

**Rural Development Academy, Bogura
Training Calendar**

7. Title of Training Course	"Modernising Office Management: Comprehensive Training on D Nothi, Google Drive, Power BI, and MS Excel for RDA Staff"
Proposed by	Engr. Sk.Saeem Ferdous
Objectives	- Familiarise the participants with D Nothi -Improve teamwork with Google Drive - Introduction Power BI Dashboards -Effective use of MS Excel
Target Participants	RDA Section In-charges, Administrative Staff and young faculty members
Duration	6 days
No. of Participants	20
No of Batch	One (01)