



Training Calendar

2016–2017

**National Academy for Planning and Development
(NAPD)**

Ministry of Planning

Nilkhet, Dhaka-1205

Website: www.napd.gov.bd

FORWARD

National Academy for Planning and Development (NAPD) is mandated for arranging training and conducting research in the area of development planning and project management to materialize the nation's vision of transforming Bangladesh into a middle income country by 2021.

To perform its duties effectively, NAPD publishes a training calendar at the beginning of each financial year. It helps not only the faculties and supporting staff of NAPD, but also the organizations by providing information to choose the right courses for their officers in right time.

The 2016-17 Course Calendar is prepared by reviewing the objectives and contents of each course, so that participants and nominating organization get a clear idea about learning outcome of the courses. It should be mentioned here that in addition to 20 day courses and 11 evening courses, NAPD arranges different tailor-made (request) training courses according to the organizations' need. Moreover, new courses are added every year to meet the challenges of current age. In 2015-16, Public-Private-Partnership (PPP), Economic and Financial Appraisal and Planning for Local Economic Development were offered. Similarly, NAPD will offer courses in the area of Environmental Issues of Project Management in the upcoming year.

I hope NAPD with its qualified faculties and experienced resource persons from Universities, Government and Non-Government agencies with up-to-date training facilities will able to conduct the training program according to the schedule. I express my sincere thanks and gratitude to the head of different public and private organizations for extending their continuous support by sending their officers in the Academy.

Kaniz Fatema ndc
Director General
(Secretary to the Government)
NAPD

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NATIONAL ACADEMY FOR PLANNING AND DEVELOPMENT (NAPD)

INTRODUCTION

National Academy for Planning and Development (NAPD) is one of the pioneers in the arena of training in the country. It imparts training on Project Planning and Management, Economic Development, Administration and Information & Communication Technology (ICT). Besides, a Post Graduate Diploma in Development Planning is also offered by the Academy. Since inception, NAPD is in the pursuit of providing quality training to the officials to make them aware of development policies of the Government as well as developing themselves into human resource of the country. NAPD, by the time, has touched a number of milestones. It started its journey as a development project in 1980. Later, it became a Body-Corporate on 3rd February, 1985. Then, onwards; it's a tale of achievements. The persistent experiences and the learning processes and the inevitable outcomes of the organization. It observed 25th year of service as the 'Silver Jubilee' in 2010.

VISION:

To become one of the leading training institutes in the field of planning and development in the country by 2025

MISSION:

Developing competent and morally strong professionals in planning and development through training, research and consultancy

OBJECTIVES OF THE ACADEMY

- i. To organize institutional in-service training programs for officers of the Planning Commission, Economic Relations Division (ERD), Implementation Monitoring and Evaluation Division (IMED), Planning Wings under different Ministries/ Divisions and Agencies;
- ii. To arrange pre-service and functional training for entrants in BCS (Economic) cadre and foundation training for the officers of the BCS (Health) cadre;
- iii. To conduct special training courses for officials of other organizations on request;
- iv. To provide consultancy services to the ministries and other agencies in pre-investment feasibility studies and in formulation, appraisal, monitoring and evaluation of development projects;

- v. To facilitate dissemination of knowledge and experience in Planning, Development Economics, Project Management and in other fields through publication, documentation, seminars and workshops;
- vi. To conduct research and evaluation studies on issues pertaining to development and maintain liaison with similar organizations at home and abroad.

Academy, since September 1981, has been conducting training courses regularly in pursuance of its assigned responsibilities in the areas of national interest. Academy so far has imparted training to 34,748 trainees from different government offices, Private Agencies and NGOs. NAPD has assumed the role of developing a core group of professionally trained project management executives and administrators. project planning and management, economic development and administration.

ACADEMY RESOURCES

CAMPUS:

Academy is housed in a nine storied building at Nilkhet, Dhaka on the north-western side of the Dhaka University Campus. The location of the Academy is unique of its kind in the sense that it is in the hub of the city within the close vicinity of other seats of learning like Bangladesh University of Engineering and Technology (BUET), Bangbandhu Sheikh Mujib Medical University, Dhaka Medical College, Bangladesh Civil Service Administration Academy. The Academy auditorium is located on the ground floor of the main building. The auditorium, endowed with air-conditioned facilities having a sitting capacity of 300 persons, is a worth-possession to the Academy. It also is rented out to other organizations for convening seminars, conferences, workshops etc. The institution stimulates free academic discussion on development and planning issues of the country in particular and other disciplines in general. The campus is a smoking free one.

LIBRARY AND DOCUMENTATION SERVICES:

A specialized functional library with a collection of about 15,000 books, periodicals, journals and research reports has been set up for the benefits to the trainees and faculty members. The Academy is in the mailing list of various local and foreign academy and training institutions. The library procures books and other useful publications on a regular basis. The library is open for the users from 9.00 a.m. to 8.00 p.m. on all week days. Borrowing facility is provided to the trainees and faculty members. The Academy publishes an annual journal *Development Review* regularly, which contains articles on planning and issues related to development.

EQUIPMENT AND LOGISTICS:

Training aids of NAPD are quite sufficient for running four courses simultaneously. Those include computer lab., Language lab., CC-Camera, Video Camera, multimedia projectors, document camera, TV & Video, overhead projectors, duplo-copier, movie projector, duplicators, plain paper copier, public address system etc. The Academy has a number of micro computers to be used in the training courses.

DORMITORY:

Attached to the main building, there is a seven-storied dormitory with a residential accommodation for 115 trainees at a time. It is also rented out temporarily to persons attached with education and training organizations. The room-tariff is as follows:

Category	Single	Double	Triple
Participants (Regular course)	Tk.120.00	240.00	360.00
Participants(Request course)	Tk.250.00	500.00	750.00
Guest (Local Govt. Officials)	Tk.200.00	400.00	600.00
Guest (Local NGO Officials)	Tk.350.00	700.00	1050.00
Guest (Foreigner)	Tk.800.00	1600.00	2400.00
Alumni	Tk.100.00	200.00	300.00
NAPD Faculty Member	Tk. 50.00	100.00	150.00

CAFETERIA:

NAPD has a two storied cafeteria to accommodate 150 trainees in a single batch. Smiling hospitality of the staff members of the Academy makes the participants feel very much at home. The cost of lunch or dinner is Tk. 240.00 and that of breakfast is Tk. 80.00. The dormitory and cafeteria are independently run and managed by a committee of the participants designated by the Academy.

COMPUTER AND LANGUAGE LAB:

Academy has recently established three modern computer labs and one well equipped language lab. Each of these three labs can accommodate 25 - 30 persons. Academy has recently established Cyber Café for participants. The whole academy including dormitory is covered under Wi-Fi network. Video conferencing system is in operation. NAPD has an interactive dynamic web site **www.napd.gov.bd**

FACULTY:

NAPD has a team of interdisciplinary faculty engaged in training and research relating to economic development. The faculty of the Academy consists of Director General, Additional Director General, three Directors, three Chief Instructors, a System Analyst, three Instructors, three Associate Instructors, a Deputy Director and an Assistant Director, besides, there are three Research Officers, two Training Officers, an Evaluation Officer, a Librarian and an Assistant Programmer.

GUEST SPEAKERS:

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

LINKAGES:

Academy is keen to establish a linkage with relevant National and International Institutions to offer local and international course programs on respective discipline and conduct collaborative research works. Any initiative to this direction is always welcomed.

BREATHING SPACE:

There is a breathing space facility beside cafeteria for participants. About 20-25 persons may enjoy their leisure time to refresh themselves.

MOSQUE:

NAPD has a mosque for prayer on the 2nd floor of Cafeteria Building.

Training Program: 2016 – 2017

Day Courses

Sl. No.	Name of the Course	Duration	Working day	No. of participant	Details in page no.
1.	Project Appraisal, EIA and Formulation of DPP	17.07.2016 to 04.08.2016	15	25	8
2.	Human Resource Management (1 st Batch)	31.07.2016 to 04.08.2016	05	25	9
3.	Project Appraisal Study	07.08.2016 to 11.08.2016	05	25	10
4.	Departmental Training for BCS (Economic) Cadre Officer	07.08.2016 to 17.10.2016	45	25	11
5.	Office Management (1 st Batch)	21.08.2016 to 01.09.2016	10	25	12
6.	Management Skills for Project Executives	28.08.2016 to 01.09.2016	05	25	13
7.	Public Financial Management (1 st Batch)	25.09.2016 to 29.09.2016	05	25	14
8.	Leadership and Strategic Planning	02.10.2016 to 06.10.2016	05	25	15
9.	IMED Monitoring & Reporting Procedure	16.10.2016 to 20.10.2016	05	25	16
10.	Microsoft Project	16.10.2016 to 20.10.2016	05		17
11.	Development Planning and Project Management	23.10.2016 to 10.11.2016	15	25	18
12.	Public Procurement Management (1 st Batch)	20.11.2016 to 08.12.2016	15	25	20
13.	Human Resource Management (2 nd Batch)	27.11.2016 to 01.12.2016	05	25	8
14.	Transparency, Accountability & Good Governance	04.12.2016 to 08.12.2016	05	25	22
15.	Public Financial Management (2 nd Batch)	18.12.2016 to 22.12.2016	05	25	14
16.	Planning for Local Economic Development	08.01.2017 to 12.01.2017	05	25	23
17.	Monitoring and Evaluation of Development Projects	15.01.2017 to 26.01.2017	10	25	25
18.	Public Private Partnership (PPP)	05.02.2017 to 09.02.2017	05	25	27
19.	Research Methodology	12.02.2017 to 16.02.2017	05	25	28
20.	E-Governance for Sustainable Development	19.02.2017 to 23.02.2017	05	25	29
21.	Public Procurement Management (2 nd Batch)	05.03.2017 to 23.03.2017	15	25	20
22.	Environmental Issues of Project Management	12.03.2017 to 16.03.2017	05	25	30
23.	Financial and Economic Appraisal of Projects	12.03.2017 to 16.03.2017	05	25	31
24.	Office Management (2 nd Batch)	19.03.2017 to 30.03.2017	10	25	12

Evening Courses

Sl. No.	Name of the Course	Duration	Working day	No. of participant	Details in page no.
25.	Advance Microsoft Excel	14.08.2016 to 04.09.2016	10	25	32
26.	English Language Proficiency (1 st Batch)	21.08.2016 to 07.12.2016	45	25	33
27.	Project Planning, Development and Management (PPDM) (8 th batch)	25.09.2016 to 22.03.2017	75	25	35
28.	Computer Basics	02.10.2016 to 08.11.2016	15	25	37
29.	Oracle based Database Application Design	06.11.2016 to 20.12.2016	20	25	38
30.	Office Automation for Organizational Development	13.11.2016 to 07.12.2016	12	25	39
31.	Public Private Partnership(PPP)	20.11.2016 to 11.12.2016	10	25	40
32.	English Language Proficiency (2 nd Batch)	05.02.2017 to 17.05.2017	45	25	33
33.	Microsoft Project	19.02.2017 to 12.03.2017	10	25	41
34.	Web page Development and Deployment	05.03.2017 to 02.05.2017	25	25	42
35.	Post Graduate Diploma in Development Planning (29 th Batch)	January–December, 2017	130	25	43
36.	Post Graduate Diploma in ICT for Development (PGD ICT4D) (7 th Batch)	January- December, 2017	130	25	44

Classes of evening courses will be held on Sunday, Tuesday and Wednesday

Day Courses

Course No. 01: Project Appraisal, EIA and Formulation of DPP

Duration	: 15 Working days
Date	: 17.07.2016 to 04.08.2016
Nomination Deadline	: 10.07.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 18,000.00 (Eighteen thousand only) per participant
Designed for	: Officers grade-9 and above who are responsible for planning and project management in different government, semi-government and autonomous bodies.
Course Objectives	: <ul style="list-style-type: none"> i. To make the trainees aware about data and information requirements of the prescribed project proforma and provide them the technical competence to furnish such data where required ii. To acquaint with terms and concepts used in the DPP the way they are intended to be understood by the users
Course Contents	<p>Module-1: Planning and Development Issues in Bangladesh</p> <ul style="list-style-type: none"> a. Planning and development : concept & relations b. Budgetary Framework of Bangladesh with MTBF c. Preparation of Annual Development Programme (ADP) d. Gender Equity Planning Tools <p>Module-2: Project Appraisal</p> <ul style="list-style-type: none"> a. Importance of Feasibility Study b. Demand Forecasting c. Cash Flow of Project d. Discounting Technique: NPV, B/C Ratio & IRR e. Financial Appraisal f. Economic Appraisal g. Technical Appraisal h. Service Sector Project Appraisal i. Participatory Rural Appraisal Issues j. Project Sensitivity and Risk Analysis k. Stake holder analysis <p>Module-3: Environmental Issues</p> <ul style="list-style-type: none"> a. Climate Change and its related impact on Development Projects b. Economic Evaluation of Environmental Impact of Development Project c. Environmental Impact Assessment (EIA) of Development Project d. Environmental Management Plan (EMP) of Development Project e. Preparation of Project with EIA & EMP Components exercise <p>Module-4: Project Planning, Financing and Formulation</p> <ul style="list-style-type: none"> a. Project cycle b. Project Design with Logical framework c. Explanation: DPP, TPP, etc. d. Preparation of DPP e. Delegation of Financial Power & Fund release Procedure <p>Module-5: Project Implementation and Monitoring</p> <ul style="list-style-type: none"> a. Procurement Management: PPA-2006, PPR-2008, Procurement Plan & E-Procurement b. Use of CPM, PERT in Project Implementation c. MS Project Management d. Time Management & Leadership e. Decision Making and Quick Disposal f. Public Servant & Anti Corruption g. Role of a Project Manager/ Project Director h. Monitoring and Evaluation of Development Project i. Project visit
Training Methods	: Class-room lecture, Group discussion, Practical exercise , Field Visit
Evaluation System	: Class participation, Group exercise, Report presentation, attendance & overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, Director (Research & Publication)
Course Coordinator	: Dipayan Chakraborty Partha, Research Officer

Course No. 02: Human Resource Management

Duration	: 5 working days
Date	: 31.07.2016 to 04.08.2016 (1 st Batch) 27.11.2016 to 01.12.2016 (2 nd Batch)
Nomination deadline	: 24.07.2016 (1 st Batch), 20.11.2016 (2 nd Batch)
No. of Course	: 02
No. of Participants	: 25 in each batch
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 and above of Public organization, Private Offices, Banks and NGO's dealing with Human Resource Development and Planning.
Course Objectives	: i) To develop participants' understanding on conceptual issues of HRM & HRD; ii) To acquaint the trainees with legal framework in relation to HRM in Bangladesh; iii) To share the HRM practices along with tools and techniques used across the sectors in Bangladesh.
Course Contents	Module-1: Conceptual Issues of HRM a. HRM & HRD Concept, Issues b. Motivation and Human Relation c. Job analysis: Job description & specification d. Team Building for HRM e. Leadership in HRM f. Human Resource Information System g. Importance of Recruitment, Selection and Training Module-2: Legal Framework and Managerial Issues of HRM a. Legal Frameworks of HRM b. The Government Servant Conduct Rules, 1979 c. Performance Appraisal Measurement System (APA, KPI) d. Labour Laws e. Problem Solving & Decision Making Process f. Self-Analysis with Exercise g. Conflict Resolution h. Gender Perspectives of HRM Module-3: HRM practices in Bangladesh a. HRM Practices in Bangladesh with Exercise b. Techniques of Fair Promotion and Posting/Placement c. Compensation Management, Employee Benefit and compliance d. Good Governance
Training Methods	: Class-room lecture Group discussion Practical exercise Case study
Evaluation System	: Attendance, Class participation
Course Advisors	: Director General
Course Co-Advisors	: Additional Director General
Course Director	: Dr. Md. Nuruzzaman, Director (Training) (1 st Batch) Engr. Md. Abdur Rashid, Director (Admin & Finance) (2 nd Batch)
Course Coordinator	: Md. Emamul Hafiz Nadim, Research Officer (1 st Batch) Md. Ramjan Ali, Associate Instructor (2 nd Batch)

Course No. 03: Project Appraisal Study

Duration	: 5 Working days
Date	: 07.08.16 to 11.08.16
Nomination deadline	: 31.07.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 and above working in Planning Wings of different ministries, directorates, Planning Commission and development projects.
Course Objectives	: i) To familiarize the participants with the basic conceptual issues of project feasibility and appraisal study. ii) To improve participants' understanding on different techniques of project feasibility/ appraisal study and rules and methods involved with project appraisal development project
Course Contents	Module 01: Conceptual issues of project management <ul style="list-style-type: none">a. Planning and Project: Concept & Relationship;b. Project & Project Cycle;c. Concept of DPP and its relation to project appraisal.d. Logical framework and its implication in managing projects Module 02: Technical issues involved in project appraisal <ul style="list-style-type: none">a. Definition, Objectives, Scope & Types Appraisal;b. Derivation of Cash Flow;c. Discounting Technique, NPV/B/C Ratio & IRR;d. Financial Appraisal, Economic Appraisal, Technical Appraisal, Demand Forecasting;e. Environmental Impact Assessment (EIA);f. Gender Dimension in Project Appraisal;g. Impacts of Climate Change on Development Interventionh. Service Sector Project Appraisal;
Training Methods	: Class room lecture, Group Discussion, Report preparation and presentation, Case study, Hands on Learning
Evaluation System	: Attendance, Class participation & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Mouful Nahar, Instructor
Course Coordinator	: Most. Abeda Sultana, Associate Instructor

Course No. 04: Departmental Training for BCS (Economic) Cadre Officers

Duration	: 45 working days
Date	: 07.08.2016 to 17.10.2016
Nomination	: Nomination by Planning Division, Ministry of Planning.
No. of Course	: 01
No. of Participants	25
Course fee	: Tk. 45,000.00 (Forty five thousand only) per participant
Designed for	: Officers of the BCS (Economic) cadre
Course Objectives	: <ul style="list-style-type: none">i. To provide basic concepts and theories of economicsii. To acquaint the participants with current state of Bangladesh economyiii. To familiarize the trainees with the administrative framework of development planning and public project managementiv. To acquaint the new entrants with government service rules and work procedure in public sectorv. To enhance the participants' capacity for conducting researchvi. To update the trainees' skills in communication and ICT
Course Contents	Module-1: Basic & Development Economics Module-2: Bangladesh Economy Module-3: Development Planning and Project Management Module-4: Govt. Service Rules & Procedures Module-5: Statistics & Research Module-6: Computer Literacy and Communicative English
Training Methods	: Class-room lecture, Group discussion, Practical exercise, Field visit
Evaluation System	: Test, group exercise, report writing, presentation and attendance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Nazma Chowdhury, Chief Instructor
Course Coordinators	: Md. Ramjan Ali, Associate Instructor Md. Sirajul Islam, Research Officer

Course No. 05: Office Management

Duration	: 10 working days
Date	: 21.08.2016 to 01.09.2016 (1 st Batch) 19.03.2017 to 30.03.2017 (2 nd Batch)
Nomination Deadline	: 14.08.2016 (1 st Batch), 12.03.2017 (2 nd Batch)
No. of Course	: 02
No. of Participants	: 25 in each batch
Course fee	: Tk. 14,000.00 (Fourteen thousand only) per participant
Designed for	: Officers grade-9 and above working in ministries/ agencies.
Course Objectives	: <ul style="list-style-type: none">i) To equip the participants with concepts and theories of office managementii) To orient with the administrative and financial rules and procedure relevant for office management in Bangladesh.iii) To develop the participants' understanding about the tools and techniques of office management
Course Contents	: <ul style="list-style-type: none">Module-1: Concepts and Theories<ul style="list-style-type: none">a. Management Information System (MIS);b. Human Resource Management (HRM);c. Recruitment, Training and Promotion/Posting;d. Leadership and Team Building;e. Job Analysis: Job Description and Job Specification;Module-2: Administrative and Financial Rules<ul style="list-style-type: none">a. Rules of Businessb. Delegation of Financial Powers and fund Release Procedures;c. Role and Responsibilities of DDO;d. Pension, Gratuity, GPF & CPF Rules etc.;e. Travelling Allowances Rules;f. Public Procurement Rules-2008g. The Govt. Servants (Conduct) Rules, 1979h. The Govt. Servants (Discipline and Appeal) Rules, 1985i. Leave Rulesj. Public Servant and Anti-Corruption Commission Act;k. Right to Information Act-2009.Module-3: Tools for Office Management<ul style="list-style-type: none">a. Office Procedures, Distribution of Works in the Officeb. Noting, Summary writing and Preparation of Drafts;c. Different forms of Written Communication;d. Conducting Meeting, Preparation of Working Paper & Writing Minutes of Meeting;e. Office Inspection, Office Layout and Office Securities;f. Store Managementg. Computer Basics: E-mail, Internet and search engine,h. Annual Confidential Report (ACR) Writing and Evaluation;i. Public Service Innovation (PSI)
Training Methods	: Class room lecture, interaction, assignments, Study visit in related field (Private/Public office visit)
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Directors	: Engr. Md. Abdur Rashid, Director (Admin & Finance) (1 st Batch) Md. Nurul Islam, Chief Instructor (2 nd Batch)
Course Coordinator s	: Thouhidur Rahman Chowdhury Asso.Instructor (1 st Batch) Mohammad Ziaur Rahman, Training Officer (2 nd Batch)

Course No. 06: Management Skills for Project Executives

Duration	: 5 Working days
Date	: 28.08.2016 to 01.09.2016
Nomination deadline	: 21.08.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 or above working as executives in public organizations, private enterprises and NGOs.
Course Objectives	: <ul style="list-style-type: none">i) To develop participants' understanding about project planning and formulation along with related rules and procedures;ii) To equip trainees with applied tools and techniques of project management.
Course Contents	: <ul style="list-style-type: none">Module 1: Project Planning and Formulation of Project Document<ul style="list-style-type: none">a. Strategic Planning & Project Formulationb. Implementation Plan of a Projectc. Concessionary Contents and PPPd. Duties & Responsibilities of Project Executivese. Delegation of Financial Power and Fund Release Procedure;f. Procurement in Development Project;g. Anti-Corruption Act;h. Right to Information Act-2009.Module 2: Project Management Skills<ul style="list-style-type: none">a. Monitoring and Evaluation Techniques;b. Negotiation Technique and Conflict Resolution;c. Collaboration Skill with Stakeholders;d. Effective leadership & team building;e. Time and Risk management;f. Organizational behavior;g. Communication skills;h. Personal skills & self-development;
Training Methods	: Class-room lecture, Group discussion, Exercise & Presentation,
Evaluation System	: Attendance, Class participation & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Mohammad Anwar Hossain, Instructor
Course Coordinator	: Thouhidur Rahman Chowdhury, Associate.Instructor

Course No. 07: Public Financial Management

Duration	: 05 working days
Date	: 25.09.2016 to 29.09.2016 (1 st Batch) 18.12.2016 to 22.12.2016 (2 nd Batch)
Nomination deadline	: 18.09.2016 (1 st Batch), 11.12.2016 (2 nd Batch)
No. of Course	: 02
No. of Participants	: 25 in each batch
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 or above of public offices or executives of private organizations who are dealing with Financial Management and also people who are interested in building a career in this field.
Course Objectives	: <ul style="list-style-type: none">i. To enhance participants' understanding on fiscal and monetary policy, budget & auditing systemii. To enable participants' to perceive, interpret, analyze & apply financial, treasury and other related rules correctly in day to day works.
Course Contents	: <ul style="list-style-type: none">Module-1: Economic Policy, National Budget and Statutory Audit<ul style="list-style-type: none">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 budget and development budget;f. Budget execution: Assuring compliance;g. Accounting and auditing system in Bangladesh;h. External audit and accountability;Module-2: Financial and Treasury Rules<ul style="list-style-type: none">a. General Financial Rules;b. Treasury Rules;c. Role and Responsibilities of Drawing and Disbursing Officer;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 Allowances Rules;i. Public Procurement Rules-2008;j. Anti-Corruption Act;
Training Methods	: Class room lecture, Group discussion and exercise
Evaluation System	: Attendance, class participation & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Nurul Islam, Chief Instructor (1 st Batch & 2 nd Batch)
Course Coordinators	: Mohammad Ziaur Rahman, Training Officer (1 st Batch) Most. Abeda Sultana, Associate Instructor (2 nd Batch)

Course No. 08: Leadership and Strategic Planning

Duration	: 05 working days
Date	: 02.10.2016 to 06.10.2016
Nomination deadline	: 25.09.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 and above in public organizations or working as executives in public enterprises
Course Objectives	: <ul style="list-style-type: none">i) To develop trainees' understanding on conceptual issues of Strategic Planning.ii) To acquaint the trainees with various leadership skills.
Course Contents	: <ul style="list-style-type: none">Module - 1 : Skills for Leadership<ul style="list-style-type: none">a. Leadership theories and competencies;b. Leadership skills;c. Leadership and Decision Making;d. Negotiation and Conflict Management;e. Leadership and Strategic Planning: Unlocking leadership potential;f. Challenges in leadership and change;g. Developing and Empowering other as Leaders;h. Leadership behaviors and Practices and their Impact on Strategic Process.Module – 2: Conceptual issues of Strategic Planning<ul style="list-style-type: none">a. Context of strategic planning;b. Strategic planning process;c. Strategic Planning: From vision to Action;d. Strategic Planning for Good Governancee. Principles of Strategic Planning for Leadership Teams;f. Impact of Strategic Planning on Leadership;
Training Methods	: Class room lecture, Group discussion, Panel discussion.
Evaluation System	: Attendance, class participation & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, Director (Research & Publication)
Course Coordinator	: Md. Moynul Hasan Chowdhury, Instructor

Course No. 09: IMED Monitoring & Reporting Procedure

Duration	: 05 Working days
Date	: 16.10.2016 to 20.10.2016
Nomination deadline	: 09.10.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 and above of ministries/agencies who are directly or indirectly related to projects.
Course Objectives	: <ul style="list-style-type: none">i. To acquaint the participants with monitoring and evaluation procedure of IMED.ii. To orient the participants with IMED forms and their proper use for reporting
Course Contents	<p>Module 01: IMED Monitoring and Evaluation Procedure</p> <ul style="list-style-type: none">a. Conceptual Issues on Monitoring & Evaluationb. Role of IMED for proper implementation of projects.c. Importance of IMED in monitoring projects.d. Role of IMED for Evaluation of Projects. <p>Module 02: Practical aspects of IMED reporting</p> <ul style="list-style-type: none">a. Explanation of IMED Forms like quarterly report 01, 02, 03. Project completion form 04 and form 05.b. Exercise on form 01, 02, 03, 04 & 05.c. Procurement monitoringd. Evaluation design & reporting.
Training Methods	: Lecture, Individual exercise, Question & answer, Discussion Visit to IMED
Evaluation System	: Attendance, participation & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Nazma Chowhdury, Chief Instructor
Course Coordinator	: Md. Emamul Hafiz Nadim, Research Officer

Course No. 10: Microsoft Project

Duration	: 5 Working days
Date	: 16.10.2016 to 20.10.2016
Nomination deadline	: 09.10.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 and above of Govt. / Semi – Govt. and Autonomous bodies and Agencies involved in project preparation and planning
Course Objectives	: <ol style="list-style-type: none">To familiarize and acquaint the participants with compute aided software tools of project appraisal, monitoring and evaluationTo help for the preparation of development project proposal within shortest possible time.
Course Contents	: <p>Module-01: Project Scheduling and Network Analysis</p> <ol style="list-style-type: none">Network Analysis PERT/CPMProject Management tools, TerminologyProblems on CPMOverview of Microsoft Project 2010Project Scheduling with Gantt Chart & Network Diagram using Microsoft Project 2010 <p>Module-02: Resource Allocation, costing & reporting</p> <ol style="list-style-type: none">Creating and Allocating ResourcesWBS, EVM using Microsoft Project 2010Project Report using Microsoft Project 2010
Training Methods	: Classroom lecture, Group discussion, Case Study Hands on Learning
Evaluation System	: Attendance, class participation & overall performance
Facilities	: <ul style="list-style-type: none">• One person one computer• Acoustic & air condition class room• Multimedia Presentation system• Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Moynul Hasan Chowdhury, Instructor
Course Coordinator	: Md. Nurul Amin, Assistant Programmer

Course No. 11: Development Planning and Project Management

Duration	: 15 Working days
Date	: 23.10.2016 to 10.11.2016
Nomination deadline	: 16.10.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 18,000.00 (Eighteen thousand only) per participant
Designed for	: Officers of grade-9 or above of project managers and other officers working in development projects, mid-level officers of the Government, semi-govt. and autonomous bodies.

Course Objectives	: <ul style="list-style-type: none">i) To acquaint the participants with conceptual and administrative framework of planning with reference to Bangladeshii) To familiarize them with existing procedures, practices, rules and methods of project planning and managementiii) To update the technical competence of the trainees in project formulation, appraisal, implementation, monitoring and evaluation.
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Course Contents

Module 1: Conceptual and Administrative Framework of Development Planning

- a. Planning and development: concept & relations
- b. Planning Process in Bangladesh
- c. Strategic Planning
- d. Millennium Development Goals & Sustainable Development Goals.
- e. Recent Trends in Bangladesh Economy
- f. Strategies and Approaches for 7th Five Year Plan
- g. Local Level Planning
- h. Role of NGOs in Economic Development
- i. Role and Responsibilities of Planning Commission, ERD and line Ministries
- j. Budgetary Framework of Bangladesh with MTBF
- k. Preparation of Annual Development Programme (ADP)
- l. Role of Private Sector in Economic Development of Bangladesh

Module 2: Planning, Formulation and Financing of Projects

- a. Project cycle
- b. Project Design with Logical framework
- c. Explanation of DPP, TPP formats and exercise
- d. Gender Policy and Gender Related Concepts and Issues
- e. Climate Change Risk Management in Project Planning
- f. Project Financing : Concept and Techniques
- g. Sources of Project Financing
- h. Domestic Resource Mobilization
- i. Foreign Aid and its use
- j. Delegation of Financial Power & Fund release Procedure
- k. Public-Private Partnership

Module 3: Project Appraisal

- a. Project Appraisal: Objectives and Scope
- b. Demand Forecasting
- c. Cash Flow of Project
- d. Discounting Technique

- e. Financial Appraisal with NPV, B/C Ratio & IRR calculation
- f. Economic Appraisal
- g. Technical Appraisal
- h. Service Sector Project Appraisal/ RRA
- i. Participatory Rural Appraisal
- j. EIA of Development Projects
- k. Project Sensitivity and Risk Analysis
- l. Approval Procedure of Development Projects

Module 4: Project Implementation

- a. Role of a Project Manager/ Project Directors
- b. Managing Project Team / Team Building and Leadership
- c. Implementation Plan of a Project
- d. Project Scope Management (WBS/PBS etc.)
- e. Use of CPM, PERT in Project Implementation
- f. Total Quality Management
- g. Project Risk Management
- h. Procurement Management: PPA-2006, PPR-2008
- i. Procurement Plan & E-Procurement
- j. MS Project for managing project
- k. Management Information System (MIS)
- l. Project visit.

Module 5: Project Monitoring and Evaluation

- a. Different concepts of Monitoring and Evaluation:
- b. Types of Monitoring
- c. Earned Value Management
- d. Role of IMED in Project Monitoring and Evaluation
- e. Explanation and exercise of IMED formats
- f. IMED Forms (PMIS): Online Submission
- g. Result Based Management
- h. Sustainability of Development Projects
- i. Project Completion Report

Training Methods	: Class-room lecture, Group discussion, Practical exercise, Film show, Study tour, Case study.
Evaluation System	: Test, group exercise, report writing, presentation, Attendance & overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Ahmed Ullah, Chief Instructor
Course Coordinator	: Mouful Nahar, Instructor

Course No. 12: Public Procurement Management

Duration	: 15 working days
Date	: 20.11.2016 to 08.12.2016 (1 st Batch) 05.03.2017 to 23.03.2017 (2 nd Batch)
Nomination deadline	: 13.11.16 (1 st Batch), 26.02.17 (2 nd Batch)
No.s of Course	: 02
No. of Participants	: 25 in each batch
Course fee	: Tk. 18,000.00 (Eighteen thousand only) per participant
Designed for	: Officers grade-9 or above from different ministries, departments, directorates and autonomous bodies involved in procurement management.
Course Objectives	: <ol style="list-style-type: none">To acquaint participants with the legal framework of procurement in public sector;To familiarize the trainees with the procedure and standard documents for acquiring goods and works;To provide a comprehensive coverage of the overall spectrum of steps needed for intellectual and professional service procurement;To familiarize the participants with Electronic Procurement (e-GP) and other cross-cutting issues

Course Contents

Module-1 : Conceptual and Legal Framework for Public Procurement

- An overview of PPA-2003 and PPR-2008
- Principles of Public Procurement
- Different Procurement Method
- Concessionary Contents (BOT, BooT, Boo)
- Processing of Procurement
- Core Competences & Supply Chain Management
- Preparation of Tender or Proposal, Committee
- Professional Misconduct, Offences

Module-2 : Standard Tender Document and Procedure for Goods and Works Procurement

- Instructions to Tenderers (ITT)
- Preparation of Tender Data Sheet (TDS)
- Introducing Tender Forms of Goods and Works
- Technical Specifications and Schedule of Requirements
- General Conditions of Contracts (GCC)
- Particular Conditions of Contracts (PCC)
- Tender Evaluation
- Notification of Award (NOA)
- Case Studies on Procurement
- Contract Performance
- Incoterm L/C and Framework Agreement

Module-3 : Procurement of Intellectual and Professional Services

- Methods for Procurement of Intellectual and Professional Services
- Expression of Interest (EOI)
- Terms of Reference (TOR)
- Request for Proposal Document (RFP)
- Proposal Data Sheet (PDS)
- Evaluation of Proposals
- Negotiations under the methods QCBS, FBS & LCS
- Approval, Signing, Completion of the Process

Module-4: E-GP and other cross-cutting issues

- a. Introduction of E-Gp
- b. Roles of PE user, PE admin, Organization admin, authorized users.
- c. Approval Procedures and Delegation of Financial Powers
- d. Right to Information Act 2009
- e. Anti-corruption Act

Training Methods	: Class-room lecture, Group discussion, Practical exercise, Case study, Study tour.
Evaluation System	: Group exercise Individual exercise
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Directors	: Md. Nurul Islam, Chief Instructor (1st Batch) Dr. Ahmed Ullah, Chief Instructor (2nd Batch)
Course Coordinators	: Thouhidur Rahman Chowdhury, Associate Instructor (1st Batch) Mohammad Anwar Hossain, Instructor (2nd Batch)

Course No. 13: Transparency, Accountability & Good Governance

Duration	: 05 working days
Date	: 04.12.2016 to 08.12.2016
Nomination Deadline	: 27-11-2016
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 or above of different ministries/ division agencies.
Course Objectives	: <ul style="list-style-type: none">i. To aware the participants about the conceptual issues of Good Governanceii. To acquaint the participants with the tools & techniques of ensuring Transparency, Accountability & Good Governanceiii. To familiarize the participants with integrity institutes and tools currently operating and practiced in Bangladesh.
Course Contents	: <ul style="list-style-type: none">Module – 01: Conceptual issues and Cross cutting issues of Good Governance<ul style="list-style-type: none">a. Good Governance: Conceptual issuesb. Democracy and Good Governancec. Ethical leadership in Governanced. Moral and religious education in prevention of corruptione. Public Service Delivery System and Governance PracticesModule – 02: Tools and techniques of Good Governance<ul style="list-style-type: none">a. Social accountability as a tool of Good Governanceb. Citizen participation and accountabilityc. Parliamentary oversee and accountabilityd. Civil Service EthicsModule – 03: Current practices in Bangladesh (Case study)<ul style="list-style-type: none">a. Role of Integrity Institutes to establish good governanceb. National Integrity Strategyc. Right to Information Actd. Anti-Corruption Acte. Grievance Redress Systemf. Public procurement Act & Rulesg. Procurement Monitoringh. Role of media and civil society in combating corruption and establishing good governancei. Annual Performance Agreementj. Case study – Best practices
Training Methods	: Class lecture, Practical exercise
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Mohammad Anwar Hossain, Instructor
Course Coordinator	: Dipayan Chakraborty Partha, Research Officer

Course No. 14 : Planning for Local Economic Development

Duration	: 05 working days
Date	: 08.01.2017 to 12.01.2017
Nomination deadline	: 01.01.2017
No. of Course	: 01
No. of Participants	: 25
Course fee	: TK. 8,000.00 (Eight thousand taka only) per participant
Designed for	: Officers not below grade-9 of the Government, semi-govt., autonomous bodies and Non-government organization.
Course Objectives	: <ul style="list-style-type: none">i. To increase understanding decentralized planning and their role in the local economy.ii. To increase capacity to analyze the local economy and value chains in which local enterprise agglomerations and clusters are inserted and analyze policies and develop instruments that support local businesses.

Course Contents

Module 1: Conceptual Issues of Local Economic Development

- a. Conceptualizing local economic development studies
- b. Why has LED become an issue? - Globalization, cohesion and competitiveness
- c. Why has LED become an issue? - Decentralization and Local Economic Development
- d. Territorial competitiveness
- e. Theories of competitiveness: Porter and Best
- f. Presentation assignment using database
- g. Constructing competitiveness from below: export base of an area
- h. Analyzing the competitiveness index: how is it composed and what does it mean?

Module 2: Small Enterprise and entrepreneurship Development

- a. Entrepreneurship and enterprises development
- b. Incubators: operational and strategic services
- c. SME development
- d. Business Development Support
- e. Financial services
- f. Group presentations of SME support

Module 3: Clusters and value chains

- a. Cluster development
- b. SME cooperation in cluster development
- c. Stakeholder analysis of clusters
- d. Value chains 1: basic principles
- e. Value chains 2: standards and upgrading
- f. Value chains 3: agri-food systems
- g. Small producer upgrading in value chains: role of chain promoters
- h. Discuss field visit: cluster and value chain analysis

Module 4: Locality development

- a. Livelihood and LED promotion
- b. Urban livelihood and LED promotion
- c. Locality development and urban economic policies
- d. Local organizations for LED promotion
- e. Managing stakeholder for city economic development
- f. City marketing
- g. City marketing case studies
- h. Strategic planning for LED
- i. Simulation game

Training Methods	: Class-room lecture, Group discussion, Practical exercise, Film show, Study tour, Case study, Panel Discussion
Evaluation System	: Attendance, Class participation and Overall Performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Md. Nuruzzaman, Director (Training)
Course Coordinator	: Faria Zafreen, Librarian

Course No. 15: Monitoring and Evaluation of Development Projects

Duration	: 10 Working days
Date	: 15.01.2017 to 26.01.2017
Nomination deadline	: 08.01.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk.14,000.00 (Fourteen thousand only) per participant
Designed for	: Officers grade-9 and above of working in Planning Wings of different Ministries, Directorates, Planning Commission and development projects. other Govt./NGO's
Course Objectives	: <ul style="list-style-type: none">i. To familiarize the participants with the role and importance of monitoring and evaluation in the proper formulation and successful implementation of development projectsii. To impart knowledge about various tools and techniques of monitoring in different stages of projectsiii. To enhance their knowledge about how to select and use appropriate techniques for different kinds of projectsiv. To improve their level of efficiency through elaborate discussion on various techniques and strategies of project evaluation.

Course Contents

Module 1: Concepts of Monitoring and Evaluation

- a. Planning for Monitoring and Evaluation
- b. Concepts of monitoring and Evaluation
- c. Different types of Evaluation
- d. Developing Indicators for M & E

Module 2: Designing for Monitoring & Evaluation framework

- a. Monitoring & Evaluation Design
- b. Sampling for Monitoring & Evaluation
- c. Different Data Collection methods
- d. Questionnaire preparation
- e. Data Processing, Analysis and interpretation
- f. Evaluation reporting
- g. Procurement monitoring
- h. Impact Evaluation.

Module 3: Different Monitoring & Evaluation models & Tools

- a. RBM model
- b. Logical model Approach
- c. Use of CPM as monitoring tools
- d. Earned Value Method (EVM) as monitoring tools
- e. Developing Indicators for M & E
- f. Role of IMED and its process
- g. Project monitoring using Microsoft project
- h. Procurement monitoring

Training Methods	: Class-room lecture, Group discussion, Report preparation and presentation, Case study , Field Visit
Evaluation System	: Attendance, Class participation & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Kazi Muhammad Salatuazzaman, System Analyst
Course Coordinator	: Mouful Nahar, Instructor

Course No. 16 : Public Private Partnership (PPP)

Duration	: 05 working days
Date	: 05.02.2017 to 09.02.2017
Nomination deadline	: 31.01.2017
No. of Course	: 01
No. of Participants	: 25
Course fee	: 8,000.00 (Eight thousand taka only) per participant
Designed for	: Officers not below grade-9 of the Government, semi-govt., autonomous bodies and Non-government organization.
Course Objectives	: <ul style="list-style-type: none">i. To provide participants with initial understanding and importance of PPPii. To orient them about policies, institutional framework and key elements of PPPiii. To increase their efficiency to work with private sector more adequately
Course Contents	: <ul style="list-style-type: none">Module 1 : PPP Concepts, Rationale, Strategies and Structuring<ul style="list-style-type: none">a. Definition, concepts and rationale of PPP, Background of PPP, PPP benefitsb. PPP Development Stages, PPP Principles and good governance.c. Structuring considerations for relevant PPP optionsModule 2 : PPP in Bangladesh<ul style="list-style-type: none">a. Overview of PPP in Bangladesh.b. PPP Institutional and Regulatory Framework in Bangladeshc. PPP Process flow.Module 3 : PPP in Bangladesh Project Development<ul style="list-style-type: none">a. PPP Project Identification, Assessment and Selection, VFM.b. PPP Project Feasibility Analysis Technical and Commercial Considerations.c. PPP Project Formulation, Appraisal and ApprovalModule 4 : Procurement Processes for PPP Project<ul style="list-style-type: none">a. PPP and Private sector partners; Spectrum of relationship in PPPb. Pre-qualification of PPP Investors.c. Tender Package for PPP ProjectsModule 5 : Overview of PPP Contracts<ul style="list-style-type: none">a. Understanding & Mitigating PPP Project Risks.b. Coverage of PPP contractsc. PPP in Rural Development: Agriculture PPPs
Training Methodology	: Class-room lecture, Group discussion, Practical exercise, Film show, Study tour, Case study, Panel Discussion
Evaluation System	: Attendance, Class participation and Overall Performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Ahmed Ullah, Chief Instructor
Course Coordinator	: Mohammad Anwar Hossain, Instructor

Course No. 17: Research Methodology

Duration	: 05 Working days
Date	: 12.02.2017 to 16.02.2017
Nomination deadline	: 05.02.2017
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 and above of Public, Private Offices, Banks and NGO's dealing with research and development activities
Course Objectives	: <ul style="list-style-type: none">i. To acquaint the participants with preparatory research works, different methodology and data collection techniquesii. To familiarize the trainees with the tools and techniques of data processing and to develop their skills in writing a research report.
Course Contents	<p>Module 01: Introduction to Research</p> <ul style="list-style-type: none">a. Introduction to research and research processb. Literature Review finding the knowledge gapc. Funding for the research projectd. Collaborative research and work distributione. Selection and formulation of research problems and hypothesisf. Choosing appropriate methodology: Quantitative, Qualitative or Mixedg. Ethical Approval <p>Module 2: Data Types and Collection Methods</p> <ul style="list-style-type: none">a. Types of Data: Primary vs. Secondaryb. Primary collection tools: Survey, FGD, Interviewc. Designing the tools: Drafting Questionnaire for survey or interviewd. Sources of secondary data <p>Module 3: Data Analysis and Report Writing</p> <ul style="list-style-type: none">a. Processing and analysis of datab. Testing hypothesisc. Measurement and scaling techniquesd. Using SPSS for data analysise. Techniques of writing research proposal,f. Presentation of research findingsg. Writing research reports.
Training Methods	: Class room lecture Group Discussion & Exercise
Evaluation System	: Attendance, Class participation & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, Director (Research & Publication)
Course Coordinator	: Md. Emamul Hafiz Nadim, Research Officer

Course No. 18: E-Governance for Sustainable Development

Duration	: 05 working days
Date	: 19.02.2017 to 23.02.2017
Nomination deadline	: 12.02.2017
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 and above of public, private and autonomous at any level with basic computer literacy.
Course Objectives	: <ul style="list-style-type: none">i. To develop skills in understanding strategic issues related to e-Governance.ii. To develop participants' knowledge on e-Governance activities for sustainable development.
Course Contents	: <ul style="list-style-type: none">Module – 1: Concepts and tools of E-Governance<ul style="list-style-type: none">a. Introduction to E-Governanceb. Policies and Strategies for ICT developmentc. National ICT Policy-2009d. Service Process Simplificatione. Concepts of e-governancef. Technical & Legal issues of e-governanceg. E-administrationh. Enterprise Resource Planning (ERP)i. Challenges of e-governancej. Right to Information Act-2009Module – 2: Sustainable Development through<ul style="list-style-type: none">a. Sustainable Development Goalsb. Public Service Innovation (PSI)c. Service Process Simplificationd. E-Learning
Training Methodology	: Class Room Lecture, exercise, case study, demonstration
Evaluation System	: Attendance, Class Participation, Overall Performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Moynul Hasan Chowdhury, Instructor
Course Coordinator	: Md. Nurul Amin, Assistant Programmer

Course No. 19 : Environmental Issues of Project Management

Duration	: 05 working days
Date	: 12.03..2017 to 16.03.2017
Nomination deadline	: 05.03.2017
No. of Course	: 1
No. of Participants	: 25
Course fee	: Tk. 8,000 (Eight thousand) per participant
Designed for	: Officers grade-9 and above of Govt. / Semi – Govt. and Autonomous bodies and Agencies involved in project preparation and planning
Course Objective	: <ul style="list-style-type: none">i. To have a better understanding of climate change and its impacts on population, vulnerable groups and developmentii. To be able to understand the economic evaluation of environmental impacts of development projectsiii. To understand the process of environmental impact assessments (EIA) in development projects;iv. To be able to understand the monitoring and auditing process of environmental impacts ;
Course Content	<p>Module 1: Climate Change and Disaster Risk Management</p> <ul style="list-style-type: none">a. International perspective to environment, climate change and Disaster Managementb. National perspective to Environment, climate change and Disaster risk managementc. Climate Change and its impact and the disaster risk management process in Bangladeshd. Economic Evaluation of Environmental Impacts for development project formulation <p>Module 2: EIA, EMP</p> <ul style="list-style-type: none">a. Environmental Impact Assessment (EIA)b. Environmental Management Plan (EMP)c. Incorporation of Climate Change adaptation and mitigation and Disaster Assessment approach in EMPd. Inclusion of impacts on poverty and impacts on socially vulnerable groups into environmental impacts assessment <p>Module 3: Environmental Budgeting, Monitoring and Auditing</p> <ul style="list-style-type: none">a. Environmental Auditing and Monitoringb. Environmental Budgeting
Training Methodology	: Class-room lecture, Group discussion, Practical exercise, Film show, Study tour, Case study, Panel Discussion
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. Sirajul Islam, Research Officer

Course No. 20: Financial and Economic Appraisal of Projects

Duration	: 5 Working days
Date	: 12.03.2017 to 16.03.2017
Nomination deadline	: 05.03.2017
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Designed for	: Officers grade-9 and above who are responsible for preparing project document in different Govt., Semi Govt. and autonomous bodies.
Course Objectives	: <ul style="list-style-type: none">i) To acquaint the participants with different techniques of financial appraisal;ii) To improve the understanding about the rationale and tools for economic appraisal
Course Contents	<p>Module-01: Concepts and Methods of Financial Appraisals</p> <ul style="list-style-type: none">a. Economic Planning, Development and growth Scenario in Bangladeshb. Project and Projects cycle managementc. Project Planning and Budgeting (with Excel operation)d. Sources of project related information: online and offlinee. Concept of Cash flow, break-even point and its classification with introducing case studyf. Project Appraisal and Evaluation Criteria, selecting cost of capital or discount rate, state of capital budgeting techniquesg. Calculating NPV, IRR, BIC ratioh. Measuring Benefits of Projects; Identifying Benefits of Various Projects (with exercise) <p>Module-02: Concepts and Tools of Economic Appraisals</p> <ul style="list-style-type: none">a. Economic appraisal vs. Financial appraisalb. Social Cost-Benefit Analysis (with Excel operation)c. Economic Rate of Return (ERR): Shadow Pricing Economic Internal Rate of Return and Economic Net Present Value (ENPV) (with Excel operation)d. Sensitivity, scenario and “what if” analysis with Case Study (with Excel operation)e. Introducing DPP with special focus on FEA
Training Methodology	: Class room lecture, Group Discussion, Hands on learning Case study (Padma, Jamuna bridge etc.)
Evaluation System	: Attendance, Class participation & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Ahmed Ullah, Chief Instructor
Course Coordinator	: Md. Moynul Hasan Chowdhury, Instructor

Evening Courses

Course No. 21: Advanced Microsoft Excel

Duration & Time	: 5 Working Days (03 days in a week: Sunday, Tuesday, Wednesday)
Date	: 14.08.2016 - 04.09.2016
Nomination deadline	: 07-08-2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 10,000.00 (Ten thousand only) per participant
Designed for	: Officers grade-9 and above executives from government, semi-government, autonomous bodies, companies, banks, NGO's, Researchers, MIS personals who wishes to get expertise on MS Excel. It is recommended that the learners have some knowledge on computer basic operation.
Course Objectives	: <ol style="list-style-type: none"> i. To increase office productivity in accounts, budgets, billing and many other areas ii. To increase capability on analyze data in accounts, or keep records of stock or schedules
Course Contents	: <ul style="list-style-type: none"> Module – 01: Travelling Around New Excel Interface; Module – 02: Essential Formula Knowledge; Module – 03: Intermediate Formula Knowledge; Module – 04: Optimizing Data; Module – 05: Data Analysis; Module – 06: Presenting and Reporting;
Training Methodology	: Classroom lecture, Group discussion, Case Study, Hand & on Learning
Evaluation System	: Practical test, Attendance
Facilities	: <ul style="list-style-type: none"> • One person one computer • Acoustic & air condition class room • Multimedia Presentation system • Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Ahmed Ullah, Chief Instructor
Course Coordinator	: Md. Emamul Hafiz Nadim, Research Officer

Course No. 22: English Language Proficiency

Duration	: 45 Working Days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	: 21.08.2016 to 07.12.2016 (1st batch) 05.02.2017 to 17.05.2017 (2nd Batch)
Nomination deadline	: 14.08.2016 (1st Batch), 29.01.2017 (2nd Batch)
No. of Course	: 02
No. of Participants	: 25 in each batch
Course fee	: Tk. 18,000.00 (Eighteen thousand only) per participant
Designed for	: Officers not below grade-9 of Govt./Semi-Govt. Agencies and private organization who are required to use English for their efficiency in their job offices.
Course Objectives	: To improve the participants' English Language proficiency (listening, speaking, reading and writing) and to develop their competence in using English for both oral and written communication.
Course Contents	<p>: Module – 1: Language and Basic Grammar</p> <ul style="list-style-type: none">a. How to studyb. How to develop the skills of Englishc. Tensed. Modalse. Conditionalsf. Comparisong. Prepositionh. Sentence Correction <p>Module – 2: Speaking skill</p> <ul style="list-style-type: none">a. Speaking about myselfb. Speaking on topicc. Speaking role playingd. Speaking presentatione. Speaking on topicf. Developing Pronunciation- Right Pronunciation of Alphabets, 44 Phonemes/ soundsg. Developing Pronunciation- Consonant sounds, Aspirationh. Developing Pronunciation- Vowel sounds- Monophthongs, Diphthongs, Checking words from the Dictionary with sounds, stress marki. News Presentation <p>Module – 3: Writing skill</p> <ul style="list-style-type: none">a. Basic Writing: Subject- Verb Agreementb. Writing Practice – on topicc. Writing Applicationd. Report Writinge. Report Writing Practicef. Official Writing <p>Module – 4: Listening skill</p> <ul style="list-style-type: none">a. Movie Showb. Listening Practice (Beginner)c. Listening Practice (Intermediate)d. Listening Practice (Advance)e. Listening Practice (Advance) <p>Module – 5: Reading skill</p> <ul style="list-style-type: none">i. Reading Practicej. Reading Practice by solving comprehension (intermediate level)k. Reading Practice by solving comprehension (intermediate level)l. Reading Practice solving comprehension (Advance level)m. Reading Practice solving comprehension (Advance level)

Training Methodology	: Each lesson will be presented through a participatory approach, i.e. individual & group presentation, writing exercises debate and assignments.
Evaluation System	: Assignment, Tests, Attendance, Class Participation & Overall Performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Directors	: Dr. Ahmed Ullah, Chief Instructor (1st Batch) Dr. Md. Nuruzzaman, Director (Training) (2nd Batch)
Course Coordinator	: Mohammad Ziaur Rahman, Training Officer (1st Batch & 2nd Batch)

Course No. 23: Project Planning, Development and Management (PPDM) (9th Batch)

Duration	:	75 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	25.09.2016 to 22.03.2017
Nomination deadline	:	18.09.2016
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 30,000.00 (Thirty thousand only) per participant
Designed for	:	Officers grade-9 and above of Project managers and other officers working in development projects, class-1 officers of the Government, semi-govt., autonomous bodies and Non-government organization.

Course Objectives	:	<ul style="list-style-type: none">i. To acquaint the participants with the conceptual framework of planning with reference to Bangladeshii. To familiarize them with existing procedures, practices, rules and Methodology of project planning and managementiii. To increase the technical competence of the trainees in project formulation, appraisal, implementation, monitoring and evaluation
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Course Contents **Module 1: Conceptual and Administrative Framework of Development Planning**

- a. Planning and development: concept & relations
- b. Planning Process in Bangladesh
- c. Strategic Planning
- d. Millennium Development Goals & SDGs
- e. Recent Trends in Bangladesh Economy
- f. Strategies and Approaches for 7th Five Year Plan
- g. Local Level Planning
- h. Role of NGOs in Economic Development
- i. Role and Responsibilities of Planning Commission, ERD and line Ministries
- j. Budgetary Framework of Bangladesh with MTBF
- k. Preparation of Annual Development Program (ADP)
- l. Role of Private Sector in Economic Development of Bangladesh

Module 2: Planning, Formulation and Financing of Projects

- a. Project cycle
- b. Project Design with Logical framework
- c. Explanation of DPP, TPP formats and exercise
- d. Gender Policy and Gender Related Concepts and Issues
- e. Climate Change Risk Management in Project Planning
- f. Project Financing : Concept and Techniques
- g. Sources of Project Financing
- h. Domestic Resource Mobilization
- i. Foreign Aid and its use
- j. Delegation of Financial Power & Fund release Procedure
- k. Public-Private Partnership

Module 3: Project Appraisal

- a. Project Appraisal: Objectives and Scope
- b. Demand Forecasting and Cash Flow of Project
- c. Discounting Technique
- d. Financial Appraisal with NPV, B/C Ratio & IRR calculation
- e. Economic Appraisal
- f. Technical Appraisal
- g. Service Sector Project Appraisal/ RRA
- h. Participatory Rural Appraisal
- i. EIA of Development Projects
- j. Project Sensitivity and Risk Analysis
- k. Approval Procedure of Development Projects

Module 4: Project Implementation

- a. Role of a Project Manager/ Project Directors
- b. Managing Project Team / Team Building and Leadership
- c. Implementation Plan of a Project
- d. Project Scope Management (WBS/PBS etc.)
- e. Use of CPM, PERT in Project Implementation
- f. Total Quality Management
- g. Project Risk Management
- h. Procurement Management: PPA-2006, PPR-2008
- i. Procurement Plan & E-Procurement
- j. MS Project for managing project
- k. Management Information System (MIS)
- l. Project visit.

Module 5: Project Monitoring and Evaluation

- a. Different concepts of Monitoring and Evaluation:
- b. Methods and tools for Monitoring and Evaluation
- c. Earned Value Management
- d. Role of IMED in Project Monitoring and Evaluation
- e. Explanation and exercise of IMED formats
- f. IMED Forms (PMIS): Online Submission
- g. Result Based Management
- h. Sustainability of Development Projects
- i. Project Completion Report

Training Methodology	:	Class-room lecture, Group discussion, Practical exercise, Film show, Project Visit, Case study, Panel Discussion
Evaluation System	:	Written Test, group exercise, report writing, presentation, Attendance & overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Md. Nuruzzaman, Director (Training)
Course Coordinator	:	Mirza Noor Islam, Assistant Director

Course No. 24: Computer Basics

Duration & Time	: 15 Working Days (03 days in a week: Sunday, Tuesday, Wednesday)
Date	: 02.10.2016 to 08.11.2016
Nomination deadline	: 25.09.2016
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	: Tk.12,000.00 (Twelve thousand only) per participant (Not below Grade 9)
Designed for	: Officers grade-9 and above of Govt., Semi-Govt. Agencies and Private organization who are required to use computers for their efficiency in their job offices.
Course Objectives	: To enhance knowledge and skill of the participants operating computer in office.
Course Contents	: Module –1: Fundamentals of Computer and MIS Module –2: Operating system (Windows 10) Module –3: Computer Typing (Software base, Bengli, English) Module –4: Microsoft word (Office- 2010) Module –5: ICT Devices, Network and Internet Module –6: MS Excel (Office- 2010) Module –7: Printer, Virus, Antivirus Module - 8: MS Power Point (Office-2010) Module - 9: MS Access (Office-2010)
Training Methodology	: Classroom lecture, Group discussion, Case Study, Hand & on Learning
Evaluation System	: Written test, Assignment, Attendance & practice on Computer
Facilities	: <ul style="list-style-type: none">• One person one computer• Acoustic & air condition class room• Multimedia Presentation system• Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Kazi Muhammad Salatuazzaman, System Analyst
Course Coordinator	: Zakia Begum, Documentation Officer

Course No. 25: Oracle based Database Application Design

Duration	: 20 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	: 06-11-2016 to 20-12-2016
Nomination Deadline	: 30.10.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 15,000.00 (Fifteen thousand only) per participant
Designed for	: Officers not below grade-9 of from government, semi-government, autonomous bodies, companies, banks, NGO's, MIS personals who have some knowledge in computer applications.
Course Objectives	: <ul style="list-style-type: none">i. To acquaint with Oracle database and its data access techniquesii. To build capacity on Oracle schema definition and CRUD operationiii. To build capacity on pl/sql program writing for Oracle Databaseiv. To build capacity on web application development using Oracle Application Express (APEX)
Course Contents	: Module 1 – Introduction and overview of Database and Oracle Data Access Module 2 – Introduction to SQL (DDL and DML) Module 3 – PL/SQL Module 4 – Application Development with Oracle APEX
Training Methods	Classroom lecture, Group discussion, Case Study, Hand & on Learning
Evaluation System	: Written test, Assignment, Attendance & practice on Computer, Project preparation, Field Visit
Facilities	: <ul style="list-style-type: none">• One person one computer• Acoustic & air condition class room• Multimedia Presentation system• Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Engr. Md. Abdur Rashid, Director (Admin & Finance)
Technical Assistant	: Sultan Salauddin, Computer Operator

Course No. 26: Office Automation for Organizational Development

Duration	: 12 working days (03 days in a week: Sunday, Tuesday, Wednesday)
Date	: 13.11.2016 to 07.12.2016
Last date of Nomination	: 06.11.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 11,000.00 (Eleven thousand only) per participant
Designed for	: Class-1 Officers of government, semi-government, autonomous bodies and agencies having basic knowledge on computer.
Course Objective	: <ul style="list-style-type: none">i. To provide knowledge on online office automation and its architecture;ii. To provide basic idea on relational database and online transaction;iii. To acquaint the participants with the contemporary technologies and cross-cutting issues;
Course Content	: <ul style="list-style-type: none">Module – 01: Online office automation and its architecture<ul style="list-style-type: none">a. Automation basicsb. E-Governancec. E-Recruitmentd. E-Documente. File Tracking SystemModule – 02: Relational database and online transaction<ul style="list-style-type: none">a. Relational database software and their uses (MS Access & Oracle)b. Cloud Based Document Managementc. Effective use of known Office Automation Toolsd. ERPe. Innovation in Public Service Delivery
Training Methods	: Class Room Lecture, Practical Exercise
Evaluation System	: Practical test, Attendance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Kazi Muhammad Salatuazzaman, System Analyst
Technical Assistant	: Nisar Ahmed, Stenographer cum Computer Operator

Course No. 27 : Public Private Partnership (PPP)

Duration	: 10 working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	: 20.11.2016 to 11.12.2016
Nomination deadline	: 13.11.2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: TK. 10,000.00 (Ten thousand taka only) per participant
Designed for	: Officers grade-9 and above of the Government, semi-govt., autonomous bodies and Non-government organization.
Course Objectives	: <ul style="list-style-type: none">i. To provide participants with initial understanding and importance of PPPii. To orient them about policies, institutional framework and key elements of PPPiii. To increase their efficiency to work with private sector more adequatelyiv. To communicate the value of the PPP program to the public
Course Contents	: <ul style="list-style-type: none">Module 1 : PPP Concepts, Rationale, Strategies and Structuring<ul style="list-style-type: none">a. Definition, concepts and rationale of PPP, Background of PPP, PPP benefitsb. PPP Development Stages, PPP Principles and good governance.c. Structuring considerations for relevant PPP optionsModule 2 : PPP in Bangladesh<ul style="list-style-type: none">a. Overview of PPP in Bangladesh.b. PPP Institutional and Regulatory Framework in Bangladeshc. PPP Process flow.Module 3 : PPP in Bangladesh Project Development<ul style="list-style-type: none">a. PPP Project Identification, Assessment and Selection, VFM.b. PPP Project Feasibility Analysis Technical and Commercial Considerations.c. PPP Project Formulation, Appraisal and ApprovalModule 4 : Procurement Processes for PPP Project<ul style="list-style-type: none">a. PPP and Private sector partners; Spectrum of relationship in PPPb. Pre-qualification of PPP Investors.c. Tender Package for PPP ProjectsModule 5 : Overview of PPP Contracts<ul style="list-style-type: none">a. Understanding & Mitigating PPP Project Risks.b. Coverage of PPP contractsc. PPP in Rural Development: Agriculture PPPs
Training Methodology	: Class-room lecture, Group discussion, Practical exercise, Film show, Study tour, Case study, Panel Discussion
Evaluation System	: Attendance, Class participation and Overall Performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Ahmed Ullah, Chief Instructor
Course Coordinator	: Mohammad Anwar Hossain, Instructor

Course No. 28: Microsoft Project

Duration	: 10 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	: 19.02.2017 to 12.03.2017
Nomination deadline	: 12.02.2017
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 10,000.00 (Ten thousand only) per participant
Designed for	: Officers grade-9 and above of Govt. / Semi – Govt. and Autonomous bodies and Agencies involved in project preparation and planning
Course Objectives	: <ul style="list-style-type: none">i. To familiarize and acquaint the participants with compute aided software tools of project appraisal, monitoring and evaluationii. To help for the preparation of development project proposal within shortest possible time.
Course Contents	: <ul style="list-style-type: none">Module-01: Project Scheduling and Network Analysis<ul style="list-style-type: none">a. Network Analysis PERT/CPMb. Project Management tools, Terminologyc. Problems on CPMd. Overview of Microsoft Project 2010e. Project Scheduling with Gantt Chart & Network Diagram using Microsoft Project 2010Module-02: Project costing & reporting<ul style="list-style-type: none">a. Creating and Allocating Resourcesb. WBS, EVM using Microsoft Project 2010c. Project Report using Microsoft Project 2010
Training	: Classroom lecture, Group discussion, Case Study, Hands on Learning
Methodology	
Evaluation System	: Attendance, class participation & overall performance
Facilities	: <ul style="list-style-type: none">• One person one computer• Acoustic & air condition class room• Multimedia Presentation system• Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, Director (Research & Publication)
Course Coordinator	: Mouful Nahar, Instructor

Course No. 29 : Web page Development and Deployment

Duration	: 25 working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	: 05.03.2017 to 02.05.2017
Nomination deadline	: 26.02.2017
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 18,000.00 (Eighteen thousand only) per participant
Designed for	: Officers grade-9 and above working in government, semi-government, autonomous bodies and agencies those are involved in website development and maintenance.
Course Objective	: <ul style="list-style-type: none">i. To acquaint the participants about Basic Web Technologies;ii. To make the participants proficient on both the client and server-side scripting language and integrate with Web Server and Database Technologies during constructing websites;iii. To acquaint the participants with the Content Management Systems (CMS), contemporary web technologies and cross-cutting issues;
Course Content	: <ul style="list-style-type: none">Module – 1: Basic Web Technologies;Module – 2: Client Side Scripting;Module – 3: Server Side Scripting;Module – 4: Database driven dynamic website with PHP & MySQL;Module – 5: Content Management Systems (CMS);Module – 6: Web page deployment and web security;Module – 7: Public Service Innovation (PSI), Service Process Simplification (SPS) and e-Learning platform;
Training Methodology	: Class Room Lecture, Practical Exercises/ Assignments, Lab Practices, Projects/ Case Studies, Report Writing and Presentations.
Evaluation System	: Attendance, Practical Test, Project Work
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Engr. Md. Abdur Rashid, Director (Admin & Finance)
Technical Assistant	: Md. Solaiman Gazi, Computer Operator

Course No. 30: Post Graduate Diploma in Development Planning (29th Batch)

Duration	: 10 Months, Each module: 12-15 days
Date	: January – December, 2017
Nomination Deadline	: December, 2016
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 40,000.00 (Forty thousand only) per participant
Designed for	: Officers grade-9 and above of Persons/officials who are dealing with planning, development projects and are willing to specialize in development planning and also people who are interested in building a career in the field of planning and economic development.
Course Objectives	: <ol style="list-style-type: none">To create efficient manpower for successful attainment of socio-economic development objectives of the country.To equip the participants with most recent techniques of planning, project management as well as theoretical and practical knowledge of basic economics & research.To orient them with recent issues of the global economy.
Course Contents	: <p>Module-01: Basic economics; Module-02: Theories and models of economic development; Module-03: Economy of Bangladesh; Module-04: Development planning in Bangladesh; Module-05: Mathematics & statistics for planners; Module-06: Research Methodology; Module-07: Special issues relating to development; Module-08: Appraisal & formulation of development project; Module-09: Financial management of development project; Module-10: Implementation monitoring and impact evaluation of development projects</p>
Training Methodology	: Class-room lecture, Group discussion, Film Show, Case study, Study tour
Admission Requirement	: Second class post-graduate degree with Honours in any disciplines from a recognized university or bachelor degree with 2 years of executive level job experience. Tk. 40,000/- (Tk. forty thousand only) for all the ten modules is to be paid by crossed cheque in favor of the Academy at the time of registration.
Evaluation System	: Examination, group exercise, report presentation, research, report writing, essay writing, attendance, class participation & overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, Director (Research & Publication)
Course Coordinator	: Md. Thouhidur Rahman Chowdhury, Associate Instructor

Course No. 31: Post Graduate Diploma in ICT for Development (7th Batch)

Duration	: 10 Months, Each module: 12-15 days
Date	: January – December, 2017 (03 days in a week. Sunday, Tuesday, Wednesday)
Nomination Deadline	: December, 2016
No. of Course	01
No. of Participants	: 25
Course fee	: Tk. 50,000.00 (Fifty thousand only) per participant
Designed for	: Officers grade-9 and above executives from government, semi-government, autonomous bodies, companies, banks, NGO's, Researchers, MIS personals. It is recommended that the learners have some knowledge on computer basic operation.
Course Objectives	: <ul style="list-style-type: none">i. To increase the theoretical and practical knowledge of participants about information and communication technology;ii. To build enough ICT knowledgeable skilled manpower in order to renovate Digital Bangladesh;iii. To build workforce of ICT affairs able to meet the national needs;
Course Contents	: <ul style="list-style-type: none">Module-1 Fundamentals of Information and Communication TechnologyModule-2 Programming LanguageModule-3 System Analysis and Design & ICT Project ManagementModule-4 Database Application DesignModule-5 Web Application and Information SecurityModule-6 Networking and Data CommunicationModule-7 Software Engineering and Quality ManagementModule-8 e-Governance and e-CommerceModule-9 Multimedia System DesignModule-10 Major Project, Case Study, Viva (Comprehensive), Overall Performance, Field Visit
Training Methods	: Class Room Lecture, Exercises, Assignments, Lab Practices, Projects and Case Studies, Report Writing and Presentations, Lab/ Sessional, - Field Visit
Admission Requirement	: Minimum educational qualification for admission is a Bachelor Degree with Honors/ Pass course or equivalent in any subjects. Experienced candidates will get preference. At least second div./ class or equivalent grade up to Bachelor degree level. Participants will be required to pay the full amount of Tk. 50,000.00(Fifty thousand) for the Diploma (all the modules) in advance.
Evaluation System	: Examination, group exercise, report presentation, research, report writing, essay writing, attendance, class participation & overall performance.
Facilities	: <ul style="list-style-type: none">• One person one computer• Acoustic & air condition class room• Multimedia Presentation system• Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Kazi Md. Salatzuzaman, System Analyst
Course Coordinator	: Md. Ramjan Ali, Associate Instructor
Technical Assistant	: Sultan Salauddin, Computer Operator

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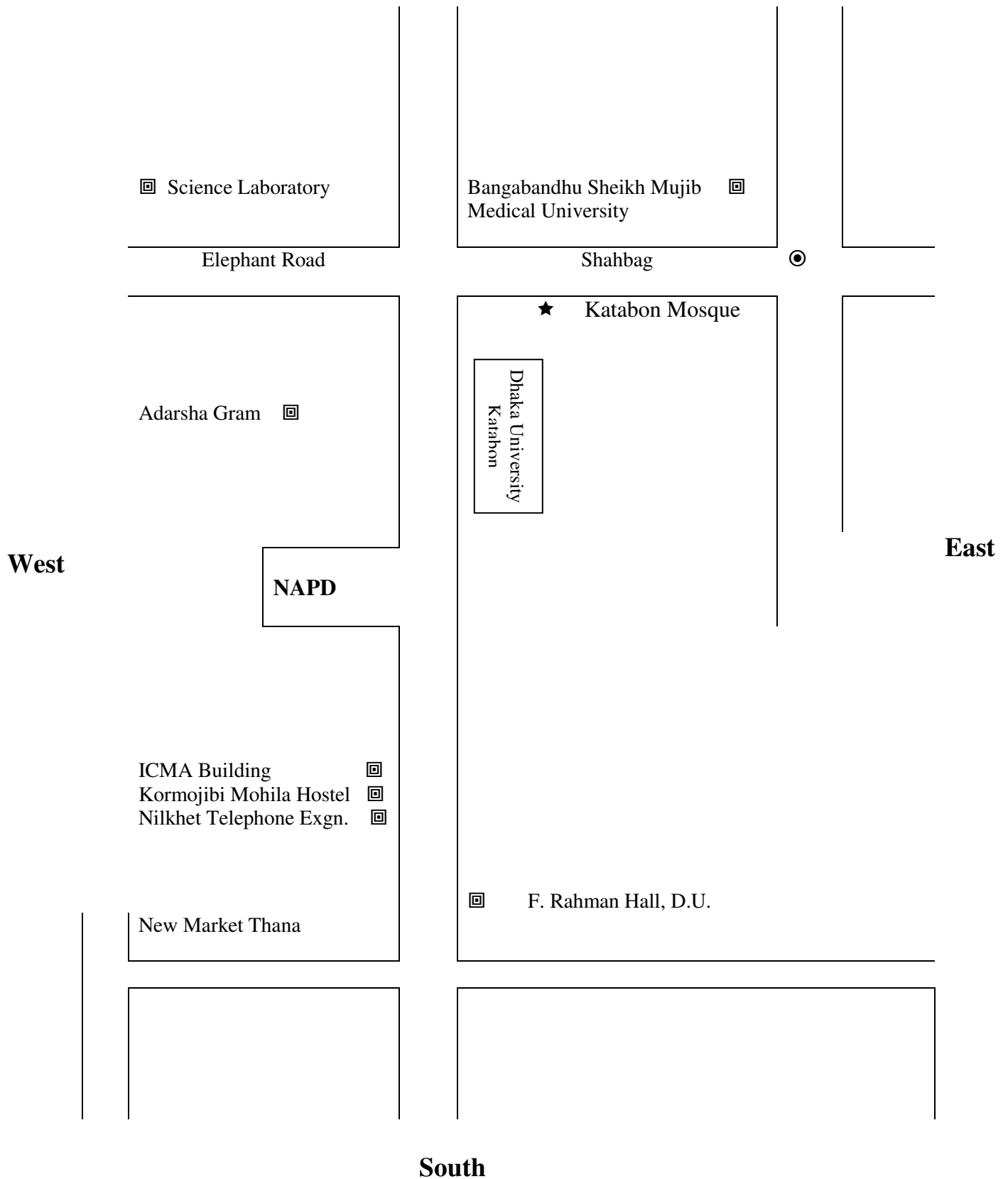
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North



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

Training Flow Chart 2016-2017

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Regular Day Course													
1.	Project Appraisal, EIA and Formulation of DPP	17	4										
2.	Human Resource Management (1 st Batch)	31	4										
3.	Project Appraisal Study		7-11										
4.	Departmental Training for BCS (Economic) Cadre Officer		7	17									
5.	Office Management (1 st Batch)		21	1									
6.	Management Skills for Project Executives		28	1									
7.	Public Financial Management (1 st Batch)			25 - 29									
8.	Leadership and Strategic Planning				2 - 6								
9.	IMED Monitoring & Reporting Procedure				16 - 20								
10.	Microsoft Project				16 - 20								
11.	Development Planning and Project Management				23	10							
12.	Public Procurement Management (1 st Batch)					20	8						
13.	Human Resource Management (2 nd Batch)					27	1						
14.	Transparency, Accountability & Good Governance						4 - 8						
15.	Public Financial Management (2 nd Batch)						18 - 22						
16.	Planning for Local Economic Development							8 - 12					
17.	Monitoring and Evaluation of Development Projects							15 - 26					
18.	Public Private Partnership (PPP)								5 - 9				
19.	Research Methodology								12 - 16				
20.	E-Governance for Sustainable Development								19-23				
21.	Public Procurement Management (2 nd Batch)									5 - 23			
22.	Environmental Issues of Project Management									12 - 16			
23.	Financial and Economic Appraisal of Projects									12-16			
24.	Office Management (2 nd Batch)									19 - 30			

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Regular Evening Course													
24.	Advanced Microsoft Excel												
25.	English Language Proficiency (1 st batch)												
26.	Project Planning, Development and Management (PPDM) (9 th Batch)												
27.	Computer Basics												
28.	Oracle based Database Application Design												
29.	Office Automation for Organizational Development												
30.	Public Private Partnership (PPP)												
31.	English Language Proficiency (2 nd batch)												
32.	Microsoft Project												
33.	Web page Development and Deployment												
34.	Post Graduate Diploma in Development Planning (29 th Batch)	January – December, 2017											
35.	Post Graduate Diploma in ICT for Development (PGDICT4D) (7 th Batch)	January – December, 2017											

