

ঢাকা পল্লী বিদ্যুৎ সমিতি-১

পলাশবাড়ী, সাভার, ঢাকা।

Course Curriculum/Outlines

1.	Course Code	:	NBT-29	Training Date- 27.03.2018. Total Training Dates: 01 day. Probable Number Of Trainee:- 40 Employee. Probable Class Hours: 09		
2.	Course Name	:	Meter reading, Bill Collection and Meter Disconnection Process.			
3.	Course Type	:	Concept of PBS Finance.			
4.	Total Period	:	09 Hours			
5.	Course Objective	:	Skill Development for PBS Employee.			
6.	Participants	:	Junior Engineer, Assistant Junior Engineer, Power Use Co-coordinator, Member Service Co-coordinator, Accountant, Plant Accountant, Accountant (Revenue), Assistant Accountant, Assistant Plant Accountant, Billing Supervisor, Cashier, Lineman, Wearing Inspector, Billing Assistant and Assistant Cashier.			
7.	Course Director	:	A.H.M Nazmul Islam, Senior General Manager.			
8.	Course Co-coordinator	:	Md. Abdul Khalak, AGM (HR)			
9.	Course Content	:				

Topic Code	Topics	Trainer's	Time	Class Hour	Class Weight
-	Registration & Pre-evaluation	AGM(HR).& Asstt.Junior Engr. (IT-2)	09:00-09:20	-	-
F-01	Introduction of Meter Reading and Disconnection Process	Sr.General Manager	9:20-10:00	01	03
F-02	Classification of Meter, demand Meter and Meter Reading Procedure	AGM (Fin-Rev)	10:00-10:40	01	03
F-03	Concept of Secondary and primary Metering System	DGM(HQ-Tech)	10:40-11:20	01	03
Tea Break: 11:20-11:40					
F-04	Meter Tempering, Illegal Use of Electricity and Power Theft	Sr.General Manager	11:40-12:20	01	03
F-05	Concept of Bill Collection Procedure	AGM (Fin-Acc)	12:00-13:00	01	03
Prayer & Lunch Break: 13:00-14:00					
F-06	Awareness and Requirement of ISO 9001:2015	AGM (HR)	14:00-14:40	01	04
F-07	Disaster Management	Sr.General Manager	14:40-15:20	01	03
F-08	Ethics & National Integrity	AGM(Admin)	15:20-16:00	01	03
F-09	Closing Session (Question & Answer Review and Closing Speech)	AGM(HR).& Asstt.Junior Engr. (IT-2)	16:00-16:40	01	-
Total=				09	25

Training Date: 07.03-2018.
Total Training Dates: 01 day.
Probable Number Of Trainee:42 Employee.
Probable Class Hours: 09

Course Curriculum/Outlines

1. Course Code : **NBT-31**
2. Course Name : Employee Engagement and Motivational approach.
3. Course Type : Institutional Management Training.
4. Total Period : 09
- 5.
6. Course Objective : To acquaint the Participants with the relationship among Motivation Employee Engagement, Participatory Management and improving Workplace Relationship.
7. Participants : Employees of PBS.
8. Course Director : A.H.M Nazmul Islam, Senior General Manager.
9. Course Co-coordinator : Md. Abdul Khalak, AGM (HR)
10. Course Content :

Topic Code	Topics	Trainer's	Time	Class Hour	Class Weight
-	Registration & Pre-evaluation	AGM(HR).& Asstt.Junior Engr. (IT-2)	09:00-09:20	-	-
T-01	Concept of Motivation Relationship between Leadership Traits and Motivation.	Sr.General Manager	09:20-10:00	01	03
T-02	Motivation and Career Development	Sr.General Manager	10:00-10:40	01	03
T-03	Building Trust and Confidence among the Employees Through Reward and Recognition	AGM(HR)	10:40-11:20	01	03

Tea Break: 11:20-11:40

T-04	Participatory Management Requirement of Motivation.	AGM(Fin-Rev)	11:40-12:20	01	03
T-05	Engagement between officers and Employee Through Improving Workplace Relationship.	AGM(Admin)	12:20-13:00	01	03

Prayer & Lunch Break: 13:00-14:00

T-06	Qualities of a good manager-- To ensure better service	Sr.General Manager	14:00-14:40	01	03
T-07	Awareness and requirement of ISO 9001:2015 Standard.	AGM(HR)	14:40-15:20	01	04
T-08	Ethics and National Integrity.	AGM (Admin)	15:20 16:00	01	03
T-09	Closing session (Question & answer review and closing speech)	AGM(HR).& Asstt.Junior Engr. (IT-2)	16:00 16:40	01	-

Total =

09 25

Course Curriculum / Outlines

Training Date 19.03.18 To 20.03.18 Total Training Dates: 02 days. Probable Number Of Trainee: 42 Employee. Probable Class Hours: 18
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1. Course Code	: NBT-35
2. Course Name	: 1-Phase Meter Testing, Calibration, Installation, Operation & Maintenance.
3. Course Type	: Need Base Training (NBT)
4. Totals Period	: 18 Hours
5. Course Objective	: This Course is designed for fulfillment of employee skill development on 1-Phase Meter Testing Calibration, Installation, Operation & Maintenance.
6. Coerce Director	: A.H.M Nazmul Islam, Senior General Manager.
7. Course Co-coordinator	: Md. Abdul Khalak, AGM (HR).
9. Participant	:

Designation ID	Designation of Participant
-	JE/ AJE (O&M/E&C/P&M). Line Technician , Lineman Grade -1

10. Course Contents

Schedule

First day

Topic Code	Topics	Trainer's	Time	Class Hour	Class Weight
-	Registration & Pre-evaluation	AGM(HR).& Asstt.Junior Engr. (IT-2)	09:20-09:20	-	-
T-01	Inauguration & Discussion on different types of Energy Meters.	Sr.General Manager	09:20-10:00	01	03
T-02	Testing & Calibration of Electro-mechanical and Digital Meter and Permissible Errors of Meters according to IEC (Theory).	Sr.General Manager	10:00-11:20	02	05

Tea Break: 11:20-11:40

T-03	Testing & Calibration of Electro-mechanical and Digital Meter and Permissible Errors of Meters (Practical)	AGM(O&M)	11:40	02	06
Prayer & Lunch Break: 13:00-14:00					

T-03	Testing & Calibration of Electro-mechanical and Digital Meter and Permissible Errors of Meters (Practical)	DGM(HQ-Tech)	14:00-16:40	04	12
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Second day

Topic Code	Topics	Trainer's	Time	Class Hour	Class Weight
T-04	Proper connection of neutral & neutral missing digital meter and procedure of Accuracy Test without Testing Bench (Practical)	AGM(E&C)	09:20-11:20	03	09
Tea Break: 11:20-11:40					
T-04	Proper connection of neutral & neutral missing digital meter and procedure of Accuracy Test without Testing Bench (Practical)	AGM(E&C)	11:40-12:20	01	03
T-05	Operation & Maintenance of Electro-mechanical and Digital energy Meters.	AGM(P&M)	12:20-13:00	01	03
Prayer & Lunch Break: 13:00-14:00					
T-06	Disaster Management	Sr.General Manager	14:00-14:40	01	03
T-07	Ethics & National Integrity	AGM(Admin)	14:40-15:20	01	03
T-08	Awareness and Requirement Of 9001:2015	AGM(HR)	15:20-16:00	01	03
T-09	Examination & Closing Session (Question & Answer Review and Closing Speech).	AGM(HR).& Asstt.Junior Engr. (IT-2)	16:00-16:40	01	-
Total Class hour =18, Total Class weight=50 (Written =25, Practical =25)					18 50

Course Curriculum/Outlines

1. Course Code :	NBT-38	Training Date: 05.03.2018. Total Training Dates: 01 day. Probable Number Of Trainee:43 Employee. Probable Class Hours: 09
2. Course Name :	Use of Bangla Unicode Software & Font..	
3. Course Type :	Need Based Training (NBT)	
4. Total Period :	09 Hours	
5. Course Objective :	Enhance Knowledge in Use of Bangla Unicode Software & Font.	
6. Participant :		

Designation ID	Designation of Participant
	BREB/PBS Officers/ Employees'

7. Course Director : A.H.M Nazmul Islam, Senior General Manager.

8. Course Co-coordinator : Md. Abdul Khalak, AGM (HR)

9. Course Content :

Topic Code	Topics	Trainer's	Time	Class Hour	Class Weight
-	Registration & Pre-evaluation	AGM(HR).& Asstt.Junior Engr. (IT-2)	09:00-09:20	-	-
T-01	Introduction to Bangla Unicode Software & Font.	Sr.General Manager	9:20-10:00	01	
T-02	Presentation of Software Installation & Configuration and this is done by Trainee	AGM(Admin)	10:00-11:20	02	06

Tea Break: 11:20-11:40

T-02	Presentation of Software Installation & Configuration and this is done by Trainee	AGM (Admin)	11:40-12:20	01	03
T-03	Prepare a Letter in MS word & Pay slip in Excel by Using Unicode Font.	AJE (IT-1)	12:00-13:00	01	04

Prayer & Lunch Break: 13:00-14:00

T-03	Prepare a Letter in MS word & Pay slip in Excel by Using Unicode Font.	AJE (IT-1)	14:00-14:40	01	03
T-04	Convert Unicode Font Document to General Bangla Font Document and practice.	AJE (IT-2)	14:40-16:00	02	09
T-05	Examination	AGM(HR).& Asstt.Junior Engr. (IT-2)	16:00-16:40	01	-
Total=				09	25

Course Curriculum / Outlines

01. Course Code	:	NBT-39	Training Date-16.01.18 TO 17.01.18				
02. Course Name	:	Service process Simplification (SPS)	Total Training Dates: 02 day.				
03. Course Type	:	Need Based Training (NBT).	Probable Number Of Trainee: 31 Employee.				
04. Training Hours	:	17 Hrs.	Probable Class Hours: 17				
05. Course Objective	:	This Training course will be helpful to obtain capability & efficiency for BREB/PBS Officers/Employee to Simplify Service Process (SPS).					
6. Participant	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Designation ID</th> <th style="text-align: center;">Designation of Participant</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">BREB/PBS Officers/ Employees'</td> </tr> </tbody> </table>		Designation ID	Designation of Participant		BREB/PBS Officers/ Employees'
Designation ID	Designation of Participant						
	BREB/PBS Officers/ Employees'						
07. Course Director	:	A.H.M Nazmul Islam, Senior General Manager.					
08. Course Co-ordinator	:	Md. Abdul Khalak, AGM (HR)					
09. Course Contents	:						

Schedule

First day

Topic Code	Topics	Trainer's	Time	Class Hour	Class Weight
-	Registration & Pre-evaluation	AGM(HR).& Asstt.Junior Engr. (IT-2)	09:00-09:20	-	
T-01	Inauguration, Definition of Service process Simplification (SPS) and Examples on it.	Sr.General Manager	09:20-10:00	01	03
T-02	Discussion on How to talk positively, how to help and how to behave with Consumers to provide	Sr.General Manager	10:00-10:40	01	03
Tea Break: 10:40-11:00					
T-02	Discussion on How to talk positively, how to help and how to behave with Consumers to provide	Sr.General Manager	11:00-11:40	01	03
T-03	Discussion on the Steps of an Existing Service procedure in BREB or PBS and Discussion on.	AGM(Admin)	11:40-13:00	02	05
Prayer & Lunch Break: 13:00-14:00					
T-04	Discussion on Simplification of Service procedure about Consumer Connection.	AGM(MS)	14:00-16:00	03	09

Second day

Topic Code	Topics	Trainer's	Time	Class Hour	Class Weight
T-05	Discussion on simplification of Service procedure about Billing Procedure.	AGM(Fin-Rev)	09.20-11:20	03	09
Tea Break: 11:20-11:40					
T-06	Discussion on simplification of Service procedure about the Management of Over Loaded	DGM(HQ-Tech)	11:40-13:00	02	07
Prayer & Lunch Break: 13:00-14:00					
T-07	Disaster Management	AGM(Admin)	14:00-14:40	01	04
T-08	Ethics & National Integrity	AGM(HR)	14:40-15:20	01	03
T-09	Awareness and Requirement of ISO 9001:2015	AGM(HR)	15:20-16:00	01	04
T-12	Examination & Closing Session (Question & Answer Review and Closing Speech).	AGM(HR).& Asstt.Junior Engr. (IT-2)	16:00-16:40	01	-
				17	50

বিশেষ দ্রষ্টব্যঃ

- ০১। প্রশিক্ষকগণকে কোর্স ম্যাটেরিয়াল Power Point এ প্রসংস্কৃত করতঃ উহার Hard কপি সরবরাহ করার জন্য অনুরোধ করা হলো।
- ০২। ক্লাস শুরুর পূর্বে প্রশিক্ষকগণকে ওয়েট ফ্যাক্টর অনুযায়ী মডেল উত্তর সহ প্রশ্ন সংশ্লিষ্ট কোর্স পরিচালক/কোর্স সমন্বয়কারীর নিকট আবক্ষ খামে সরবরাহ করার জন্য অনুরোধ করা হলো।
- ০৩। প্রশিক্ষকগণকে যথাসময়ে উপস্থিত হয়ে ক্লাস গ্রহণের জন্য অনুরোধ করা হলো। অনিবার্য কারন বশতঃ যথা সময়ে উপস্থিত থাকতে না পারলে পূর্বেই কোর্স পরিচালক/কোর্স সমন্বয়কারীকে অবহিত করা হলো। এ বিষয়ে সকলের সহযোগিতা একান্ত কাম্য।