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.
Training Methods	: Lecture, peer learning, individual exercise, group work & presentation, case study and field visit.
Evaluation System	: Attendance, Class participation, module based class test & overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Engr. Md. Abdur Rashid, Director (Research & Publication)
Course Coordinators	: Md. Ramjan Ali, Deputy Director (Admin) Most. Jannatul Ferdousi, Assistant Librarian

10. Leadership and Strategic Planning (17th Batch)

Duration	: 05 working days
Date	: 06.12.2026 to 10.12.2026
Nomination deadline	: 29.11.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from non-government organizations, banks, financial institutions & private organizations etc.
Course Objectives	: i. To develop participants' understanding on conceptual issues of strategic planning; ii. To acquaint the participants with various leadership skills.
Course Contents	: Module 1: Concept of Strategic Planning a) Context and evolution of strategic planning; b) Strategic planning process; c) Strategic planning: from vision to action; d) Strategic planning for good governance; e) Principles of strategic planning for leadership teams; f) Impact of strategic planning on leadership. Module 2 : Leadership Skills a) Leadership theories and core competencies; b) Leadership skills; c) Leadership and decision making; d) Negotiation techniques and conflict management; e) Leadership and strategic planning: unlocking leadership potential; f) Challenges in leadership and change; g) Developing and empowering other as a leader; h) Leadership behaviors and practices and their impact on strategic process;
Training Methods	: Lecture, individual and group exercise and case study
Evaluation System	: Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Kaisarul Islam, Chief Instructor
Course Coordinator	: Most. Lipia Khatun, Evaluation Officer

11. Development Planning and Project Management (60th Batch)

Duration	: 15 Working days
Date	: 20.12.2026 to 07.01.2027
Nomination deadline	: 13.12.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 26,000.00 (Twenty six thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
Course Objectives	: i. To familiarize the participants with the concepts and issues of planning process and project management with reference to Bangladesh; ii. To enhance the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation; iii. To develop the participants' skill in preparing DPP/TPP/TAPP.
Course Contents	Module 1: Conceptual and Administrative Framework of Development Planning a) Concepts of Planning; Planning Process and its relation with development in Bangladesh b) Linkage of planning process to development goals (i.e. SDGs); c) Role and responsibilities of Planning Commission, ERD, IMED and line ministries in Planning Process; d) Annual Development Program (ADP) and ADP Management System (AMS); e) Budgetary framework of Bangladesh with (MTBF) and (MBF); f) Project Planning System (PPS). Module 2: Planning, Formulation and Financing of Projects a) Project, Types of Project and Project cycle, Approval procedure of development projects; b) Stakeholder analysis; c) Project design with logical framework: Problem tree and objective tree analysis, structure with components of logical framework; d) Exercise on Project design with logical framework; e) Explanation of DPP, TPP and TAPP formats with exercise; f) Project Financing: sources of funding, concept and techniques of project financing; g) Project Design with Foreign Aid and PDPP; h) Delegation of financial power & fund release procedure; i) Gender policy and gender related concepts and issues related to project planning and budgeting. Module 3: Project Appraisal/ Feasibility Study a) Project appraisal: objectives, scope and types of project appraisal and approval procedure; b) Project feasibility study format & its components; c) Demand forecasting: technique of collection and analysis; d) Identification of components of Cash flow of a project with excel; e) Financial appraisal with NPV, BCR & IRR calculation with excel exercise; f) Economic appraisal: (shadow pricing,) and valuation; g) Service sector project appraisal; h) Social Impact Assessment (SIA); i) Resettlement plan; j) Understanding EIA and EMP for designing development projects; k) Disaster Impact Assessment (DIA) and Disaster & Climate Risk Information Platform (DRIP); l) Project sensitivity and risk analysis; m) Project Approval Process including Ministry Assessment Format (MAF) and Sector Appraisal Format (SAF); n) Group Work: Review an existing DPP (for checking the Disaster, EIA, Social Impact Assessment, Ministry Assessment Format (MAF) & Sector Appraisal Format (SAF) issues).

Module 4: Project Implementation

- a) Role of a project manager/ project director (Project Implementation Unit) with respect to Leadership & Team Building;
- b) Introduction of MS project software for project management.
- c) Implementation plan of a project: Project scope management (WBS/PBS etc. using MS project);
- d) Use of CPM/PERT in project scheduling (Gantt Chart) using MS Project
- e) Project risk management;
- f) Overview of procurement management: PPA-2006, PPR-2025;
- g) Procurement management: Methods and practice;
- h) Procurement Plan with exercise.

Module 5: Project Monitoring and Evaluation

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

Training Methods	: Lecture, individual exercise, group work and presentation, case study, report writing and study tour.
Evaluation System	: Attendance, class participation, pre-test, post-test, DPP presentation and overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Kazi Muhammad Salatuazzaman, Director (Training)
Course Coordinators	: Mouful Nahar, Instructor Md. Al-Amin PMP, Training Officer

12. Supply Chain Management (3rd Batch)

Duration	: 05 working days
Date	: 17.01.2027 to 21.01.2027
Nomination Deadline	: 10.01.2027
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	: Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
Course Objectives	: 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: i. acquire the theoretical fundamentals of the operation and supply chain management; ii. gather knowledge about the supply chain management using appropriate and typical example; iii. interpret and analysis of the result; iv. apply knowledge in a practical manner using detailed procedures
Course Contents	: Module1: Material and Source Management a) Distribution management b) Strategic capacity management c) Process analysis d) Logistics and facilities location e) Lean manufacturing f) Demand management and forecasting g) Incoterms Module2: Supply chain strategy, planning operation and control a) Strategy sourcing b) 4IR and sustainable supply chain c) Supply chain performance measurement and benchmarking d) Demand and supply planning e) Operation and supply strategy f) Product and service design g) Enterprise resource planning h) Inventory control
Training Methods	: Lecture, case study, individual exercise, group discussion
Evaluation System	: Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Engr. Md. Abdur Rashid, Director (Research & Publication)
Course Coordinator	: Faria Zafreen, Librarian

13. Basic Data Science (3rd Batch)

Duration	: 10 working days
Date	: 21.03.2027 to 25.03.2027
Nomination Deadline	: 14.03.2027
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
Course Objectives	: After the successful completion of the course, participants will be able to: i. Learn the fundamentals of data analysis, data ecosystems, and the role of big data in modern analytics. ii. Gain practical skills in Excel, R, Python, and SQL for data wrangling, analysis, and visualization. iii. Understand statistical techniques, including descriptive and inferential statistics, probability, correlation, and regression. iv. Explore big data frameworks and learn how to use cloud platforms for data storage and analysis. v. Apply data visualization techniques and dashboards to communicate insights and solve real-world problems effectively.
Course Contents	: Module 1: Foundations of Data Science and Excel Skills Objectives: i. To introduce participants to the fundamentals of data analytics, including key concepts and techniques. ii. To equip participants with practical skills in Excel for data manipulation, analysis, and visualization. Contents: a) Understanding the Data Ecosystem and Analysis Skills b) Data Gathering, Wrangling, and Insight Extraction c) Basics of Excel: Entering Data, Charts, Functions d) Data Analysis Using Tables, Pivot Tables, and Visualization e) Hands-On Project Module 2: Data Literacy and R Programming Objectives: i. To build participants' data literacy by teaching them data organization, exploration, and analysis. ii. To introduce participants to R programming for advanced data analysis and visualization. Contents: a) Foundations of Data Literacy: Research Question Formulation, Data Wrangling, and Visualization b) Analysing and Interpreting Data c) Installing and Exploring R and R-Studio d) Data Wrangling, Statistical Tests, Models, and Visualization Activities

Module 3: Statistical Analysis with Python

Objectives:

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

Contents:

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

Module 4: SQL Fundamentals and Cloud Data Overview

Objectives:

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

Contents:

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

Module 5: Big Data Concepts

Objectives:

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

Contents:

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

Training Methods	:	Lecture, case study, individual exercise, group discussion
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Moynul Hasan Chowdhury, Chief Instructor
Course Coordinator	:	Md. Nurul Amin, Assistant Programmer

14. Generative AI and Prompt Engineering (2nd Batch)

Duration	: 05 working days
Date	: 09.05.2027 to 13.05.2027
Nomination Deadline	: 02.05.2027
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	: Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
Course Objectives	: After the successful completion of the course, participants will be able to: i. Understand the foundational concepts and societal implications and ethical considerations of AI and Generative AI; ii. Apply Generative AI tools (e.g., ChatGPT, Gemini, Copilot) to enhance personal and organizational productivity; iii. Master prompt engineering techniques to optimize AI outputs for decision-making; iv. Leverage Generative AI across key business functions (HR, Finance, Project Management); v. Develop strategies for responsible and trustworthy AI adoption in leadership roles;
Course Contents	: Module 1: Foundations of Generative AI for Leaders Module Objectives: i. To explain the core concepts, history, and societal impact of Generative AI; ii. To evaluate ethical challenges and limitations of AI in leadership contexts; iii. To use foundational AI tools (GPT-4, Gemini, Copilot) for personal and business productivity; Topics: a) Introduction to AI & Generative AI (AI vs. Generative AI, Key Applications) b) AI's Impact on Business & Society (Case Studies, Economic & Social Impacts) c) The History and Evolution of Generative AI d) Ethics & Limitations of Generative AI (Bias, Misinformation, Responsible AI Frameworks) e) Core Models & Trustworthy AI (How LLMs Work, Ensuring Reliability) f) Hands-on Labs: - o GPT-4/Gemini for Multimodal Tasks - o Text/Image Generation - o Microsoft Copilot for Productivity Module 2: Mastering Prompt Engineering for Leadership Module Objectives: i. To design effective prompts for ChatGPT and other AI tools; ii. To apply advanced techniques (chain-of-thought, few-shot) to solve business problems; iii. To customize prompts for executive decision-making; Topics: a) Prompt Engineering Basics (Principles, Role-Playing, Iterative Refinement) b) Advanced Techniques (Few-shot Learning, Context Control) c) ChatGPT for Leaders (Business Communication, Report Drafting, Strategic Queries)

Module 3: Generative AI for Organizational Leadership

Module Objectives:

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

Topics:

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

Training Methods	:	Lecture, case study, individual exercise, group discussion
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Kazi Muhammad Salatuzzaman, Director (Training)
Course Coordinator	:	Md. Nurul Amin, Assistant Programmer

Evening Courses

1. Post Graduate Diploma in Development Planning (39th Batch)

Duration	: 10 Months (Each module: 12-15 days)
Date	: January–December 2027 (03 days in a week. Sunday, Tuesday and Wednesday)
Nomination Deadline	: 31 December, 2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: 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.
Participant's Level	: • Minimum Graduate/ Honors/Equivalent; • Individual/Personnel working in Govt., Semi Govt., Autonomous and Private Organizations; • Nomination from concern authority when applicable.
Course Objectives	: After the successful completion of the course, participants will be able to: i. conceptualize with the issues of national and international development; ii. become efficient workforce for attainment of socio-economic development objectives of the country; and iii. utilize the most recent tools and techniques of planning, project design and management.
Course Contents	: 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.
Training Methods	: Lecture, individual exercise, group work for DPP preparation and group presentation, report writing, case study, study tour in home & abroad,
Evaluation System	: Written examination, assignment, group work, case study, report writing and group presentation, attendance, class participation & overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Engr. Md Abdur Rashid, Director (Admin & Finance)
Course Coordinators	: Dipayan Chakrabarti Partha, Assistant Director Md. Al-Amin PMP, Training Officer

2. Post Graduate Diploma in Information and Communication Technology (PGD ICT) (16th Batch)

Duration	: 10 Months (Each module: 12-15 days)
Date	: January- December 2027 (03 days in a week. Sunday, Tuesday and Wednesday)
Nomination Deadline	: 31 December 2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: 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.
Participant's Level	: • Minimum Graduate/ Honors/Equivalent; • Individual/ Personnel working in Govt., Semi Govt., Autonomous and Private Organizations; • Nomination from concern authority when applicable.
Course Objectives	: After the successful completion of the course, participants will be able to: i. conceptualize the theoretical and practical knowledge on information and communication technology for development; ii. act as the ICT workforce to meet the national demand for development planning of Bangladesh; iii. become ICT skilled manpower in order to implement the tools and technologies of 4IR.
Course Contents	: 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)
Training Methods	: Lectures, exercises, assignments, lab practices, case studies, report writing and presentations, group work & presentation, study tour in home and abroad.
Evaluation System	: Written Examination, individual exercise, group work, project preparation & presentation, attendance, assignment, class participation & overall performance.
Facilities	: • One person one computer • Acoustic & air conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Kazi Salattuzaman, Director (Training)
Course Coordinators	: Md. Nurul Amin, Assistant Programmer Md. Zakir Hossain, Accounts Officer

3. Basic Course on Cyber Security (6th Batch)

Duration	: 15 working days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	: 12.07.2026 to 16.08.2026
Nomination deadline	: 05.07.2026
No. of Course	: 1
No. of Participants	: 25
Course fee	: Tk. 22,000 (twenty two thousand only) per participant
Participants' Level	: 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.
Course Objectives	: i. To prepare participants with the technical knowledge and skills needed to protect and defend cyber-attacks; ii. To enhance participants understanding by informing policy, laws and rules regarding cyber security accepted standards; iii. To develop organizational capacity that can plan, implement, and monitor cyber security mechanisms to help ensure the protection of information technology assets.
Course Content:	Day-1: Introduction to Cybersecurity a) Fundamentals of cybersecurity (CIA triad); b) Threat actors and motivations; c) Basic terminology and types of cyber attacks; d) Historical cyber-attacks case study. Day-2: Basics of Cryptography a) Introduction to cryptography; b) Encryption techniques (symmetric and asymmetric); c) Hash functions and digital signatures; d) Practical exercise: Encryption and decryption, Digital Signature. Day-3: Web & Email Security a) Common Threats, vulnerabilities and Best Practices for web security; b) Common Threats and Best Practices for Email Security; c) Introduction to OWASP Top 10; d) Practical exercise: Identifying and exploiting web vulnerabilities. Day-4: Security Tools (Hands-On) a) Overview of Different Security Tools; b) Installation and Configuration of Different Security Tools; c) Antivirus and Internet Security; d) Overview of Vulnerability assessment and penetration testing (VAPT). 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: WiFi and Mobile Security

- a) Wi-Fi and Mobile security vulnerabilities;
- b) Wifi Encryption Standards WEP vs. WPA vs. WPA2;
- c) Rogue access points and evil twin attacks;
- d) Practical exercise: 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);
- b) Digital Security Act, 2018;
- c) Digital Security Rules – 2020.

Day-11: Incident Response and Forensics

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

Day-12: Social Engineering and Human Factors

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

Day-13: Emerging Trends and Future of Cybersecurity

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

Day-14: Field Visit**Day-15: Cloud Security**

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

Training Methods	:	Lecture, individual exercise, group work and assignments.
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Moynul Hasan Chowdhury, Chief Instructor
Course Coordinator	:	Tapash Paul, Research Officer

4. English Language Proficiency (43rd Batch)

Duration	: 45 working days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	: 26.07.2026 to 15.11.2026
Nomination deadline	: 19.07.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 32,000.00 (Thirty two thousand only) per participant
Participant's Level	: Employees from govt./semi-govt./autonomous body/private organizations and fresh graduates from universities.
Course Objectives	: After the successful completion of the course, participants will be able to: i. improve the participants' English Language proficiency (listening, speaking, and writing); ii. develop their competence in using English for both oral and written communication.
Course Contents	: Module 1: Introduction to English Language Proficiency & Basic Grammar a) Overview and Importance of English Learning in global communication; b) Development of the skills of English & Setting Language Learning Goals; c) Verb Tenses (Present, Past, Future); d) Sentence structure (Simple, Compound, Complex); e) Sentence Correction; f) Modals and Conditional sentences; g) Prepositions; h) Common grammar mistakes and how to avoid them. Module 2: Vocabulary Building a) Word formation (prefixes, suffixes, roots); b) Synonyms and antonyms; c) Idiomatic expressions and phrasal verbs; d) Using vocabulary in context; e) Collocations (words that often go together). Module 3: Listening & Learning a) Listening for Tone and Intent; b) Listening to Workplace Communication; c) Listening for specific Information; d) Listening to real world conversation and interviews; e) Understanding accents in professional contexts; f) Listening practice (IELTS listening practice). Module 4: Speaking & Presentations a) Basic conversation skills; b) Developing Pronunciation – right pronunciation of alphabets/44 phonemes/sound; c) Developing Pronunciation – consonant sounds, aspiration; d) Developing Pronunciation – vowel sounds Mono pythons, Diphthongs, checking words from the dictionary with sounds, stress mark, intonation, and rhythm in spoken English; e) Asking and Answering questions; f) Basic conversation and dialogue practice; g) Speaking about myself; h) Speaking confidently in different contexts (e.g., casual, formal and table talk); i) Role-playing; j) Public speaking and speech delivery techniques;

- k) Debate competition;
- l) Participating in discussions;
- m) News Presentations;
- n) Pair or group presentation;
- o) Speaking practice in front of small audience – Handling nervousness and audience interaction.

Module 5: Writing Skill

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

Training Methods	: Each lesson will be presented through a participatory approach, i.e. individual exercise, group work and presentation, assignment, movie show, debate and excursion.
Evaluation System	: Attendance. Class Participation. Written Test. Presentation.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Most. Abeda Sultana, Deputy Director (Research and Publication)
Course Coordinators	: Faria Zafreen, Librarian Tapash Paul, Research Officer

5. Managing Project Using Oracle Primavera (1st Batch)

Duration & Time	: 10 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
Date	: 09.08.2026 to 13.09.2026
Nomination deadline	: 04.08.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 15,000.00 (Fifteen thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies, non-government organizations, banks, financial institutions & private organizations etc.
Course Objectives	: After the successful completion of the course, participants will be able to: i. configure the Primavera P6 environment and construct comprehensive project schedules using Work Breakdown Structures (WBS) and the Critical Path Method (CPM) to establish a definitive project baseline; ii. evaluate project performance data through advanced visualization tools—such as S-curves and histograms—to optimize resource allocation and execute schedule adjustments, and iii. track real-time project progress, apply Earned Value Management (EVM) techniques to assess variance, and generate comprehensive reports for stakeholder communication.
Course Contents	: - Module-1: Primavera P6 Software Installation and Customization a) Download & Install Primavera P6 b) Configure Database c) Introduction to Oracle PM Solution & P6 Data Structure d) Details of Windows e) Customize Toolbar f) Admin & User Preference Setting - Module-2: Develop Schedule in Primavera P6 a) Create OBS & EPS b) Create Project & WBS c) Calendar Details d) Create Layout e) Create activities f) Sequence Activities g) Critical Path Method Details h) Create Resources i) Assign Resources to Activities - Module-3: Schedule Data Analysis and Necessary Adjustment a) Analyze and Customize Assignment b) Analyze S-Curve c) Analyze Histogram d) Resource Levelling e) Project Baselineing - Module-4: Progress Update and Monitoring a) Update Project Progress b) Store Period Performance c) Look Ahead Plans d) Various Percentage Details e) Variance & Earned Value Analysis

Module-5: Reporting and Others

- a) Printing & Reporting Details
- b) Data Export and Import
- c) Managing Multiple Projects
- d) Schedule Comparison

Training Methods	:	Lecture, group work, individual exercise, assignment, hands on training.
Evaluation System	:	Practical test, attendance, class room participation and overall performance.
Facilities	:	• One person one computer • Acoustic & air-conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Engr. Md. Abdur Rashid, Director (R/P)
Course Coordinator	:	Md. Nurul Amin, Assistant Programmer

6. Advanced Microsoft Excel (17th Batch)

Duration & Time	: 10 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
Date	: 23.08.2026 to 15.09.2026
Nomination deadline	: 16.08.2026
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 15,000.00 (Fifteen thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies, non-government organizations, banks, financial institutions & private organizations etc.
Course Objectives	: After the successful completion of the course, participants will be able to: i. acquaint with the use of MS excel in accounts; budget, billing and other areas; and ii. strengthen the capability of data analysis.
Course Contents	: a) Excel Menu, Icon & Options; b) Formatting, Conditional Formatting; c) Sort, Filter & Data Validation; d) Mathematical Functions & Logical Functions; e) Statistical & Text Functions; f) Co-relation and regression analysis; g) Database Functions, Date and Time Functions; h) Charts to Present Data Visually; i) Protecting and Sharing the work book; j) Proofing and Printing; k) Analyze Data Using Pivot Tables and Pivot Charts; l) Import data from external data sources; m) Handling Data Source Errors; n) Use Macros to Automate Tasks.
Training Methods	: Lecture, group work, individual exercise, assignment, hands on training.
Evaluation System	: Practical test, attendance, class room participation and overall performance.
Facilities	: • One person one computer • Acoustic & air-conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Ramjan Ali, Deputy Director (Admin)
Course Coordinator	: Md. Nurul Amin, Assistant Programmer

7. Automation in Project Management (1st Batch)

Duration	: 10 working days (03 days in a week: Sunday, Tuesday and Wednesday)
Date	: 20.09.2026 to 11.10.2026
Nomination deadline	: 15.09.2026
No. of Course	: 01
No. of Participants	: 25
Course Fee	: Tk. 15,000.00 (Fifteen thousand only) per participant
Course Objectives	: After the successful completion of the course, participants will be able to: i. acquaint with the conceptual framework of planning with reference to Bangladesh ii. familiarize with existing procedures, practices, rules and Methodology of project planning and management iii. familiarize with existing procedures, practices, rules and Methodology of project planning and management with PPS (Project Processing Appraisal & Management System) Software iv. enhance the technical competence of the trainees in Project listed in Unapproved project (Green page) & Approved project regarding AMS software v. enhance the technical competence of the trainees in Integration with PPS & AMS software vi. enhance the technical competence of the trainees in Integration with PPS & E-PMIS software vii. Enhance the technical competence of the trainees in evaluation of the project regarding E-PMIS software
Participants' level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
Course Contents	: Module 1: Conceptual and Administrative Framework of Development Planning Regarding PPS Software a) Planning and development: concepts and relations; b) Planning process in Bangladesh; c) Annual Development Program; d) Sustainable Development Goals (SDGs); e) The role and responsibilities of Planning Commission, ERD and line ministries; f) Approval procedure of development projects. g) Relevance of the project idea with Ministry Assessment Format (MAF) and Sector Appraisal Format (SAF) Module 2: Planning, Formulation and Financing of Projects Regarding PPS Software a) Explanation of DPP with exercise; b) Explanation of TPP with exercise c) Explanation of TAPP formats with exercise; d) Explanation of PDPP formats with exercise; e) Explanation of PFS formats with exercise; f) Explanation of RDPP formats with exercise; g) Explanation of RTAPP formats with exercise; h) Explanation of RTPP formats with exercise; i) Foreign aid and its use; j) Delegation of financial power & fund release procedures; k) Public Private Partnership (PPP); l) Gender policy and gender related concepts and issues; m) Climate change risk management in project planning; n) Land acquisition & management.

Module 3: Project Flow Regarding PPS Software

- a) Agency level Activities
- b) Ministry/Division activities (Working Paper, PSC/DPSC meeting notice, minutes upload, Return to Agency/forward to Planning Commission)
- c) Planning Commission activities (Working Paper, PEC meeting notice, Minutes upload, Return to Ministry/Division or forward to ECNEC/Planning Minister)
- d) MAF & SAF in Details
- e) ECNEC Activities & GO upload

Module 4: Annual Development Program Regarding AMS Software

- a) Unapproved Project listing;
- b) Revision of Approved Project;
- c) Entry of Fund Allocation;
- d) Adjustment of Fund Allocation;
- e) Revision of fund Allocation;
- f) Inter-code Adjustment
- g) Appropriation

Module 5: Project Monitoring and Evaluation Regarding E-PMIS

- a) Concepts and types of monitoring and evaluation;
- b) Tools and Techniques of Monitoring and Evaluation;
- c) The role of IMED in project monitoring and evaluation;
- d) Explanation and exercise of IMED formats;
- e) Project Management Information System (PMIS): online submission;
- f) Manage Financial and Physical Progress
- g) Correlate Multiple Data Points
- h) Automatic WBS Generation from DPP/TAPP and Activity Creation in WBS
- i) Automatic Generation of Financial and Physical Progress based on Monthly Reports
- j) RRPM Mobile Application

Training Methods	:	Lecture, video presentation, group discussions, group exercise and presentation, case study, etc.
Evaluation System	:	Attendance, class participation and overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Moynul Hasan Chowdhury, Chief Instructor
Course Coordinators	:	Mohammad Ziaur Rahman, Associate Instructor

8. Diploma in Project Planning, Development and Management (DPPDM) (19th Batch)

Duration	:	75 Working days (03 days in a week. Sunday, Tuesday and Wednesday)
Date	:	04.10.2026 to 31.03.2027
Nomination deadline	:	27.09.2026
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 50,000.00 (Fifty thousand only) per participant
Participants' Level	:	• Minimum Graduate/ Honors/Equivalent; • Individual/ Personnel working in Govt., Semi Govt., Autonomous and Private Organizations; • Nomination from concern authority when applicable.
Course Objectives	:	After the successful completion of the course, participants will be able to: - acquaint with the planning process of Bangladesh; - familiarize with the existing procedures, practices, rules and methodology of project planning and management; - enhance the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation.
Course Contents	:	Module 1: Conceptual and Administrative Framework of Development Planning - Planning and development: concepts and relations; - Planning process in Bangladesh; - Annual Development Program (ADP) and ADP Management System (AMS); - Sustainable Development Goals (SDGs); - Recent trends in Bangladesh economy; - Local level planning; - Role and responsibilities of Planning Commission, ERD and line ministries; - Budgetary framework of Bangladesh with MTBF and MBF; - Role of NGOs and private sector in economic development of Bangladesh; - Approval procedures of development projects. - Relevance of the project idea with Ministry Assessment Format (MAF) and Sector Appraisal Format (SAF). Module 2: Planning, Formulation and Financing of Projects - Project cycle; - Stakeholder analysis; - Project design with problem tree, objective tree & logical framework; - Explanation of DPP, TPP and TAPP formats with exercise; - Project Financing: concepts, techniques and sources; - Domestic resource mobilization; - Foreign aid and its use; - Delegation of financial power & fund release procedures; - Public Private Partnership (PPP); - Gender policy and gender related concepts and issues; - Climate change risk management in project planning; - Land acquisition & management.

Module 3: Project Appraisal/ Feasibility Study

- a) Project appraisal: objectives and scope;
- b) Project feasibility study format and procedure;
- c) Demand forecasting;
- d) Cash flow of a project;
- e) Discounting technique;
- 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 and Climate Change Risk Information Platform (DRIP);
- m) Resettlement & Rehabilitation plan;
- n) Project sensitivity and risk analysis.

Module 4: Project Implementation

- a) Role of a project manager/project director;
- 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-2025;
- j) Procurement plan & e-Procurement;
- k) MS project for project management.

Module 5: Project Monitoring and Evaluation

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

Evaluation System	:	Written examination, assignment, group work, report writing and presentation, attendance, class participation & overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Mohammed Hasan Tarik, Director (Training)
Course Coordinators	:	Mohammad Ziaur Rahman, Associate Instructor Md. Abul Hossain, Training Officer

9. Public Procurement Management (18th Batch)

Duration	: 35 working days
Date	: 01.11.2026 to 13.01.2027 (03 days in a week. Sunday, Tuesday and Wednesday)
Nomination deadline	: 25.10.2026
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	: Tk. 26,000.00 (Twenty six thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
Course Objectives	: After the successful completion of the course, participants will be able to: i. acquaint with the legal framework of procurement in public sector; ii. get a comprehensive coverage of the overall spectrum of goods, works, intellectual and professional service procurement; iii. familiarize with the e-GP and other cross-cutting issues
Course Contents	: Module-1: Concept of Budget and Public Procurement Management a) Overview of govt. Budget b) Development expenditure management: Bangladesh perspectives c) Introduction of Public Procurement Management, Principles of public procurement & Overview of PPA-2006 and PPR-2025; d) Public procurement cycle and risk factors e) Procurement ethics, code of conduct and Professional misconduct f) Procurement and Contract Strategies g) Public procurement methods: Goods and Works h) Procurement and Contract Strategies for Intellectual & Professional Services and Physical Services. i) Public procurement methods: Intellectual & Professional Services j) Public procurement methods: Other physical services k) Standard Tender Documents (STDs) l) Contract approval procedures and delegation of financial powers (DoFP) m) Procurement Planning: - Preparation of Procurement Plan - Cost Estimate - Official Cost Estimate - Hands-on activity on APP n) Public Procurement Committees: Constitution and functions o) Procurement Advertisement p) Goods Quotation Process: RFQ Document & RFQ processing q) Hands-on activity: RFQ processing Module-2: Procurement processing and managing of Goods a) Introduction to different tender documents related to goods b) Goods Procurement Processing as of NCT: Instructions to Tenderers (ITT) and Tender Data Sheet (TDS) c) Preparation of Tender Data Sheet (TDS): Hands-on activity d) Introducing Tender and Contract Forms for Goods e) Technical Specifications (TS) and Schedule of Requirements of goods f) General Conditions of Contracts (GCC) and Particular Conditions of Contracts (PCC) g) Preparation of Particular Conditions of Contract (PCC): Hands-on activity h) International goods procurement i) Tender opening j) Tender evaluation k) Hands-on activity: Tender Opening and Evaluation l) Approval of Tender, Award, Signing and Debriefing m) Contract administration and management

Module-3: Procurement processing and managing of Works

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

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

(i) Procurement of Intellectual and Professional Services

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

(ii) Physical Services

- a) Procurement of Non-consulting Service/Physical Service; STD, PNS
- b) Procurement of Non-consulting Service: Outsourcing (Outsourcing circular, outsourcing policy)
- c) Framework agreement
- d) Complaints and Appeal Procedures
- e) Procurement Post Review

Module-5: e-GP & other Cross-cutting Issues

- a) Introduction to e-GP and provisions in the e-GP guidelines;
- b) Roles of Users and functions of e-GP system
- c) International Best Practices: Procurement practices by Major Development Partners
- d) Sustainable Public Procurement (SPP): SPP policy and green procurement and Life Cycle Costing, Total cost of ownership and Whole life costing
- e) Asset Disposal Policy

Training Methods	:	Class-room lecture, individual exercise, group work on STD preparation, case study, study tour.
Evaluation System	:	Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mohammad Anwar Hossain, Chief Instructor
Course Coordinator	:	Md. Ramjan Ali, Deputy Director (Admin) Md. Zakir Hossain, Accounts Officer

10. PMP Exam Preparation Course (1st Batch)

Duration	: 20 working days (03 days in a week: Sunday, Tuesday and Wednesday)
Date	: 06.12.2026 to 19.01.2027
Nomination deadline	: 01.12.2026
No. of Course	: 01
No. of Participants	: 25
Course Fee	: Tk. 25,000/- (Twenty Five Thousand only) (including \$39 studentkit from PMI)
Course Objectives	: After the successful completion of the course, participants will be able to: viii. evaluate and deliver project benefits and value while ensuring strategic alignment, organizational compliance, and appropriate project governance. ix. plan and integrate project scope, schedule, budget, resources, and risks using appropriate predictive, agile, or hybrid methodologies. x. lead, empower, and support project teams, evaluate ongoing progress, manage issues and changes, and successfully close the project or phase.
Participants' level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
Course Contents	: Module 1: Business Environment a) Foundational project management concepts, strategic alignment, and business acumen. b) Evaluating and delivering project benefits, value, and organizational change. c) Establishing project governance and managing compliance requirements. Module 2: Start the Project a) Identifying, analyzing, and engaging stakeholders, as well as managing communications. b) Forming and empowering project teams, including engaging virtual teams. c) Building shared understanding, negotiating agreements, and defining team ground rules. d) Determining the appropriate project methodology, methods, and practices. Module 3: Plan the Project a) Differentiating planning for predictive versus adaptive approaches. b) Planning and managing scope, schedule, resources, and budget. c) Assessing and managing risks, and planning project quality and compliance. d) Integrating project planning activities and managing project changes. Module 4: Lead the Project Team a) Crafting a leadership style and creating a collaborative project team environment. b) Empowering the team and supporting team member performance and growth. c) Communicating and collaborating with stakeholders, and providing necessary training. d) Managing and resolving conflict within the project team. Module 5: Support Project Team Performance a) Implementing continuous improvement methods, procedures, and tools. b) Evaluating project progress across scope, schedule, budget, and quality. c) Managing project issues, and removing impediments, obstacles, and blockers for the team. d) Evaluating external business environment changes and managing project changes.

Module 6: Close the Project/Phase

- a) Concluding activities to validate readiness for transition and successfully close the project or phase.
- b) Verifying measurement systems to track and ensure ongoing benefits realization.
- c) Confirming the approach for necessary knowledge transfer for project continuity.

Training Methods	: Lecture, video presentation, group discussions, group exercise and presentation, case study, etc.
Evaluation System	: Attendance, class participation and overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Kazi Muhammad Salatuazzaman, Director (Training)
Course Coordinators	: Mohammad Ziaur Rahman, Associate Instructor Md. Al Amin PMP, Training Officer

11. Project Planning and Management (PPM) (15th Batch)

Duration	: 35 working days (03 days in a week: Sunday, Tuesday and Wednesday)
Date	: 28.03.2027 to 15.06.2027
Nomination deadline	: 21.03.2027
No. of Course	: 01
No. of Participants	: 25
Course Fee	: Tk. 26,000/- (Twenty Six thousand only)
Course Objectives	: After the successful completion of the course, participants will be able to: xi. acquaint with the conceptual framework of planning with reference to Bangladesh xii. familiarize with existing procedures, practices, rules and Methodology of project planning and management xiii. enhance the technical competence of the trainees in formulation, appraisal, implementation, monitoring and evaluation of the project.
Participants' level	: Officers of grade-9 and above working in government, semi-govt. organizations, autonomous bodies and officers from development projects, non-government organizations, banks, financial institutions & private organizations etc.
Course Contents	: Module 1: Conceptual and Administrative Framework of Development Planning h) Planning and development: concepts and relations; i) Planning process in Bangladesh; j) Recent trends in Bangladesh economy; k) Annual Development Program (ADP) with ADP Management System (AMS); l) Sustainable Development Goals (SDGs); m) Local level planning; n) The role and responsibilities of Planning Commission, ERD and line ministries; o) Budgetary framework of Bangladesh with MTBF and MBF; p) The role of NGOs and private sector in economic development of Bangladesh; q) Approval procedure of development projects. r) Relevance of the project idea with Ministry Assessment Format (MAF) and Sector Appraisal Format (SAF) Module 2: Planning, Formulation and Financing of Projects o) Project cycle; p) Stakeholder analysis; q) Project design with problem tree, objective tree & logical framework; r) Explanation of DPP, TPP and TAPP formats with exercise; s) Project Financing: concept, techniques and sources; t) Domestic resource mobilization; u) Foreign aid and its use; v) Delegation of financial power & fund release procedures; w) Public Private Partnership (PPP); x) Gender policy and gender related concepts and issues; y) Climate change risk management in project planning; z) Land acquisition & management. Module 3: Project Appraisal/ Feasibility Study h) Project appraisal: objectives and scope; i) Project feasibility study format and procedure; j) Demand forecasting; k) Cash flow of a project; l) Discounting techniques; m) Financial appraisal with NPV, BCR & IRR calculation; n) Economic appraisal; o) Technical appraisal; p) Service sector project appraisal; q) Social Impact Assessment (SIA);

- r) EIA and EMP of development projects;
- s) Disaster Impact Assessment (DIA) and Disaster and Climate Change Risk Information Platform (DRIP);
- t) Resettlement & Rehabilitation plan;
- u) Project sensitivity and risk analysis.

Module 4: Project Implementation

- a) The role of a project manager/project director;
- 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-2025;
- j) Procurement plan with exercise
- k) Electronic Govt. Procurement(e-GP);
- l) MS project for project management.

Module 5: Project Monitoring and Evaluation

- k) Concepts and types of monitoring and evaluation;
- l) Tools and Techniques of Monitoring and Evaluation;
- m) Earned Value Management (EVM);
- n) Change control;
- o) The role of IMED in project monitoring and evaluation;
- p) Explanation and exercise of IMED formats;
- q) Project Management Information System (PMIS): online submission;
- r) Result Based Management (RBM);
- s) Sustainability of development projects;
- t) Project Completion Report (PCR).

Training Methods	: Lecture, video presentation, group discussions, group exercise and presentation, case study, etc.
Evaluation System	: Attendance, class participation and overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Mouful Nahar, Instructor
Course Coordinators	: Most. Lipia Khatun, Evaluation Officer Md. Abul Hossain, Training Officer

12. Advanced Research Tools (1st Batch)

Duration & Time	: 10 Working Days (03 days in a week: Sunday, Tuesday and Wednesday)
Date	: 16.05.2027 to 06.06.2027
Nomination Deadline	: 09.05.2027
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	: Tk.15,000.00 (Fifteen thousand only) per participant
Participant's Level	: Officers grade-10 and above from government, semi-government, autonomous bodies, banks, executives of private sector and NGO's.
Course Objectives	: i. To equip participants with practical skills in using advanced digital research tools including AI applications ii. To enhance participants' skill to integrate technology into the research process through hands-on training
Course Contents	: Module 1: Foundational Tools for Writing, Referencing, and Plagiarism Detection a) Academic Writing Enhancement Tools b) Professional Document Preparation c) Plagiarism Detection and Ethical Research Writing d) Reference Management Systems Module 2: Data Collection and Analysis Tools a) Designing Surveys and Collecting Data Online b) Overview of Data Analysis with SPSS and R c) Overview of Qualitative Data Analysis with NVivo Module 3: AI, Collaboration, and Publication Strategies a) Using AI in Research: Opportunities and Cautions b) Research Collaboration and Cloud Tools c) Research Report Publications
Training Methods	: Lecture, lab practice, individual exercise, assignments, group work.
Evaluation System	: Attendance, practice on computer and overall performance
Facilities	: • One person one computer • Acoustic & air conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Engr. Md. Abdur Rashid, Director (Research & Publication)
Course Coordinator	: Faria Zafreen, Librarian

COURSES ENTREATED BY MINISTRY OF PUBLIC ADMINISTRATION

Sl.	Course Title	Duration	Working Day	Course Management
1.	Foundation Training Course (FTC) for non-cadre Assistant Secretaries/ Senior Assistant Secretaries (2 nd Batch)	07.06.2026 – 06.08.2026	60	Dr. Engr. Md. Abdur Rashid Director (Research & Publication) Mouful Nahar, Instructor Md. Abul Hossain, Training Officer
2.	Foundation Training Course (FTC) for non-cadre Assistant Secretaries/ Senior Assistant Secretaries (3 rd Batch)	09.08.2026 – 07.10.2026	60	Mohammad Anwar Hossain, Chief Instructor-2 Mohammad Ziaur Rahman, Associate Instructor Md. Al Amin PMP, Training Officer
3.	Foundation Training Course (FTC) for non-cadre Assistant Secretaries/Senior Assistant Secretaries (4 th Batch)	22.11.2026 – 20.01.2027	60	TBC
4.	Foundation Training Course (FTC) for non-cadre Assistant Secretaries/ Senior Assistant Secretaries (5 th Batch)	11.04.2027 – 10.06.2027	60	TBC
5.	Executive Training for Joint Secretaries (1 st Batch)*	16.08.2026 – 20.08.2026	5	TBC
6.	Executive Training for Joint Secretaries (2 nd Batch)*	04.10.2026 – 08.10.2026	5	TBC
7.	Executive Training for Deputy Secretaries (1 st Batch)**	09.08.2026 – 13.08.2026	5	TBC
8.	Executive Training for Deputy Secretaries (2 nd Batch) **	06.09.2026 – 10.09.2026	5	TBC
9.	Executive Training for Deputy Secretaries (3 rd Batch) **	25.10.2026 – 29.10.2026	5	TBC
10.	Executive Training for Deputy Secretaries (4 th Batch) **	15.11.2026 – 19.11.2026	5	TBC
11.	Executive Training for Deputy Secretaries (5 th Batch) **	20.12.2026 – 24.12.2026	5	TBC
12.	Executive Training for Deputy Secretaries (6 th Batch) **	10.01.2027 – 14.01.2027	5	TBC
13.	Executive Training for Deputy Secretaries (7 th Batch) **	14.02.2027 – 18.02.2027	5	TBC
14.	Executive Training for Deputy Secretaries (8 th Batch) **	18.04.2027 – 22.04.2027	5	TBC
15.	Executive Training for Senior Assistant Secretaries (1 st Batch) **	26.07.2026 – 30.07.2026	5	TBC
16.	Executive Training for Senior Assistant Secretaries (2 nd Batch) **	20.09.2026 – 24.09.2026	5	TBC
17.	Executive Training for Senior Assistant Secretaries (3 rd Batch) **	11.10.2026 – 15.10.2026	5	TBC
18.	Executive Training for Senior Assistant Secretaries (4 th Batch) **	22.11.2026 – 26.11.2026	5	TBC
19.	Executive Training for Senior Assistant Secretaries (5 th Batch) **	06.12.2026 – 10.12.2026	5	TBC
20.	Executive Training for Senior Assistant Secretaries (6 th Batch) **	24.01.2027 – 27.01.2027	5	TBC
21.	Executive Training for Senior Assistant Secretaries (7 th Batch) **	07.02.2027 – 11.02.2027	5	TBC
22.	Executive Training for Senior Assistant Secretaries (8 th Batch) **	02.05.2027 – 06.05.2027	5	TBC

* Subject to approval from the competent authority of Ministry of Public Administration

** In reference to the letter from MoPA No. 05.00.0000.000.115.33.0001.25-395/1, Dated: 14.05.2026 and Subject to approval from the competent authority of Ministry of Public Administration

SPECIAL FOUNDATION TRAINING COURSE FOR BCS (HEALTH) CADRE OFFICERS

Name of the Course	: Special Foundation Training Course for BCS (Health) Cadre Officers
Duration	: 2 Months (60 Days)
Date	: 12 July-09 September 2026 (138 th & 139 th Batch) 13 September -12 November 2026 (140 th & 141 th Batch) 22 November 2026–20 January 2027 (142 th & 143 th Batch) 24 January – 24 March, 2027 (144 th & 145 th Batch) 11 April – 10 June 2027 (146 th & 147 th Batch)
No. of Course	: 10
Total Days	: 60 (for each batch)
No. of Participants	: 40 in each batch
Participant's Level	: BCS (Health) Cadre Officers
Course Objectives	: i. To create corps of skilled, well-groomed public administrators ii. To develop decision making ability and analytical skills; iii. To build-up physical and mental fitness; iv. To build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities; v. To develop a uniform perception in officers through imparting theoretical and practical knowledge on administration and development of Bangladesh.
Course Contents	: 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

Training Methods	:	• Lecture • Individual exercise • Group work • Study tour • Report writing & presentation • Book review • Assignment
Evaluation System	:	Written Examinations, book review, term paper, research report, group work & presentation, physical training and sports, attendance, class participation & overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General

Sl. No.	Batch & Duration	Course Director	Course Coordinator
1.	138 th & 139 th Batch: 12 July - 09 September 2026	Dr. Engr. Md. Abdur Rashid, Director (Research & Publication)	Mouful Nahar, Instructor Tapash Paul, Research Officer
		Mohammad Anwar Hossain, Chief Instructor	Md. Ramjan Ali, Deputy Director (Admin) Md. Al Amin PMP, Training Officer
2.	140 th & 141 th Batch: 13 September - 12 November 2026	Md. Kaisarul Islam Chief Instructor	Md. Fahad Parvez Basunia, Instructor Mohammad Ziaur Rahman, Associate Instructor
		Dr. Mohammed Hasan Tarik, Director (Admin & Finance)	Most. Abeda Sultana, Deputy Director (Research and Publication) Ms. Faria Zafreen, Librarian
3.	142 th & 143 th Batch: 22 November 2026 – 20 January 2027	Kazi Muhammad Salatuazzaman Director (Training)	Most. Lipia Khatun, Evaluation Officer Md. Abul Hossain, Training Officer
		Md. Moynul Hasan Chowdhury Chief Instructor	Dipayan Chakraborty Partha, Assistant Director Dr. Mohammed Aminul Islam, Medical Officer
4.	144 th & 145 th Batch: 24 January – 24 March 2027	Dr. Engr. Md. Abdur Rashid, Director (Research & Publication)	Md. Fahad Parvez Basunia, Instructor Md. Nurul Amin, Assistant Programmer
		Md. Kaisarul Islam Chief Instructor	Mouful Nahar, Instructor Md. Abul Hossain, Training Officer
5.	146 th & 147 th Batch: 11 April – 10 June 2027	Dr. Mohammed Hasan Tarik, Director (Admin & Finance)	Md. Al Amin PMP, Training Officer Tapash Paul, Research Officer
		Md. Moynul Hasan Chowdhury, Chief Instructor	Most. Abeda Sultana, Deputy Director (Research and Publication) Most. Lipia Khatun, Evaluation Officer

SPECIAL FOUNDATION TRAINING COURSE FOR NON-CADRE OFFICERS

Name of the Course	: Special Foundation Training Course for non-cadre Officers
Duration	: 2 Months
Date	: 26 th Batch: 21 July-18 September 2024 27 th Batch: 29 September -27 November 2024 28 th Batch: 08 December 2024 –05 February 2025 29 th Batch: 16 February – 17 April 2025 30 th Batch: 20 April – 18 June 2025
No. of Course	: 05
Total Days	: 60 (for each batch)
No. of Participants	: 40 in each batch
Course fee	: Tk. 1,90,000 (One lac ninety thousand only) per participant
Participant's Level	: Officers from grade-9 to above in different Govt. agencies
Course Objectives	: i. Create corps of skilled, well groomed public administrators ii. Develop decision making ability and analytical skills; iii. Build-up physical and mental fitness; iv. Build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities; v. Include a uniform perception in officers through imparting theoretical and vi. Practical knowledge on administration and development of Bangladesh.
Course Contents	: - 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 Skill (ELS) - 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

Training Methods	: • Class-room lecture • Individual exercise • Group work • Study tour • Report writing & presentation • Book review • Assignment
Evaluation System	: Written Examinations, book review, term paper, research report, group work & presentation, extempore speech, physical training and sports, attendance, class participation & overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General

Sl. No.	Batch & Duration	Course Director	Course Coordinator
1.	35 th Batch: 12 July-09 September 2026	Kazi Muhammad Salatuzzaman Director (Training)	Mohammad Ziaur Rahman, Associate Instructor Zakia Begum, Dormitory Super
2.	36 th Batch: 13 September -12 November 2026	Md. Moynul Hasan Chowdhury Chief Instructor	Md. Nurul Amin, Assistant Programmer Zinnarul Islam, Documentation Officer
3.	37 th Batch: 22 November 2026-20 January 2027	Mohammad Anwar Hossain Chief Instructor	Md. Ramjan Ali, Deputy Director (Admin) Most. Jannatul Ferdousi, Assistant Librarian
4.	38 th Batch: 24 January – 24 March, 2027	Dr. Mohammed Hasan Tarik Director (Admin & Finance)	Ms. Faria Zafreen, Librarian Md Zakir Hossain, Accounts Officer
5.	39 th Batch: 11 April – 10 June 2027	Dr. Engr. Md. Abdur Rashid Director (Research & Publication)	Dipayan Chakraborty Partha, Assistant Director Md. Ali Hossain Patwary, Executive Officer

LIST OF FACULTY MEMBERS/OFFICERS

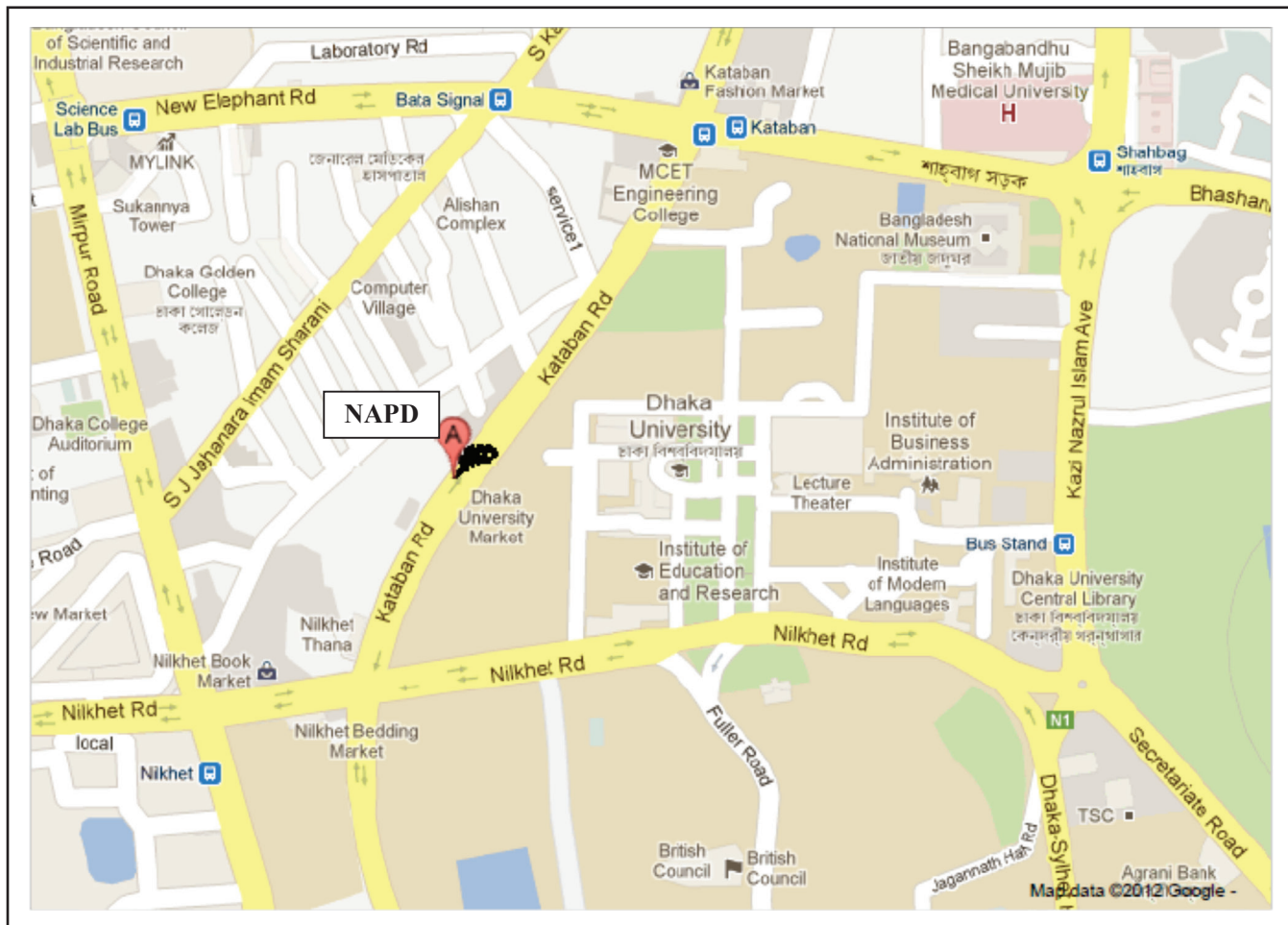
Photo	Name & Designation	Phone/Mobile Number
	Md. Khairul Kabir Menon Director General (Secretary to the Government), NAPD	02-9615642 (O) 58614705-6/210 (O)
	Syama Afroz Additional Director General (Joint Secretary), NAPD	02-9615639 (O) 58614705-6/211 (O)
	Dr. Engr. Md. Abdur Rashid Director (Research & Publication)	02-58611259 (O) 58614705-6/213 (O) 8432573 (R) 01557-370247 (M)
	Dr. Mohammed Hasan Tarik Director (Admin & Finance)	02-223365351 (O) 58614705-6/212 (O) 01715-327817 (M)
	Kazi Muhammad Salatuazzaman Director (Training)	02-223360357 (O) 58614705-6/215 (O) 01711-396483 (M)
	Md. Kaisarul Islam Chief Instructor (Deputy Secretary)	02-223369569 (O) 58614705-6/272 (O) 01711-014840 (M)
	Mohammad Anwar Hossain Chief Instructor	02-58611345 (O) 58619705-6/216 (O) 01716-399063 (M)
	Md. Moynul Hasan Chowdhury Chief Instructor	02-58611260 (O) 58619705-6/222 (O) 9615244 (R) 01711-311933 (M)
	Md Fahad Pervez Bosunia Instructor	02-9611065 (O) 58619705-6/238 (O) 01728 471768 (M)
	Mouful Nahar Instructor	58613115 (O) 58614705-6/268 (O) 01916-861597 (M)

LIST OF FACULTY MEMBERS/OFFICERS

Photo	Name & Designation	Phone/Mobile Number
	Md. Ramjan Ali Deputy Director (Admin)	02-223360355 (O) 58614705-6/269 (R) 01816-264046 (M)
	Most: Abeda Sultana Deputy Director (Research & Publication)	58614705-6/266 (O) 01816-207201 (M)
	Mohammad Ziaur Rahman Instructor	02-58611358 (O) 58614705-6/263 (O) 01717-160408 (M)
	Md. Sirajul Islam Associate Instructor (on Deputation for Study)	8614705-6/234 (O) 01688-738283 (M)
	Dipayan Chakraborty Partha Assistant Director	58614705-6/224 01716-636296 (M)
	Md. Nurul Amin Assistant Programmer	58614705-6/217 (O) 01818-357782 (M)
	Faria Zafreen Librarian	58614705-6/232 (O) 58614705-6/270 (R) 01720-531083 (M)
	Most. Lipia Khatun Evaluation Officer	58614705-6/249 (O) 8619705-6/269 (R) 01816-264047 (M)
	Md. Abul Hossain Training Officer	9675392 (O) 58614705-6/277 (O) 01913-756758 (M)
	Md. Al-Amin, PMP Training Officer	9666304 (O) 58614705-6/237 (R) 01710-069380 (M)

LIST OF FACULTY MEMBERS/OFFICERS

Photo	Name & Designation	Phone/Mobile Number
	Dr. Mohammad Aminul Islam Medical Officer	58614705-6/253 (O) 01717-419114
	Tapash Paul Research Officer	01776-199965
	Md. Zinnarul Islam Documentation Officer	58614705-6/246 (O) 58614705-6/271 (R) 01716-931722 (M) 01931-149650 (M)
	Md. Rajeur Rahman Care Taker	58614705-6/236 (O) 58614705-6/261 (R) 01717-920110 (M)
	Zakia Begum Dormitory Superintendent	58614705-6/248 (O) 58614705-6/255 (R) 01552-437952 (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 Cafeteria Superintendent	58614705-6/252 (O) 01863-334040 (M)
	Md. Ali Hossain Patwary Executive Officer	58614705-6/300 (O) 01849-461050 (M)
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