

ঢাকা পল্লী বিদ্যুৎ সমিতি-১

পলাশবাড়ী, সাভার, ঢাকা।

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Course Curriculum/Outlines

Training Date- 27.03.2018.
Total Training Dates: 01 day.
Probable Number Of Trainee:- 40 Employee.
Probable Class Hours: 09

1. Course Code : **NBT-29**
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

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 13:00	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

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

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| 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'

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| 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
 02. Course Name : Service process Simplification (SPS)
 03. Course Type : Need Based Training (NBT).
 04. Training Hours : 17 Hrs.
 05. Course Objective : This Training course will be helpful to obtain capability & efficiency for BREB/
 PBS Officers/Employee to Simplify Service Process (SPS).

Training Date-16.01.18 TO 17.01.18
 Total Training Dates: 02 day.
 Probable Number Of Trainee: 31 Employee.
 Probable Class Hours: 17

6. Participant :

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 দৃষ্টব্যঃ

- ০১। প্রশিক্ষকগণকে কোর্স ম্যাটেরিয়াল Power Point এ প্রসন্নত 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/কোর্সে সমন্বয়কারীর নিকট আবদ্ধ 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।