



Training Calendar

2019–2020

National Academy for Planning and Development (NAPD)

Ministry of Planning

Nilkhet, Dhaka-1205

www.napd.gov.bd

Preface

National Academy for Planning and Development (NAPD) is mandated for organizing training and conducting research in the area of development planning and project management to materialize the national vision of transforming Bangladesh into a middle income country and to achieve the SDGs by 2030.

The 2019- 2020 training calendar is designed to meet the demands for quality training in the challenging areas. Academy also puts priority on mind change of the participants to make them positive and pro-active, so that they can contribute substantially to establish good governance and can enhance the quality in service delivery. In addition to regular day and evening courses, NAPD offers different tailor-made (request) training courses to meet the organizations' needs. Recently it has started special training course for non-cadre officers. Academy along with providing training, organizes seminars and workshops round the year.

I hope NAPD with its competent faculties and experienced resource persons from Universities, Government and Non-Government agencies with up-to-date training facilities will be able to conduct the training programs as scheduled in this training calendar. I like to keep on record my words of appreciations to the secretaries of different Ministries, Divisions and heads of both Government and Non-government organizations for extending their continuous support by sending their officers to the courses in the academy.

Sd/-
Director General
(Secretary to the Govt.) 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 public sector training in Bangladesh. It imparts training on Project Planning and Management, Economic Development, Administration, Information & Communication Technology (ICT). Besides, a Post Graduate Diploma in Development Planning is also offered by the Academy. Since its inception, NAPD has been providing quality training to the officials to orient them with 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 back in 1980. Later, it became a Body-Corporate on 3rd February, 1985. Then, onwards it embodies a tale of achievements, persistent experiences, learning processes and the inevitable outcomes of the organization. It observed 25th year of service as the ‘Silver Jubilee’ in 2010. Now the academy is being administrated by an act passed by the parliament named National Academy for Planning and Development Act, 2018.

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

THE GOALS OF THE ACADEMY

- i. To organize institutional in-service training programs for the 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 the 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; and
- vi. To conduct research and evaluation studies on development issues 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 the national interest. Academy so far has imparted training to 41,000 trainees from different government offices, Private Agencies and NGOs. NAPD has been able to develop a core group of professionally trained project management executives and administrators.

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 (BSMMU), 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 15,797 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, multimedia projectors, DSL camera, Television, duplo-copier, photo copier, public address system Scanner, Colour laser Printer, Video Conferencing System etc. The Academy has a number of 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:

Daily Rent Dormitory AC Suite/ Room (with Generator Charge)			
Suite/ Room No.	Government officer	Non Government officer/ Foreign guest	NAPD Faculty
Suite-1 (Room No. 601, 602)	2000/-	3500/-	400/-
Suite-2 (Room No. 607, 608)	1800/-	3000/-	300/-
Room No. 601	1000/-	1800/-	150/-
Room No. 602, 603, 604, 605, 606, 607	800/-	1500/-	100/-
Room No. 608	800/-	2000/-	150/-

Daily Rent Dormitory Non AC Room (with Generator Charge)		
Sl No	Kinds of Border	Daily Rent (Per seat)
1	Participants (Regular/Evening Course)	200/-
2	Participants (Request Course)	400/-
3	Guest (Government Officer)	400/-
4	Guest (Non-Government Officer)	600/-
5	Guest (Foreigner)	1200/-
6	NAPD Faculty Member/ Officer	70/-
7	NAPD's Alumni Member	250/-
8	Participants (Non Resident Request Course)	200/-

CAFETERIA

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

COMPUTER AND LANGUAGE LAB

Academy has 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, two 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.

LINKAGESs

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.

At a glance Training Programs: 2019 – 2020

Day Courses

Sl. No.	Course Title	Course Duration	Working day	No. of participant	Details in page no.
1.	Human Resource Management (22 nd Batch)	07.07.2019 to 11.07.2019	05	25	3
2.	Project Appraisal, EIA and Formulation of DPP (18 th Batch)	14.07.2019 to 01.08.2019	15	25	4
3.	Public Financial Management (20 th Batch)	28.07.2019 to 01.08.2019	05	25	5
4.	IMED Monitoring & Reporting Procedure (13 th Batch)	25.08.2019 to 29.08.2019	05	25	6
5.	Office Management (23 rd Batch)	25.08.2019 to 05.09.2019	10	25	7
6.	Microsoft Project (3 rd Batch)	22.09.2019 to 26.09.2019	05	25	8
7.	Management Skills for Project Executives (19 th Batch)	20.10.2019 to 24.10.2019	05	25	9
8.	Public Procurement Management (20 th Batch)	13.10.2019 to 31.10.2019	15	25	10
9.	Human Resource Management (23 rd Batch)	20.10.2019 to 24.10.2019	05	25	3
10.	Innovation and Change Management (2 nd Batch)	27.10.2019 to 31.10.2019	05	25	12
11.	Leadership and Strategic Planning (10 th Batch)	17.11.2019 to 21.11.2019	05	25	13
12.	Leveraging Technologies for Sustainable Development (1 st Batch)	24.11.2019 to 28.11.2019	05	25	14
13.	Monitoring and Evaluation of Development Projects (22 nd Batch)	01.12.2019 to 12.12.2019	10	25	15
14.	Sustainable Development Goals(SDGs) and Bangladesh (1 st Batch)	01.12.2019 to 05.12.2019	05	25	17
15.	Public Financial Management (21 st Batch)	08.12.2019 to 12.12.2019	05	25	5
16.	Research Methodology (12 nd Batch)	15.12.2019 to 30.12.2019	10	25	18
17.	E-Governance for Sustainable Development (16 th Batch)	29.12.2019 to 02.01.2020	05	25	19
18.	Development Planning and Project Management (53 rd Batch)	12.01.2020 to 30.01.2020	15	25	20-21
19.	Public Procurement Management (21 st Batch)	02.02.2020 to 20.02.2020	15	25	10
20.	Office Management (24 th Batch)	29.03.2020 to 09.04.2020	10	25	7
21.	Environment Issues of Development Project (4 th Batch)	01.03.2020 to 05.03.2020	05	25	22
22.	Transparency, Accountability & Good Governance (9 th Batch)	08.03.2020 to 12.03.2020	05	25	23
23.	Blue Economy (1 st Batch)	22.03.2020 to 26.03.2020	05	25	24
24.	Financial and Economic Appraisal of Projects (4 th Batch)	05.04.2020 to 09.04.2020	05	25	25

Evening Courses

Sl. No.	Name of the Course	Duration	Working day	No. of participant	Details in page no.
1.	Post Graduate Diploma in Development Planning (32 nd Batch)	January–December, 2020	130	25	26
2.	Post Graduate Diploma in ICT for Development (PGD ICTD) (10 th Batch)	January- December, 2020	130	25	27
3.	Advanced Microsoft Excel (10 th Batch)	07.07.2019 to 28.07.2019	10	25	28
4.	Diploma in Project Planning, Development and Management (DPPDM) (12 nd Batch)	July-December, 2020	75	25	29-30
5.	English Language Proficiency (35 th Batch)	21.07.2019 to 07.11.2019	45		31-32
6.	Computer Basics (26 th Batch)	18.08.2019 to 19.09.2019	15	25	33
7.	Public Procurement Management (1 st Batch)	25.08.2019-01.12.2019	35	25	34-35
8.	Oracle based Database Application Design (10 th Batch)	15.09.2019 to 29.09.2019	20	25	36
9.	English Language Proficiency (36 th Batch)	01.12.2019 to 20.02.2020	45	25	31-32
10.	Microsoft Project (17 th Batch)	05.01.2020 to 02.02.2020	10	25	37
11.	Web page Development and Deployment (11 th Batch)	12.01.2020 to 09.02.2020	25	25	38
12.	Introduction to SPSS (3 rd Batch)	26.01.2020 to 16.02.2020	10	25	39

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

Special Foundation Training Course for BCS (Health) cadre Officers, 2019-2020

Name of the Course	Batch & Duration	Total Course	Total days	No. of participant	Details in page no.
Special Foundation Training for BCS (Health) Cadre Officers	1 st & 2 nd Batch: 25 August-23 October, 2019	06	60 (for each batch)	200 (Each batch 40)	40-41
	3 rd Batch: 27 October-25 December, 2019				
	4 th Batch: 29 December, 2019 -27 February, 2020				
	5 th Batch: 01 March-29 April, 2020				
	6 th Batch: 03 May-02 July, 2020				

Request Course

Name of the Course	Batch & Duration	Total Course	Total days	No. of participant	Details in page no.
Special Foundation Training Course for non-cadre Officers	1 st Batch: 27 October - 25 December, 2019	04	60 (for each batch)	200 (Each batch 40)	42-43
	2 nd Batch: 29 December, 2019 – 27 February, 2020				
	3 rd Batch: 01 March - 29 April, 2020				
	4 th Batch: 03 May - 02 July, 2020				

Day Course

01. Human Resource Management (22nd & 23rd Batch)

Duration	: 5 working days
Date	: 07.07.2019 to 11.07.2019(22 nd Batch) 20.10.2019 to 24.10.2019 (23 rd Batch)
Nomination deadline	: 30.06.2019 (22 nd Batch), 13.10.2019 (23 rd Batch)
No. of Course	: 02
No. of Participants	: 25 in each batch
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
Course Objectives	: i. To develop participants' understanding on conceptual issues of HRM & HRD; ii. To acquaint them with legal framework in relation to HRM in Bangladesh; iii. To share the HRM practices along with tools and techniques used across the sectors in Bangladesh.

Course Contents

Module-1: Conceptual Issues of HRM

- a. HRM & HRD: concept and issues
- b. Ethical issues in HRM
- c. Motivation and human relations
- d. Job analysis: Job description & job specification
- e. Team building for HRM
- f. Leadership in HRM
- g. Human resource information system
- h. Importance of recruitment, selection and training
- i. Office etiquette

Module-2: Legal Framework and Managerial Issues of HRM

- a. Legal Frameworks of HRM
- b. The Government Servants Conduct Rules, 1979
- c. Performance Appraisal Measurement System (APA, KPI)
- d. Labor laws
- e. Problem solving & decision making process
- f. Self-analysis with exercise
- g. Conflict resolution & Grievance Readdress System (GRS)
- 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 and NIS

Training Methods	: Class-room lecture, individual exercise, group discussion and case study
Evaluation System	: Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Md. Nuruzzaman, Director (Training) (22 nd Batch) Nazma Chowdhury, Chief Instructor (23 th Batch)
Course Coordinator	: Faria Zafreen, Librarian (22 nd Batch) Md. Sirajul Islam, Research Officer (23 th Batch)

02. Project Appraisal, EIA and Formulation of DPP (18th Batch)

Duration	: 15 Working days
Date	: 14.07.2019 to 01.08.2019
Nomination Deadline	: 07.07.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.
Course Objectives	: <ol style="list-style-type: none">To familiarize 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; andTo acquaint with terms and concepts used in the DPP.
Course Contents	: <ul style="list-style-type: none">Module-1: Planning and Development Issues in Bangladesh<ol style="list-style-type: none">Planning and Development: concept & relationsSDGs, vision 2021 and 7th five year planBudgetary framework of Bangladesh with MTBFPreparation of Annual Development Program (ADP)Module-2: Project Appraisal<ol style="list-style-type: none">Importance of feasibility studyDemand forecastingCash flow of projectDiscounting technique: NPV, B/C ratio & IRRFinancial appraisalEconomic appraisalTechnical appraisalService sector project appraisalParticipatory rural appraisal issuesProject sensitivity and risk analysisStakeholder analysisGender equity planning toolsModule-3: Environmental Issues<ol style="list-style-type: none">Environmental clearance process in BangladeshClimate change and its related impact on development projectsEconomic evaluation of environmental impact of development projectEnvironmental and Social Impact Assessment (EIA & SIA) of Development ProjectEnvironmental Management Plan (EMP) of development projectPreparation of project with EIA & EMP components exerciseModule-4: Project Planning, Financing and Formulation<ol style="list-style-type: none">Project cycleProject design with logical frameworkExplanation of DPP, TPP, etc.Preparation of DPPDelegation of financial power & fund release procedureProcurement management: PPA-2006, PPR-2008, procurement plan & e-procurementUse of CPM, PERT in project implementationMS projectProject visit
Training Methods	: Classroom lecture, individual exercise, group work for DPP preparation & presentation, case study and field visit.
Evaluation System	: Attendance, Class participation, module based class test & overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, Director (Research & Publication)
Course Coordinator	: Thouhidur Rahman Chowdhury, Deputy Director (R & P) Raziur Rahman ,Care Taker

03: Public Financial Management (20th & 21st Batch)

Duration	: 05 working days
Date	: 28.07.2019 to 01.08.2019 (20 th Batch) 08.12.2019 to 12.12.2019 (21 st Batch)
Nomination deadline	: 21.07.2019 (20 th Batch), 01.12.2019 (21 st Batch)
No. of Course	: 02
No. of Participants	: 25 in each batch
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers grade-9 or above of public offices or executives of private organizations and NGOs who are dealing with financial management and are interested in building a career in this field.
Course Objectives	: <ol style="list-style-type: none">To enhance participants' understanding on fiscal and monetary policy, budget and auditing system;To enable them to perceive, interpret, analyze and apply financial, treasury and other related rules correctly in day to day works.
Course Contents	: Module-1: Economic Policy, National Budget and Statutory Audit <ol style="list-style-type: none">Fiscal policy and the macro-economic framework of Bangladesh;Monetary policy of Bangladesh and its relationship with fiscal policy;Fiscal deficit and deficit financingPublic debt management in Bangladesh;Preparation of non-development and development budget;Accounting and auditing system in Bangladesh;External audit and accountability; Module-2: Financial and Treasury Rules <ol style="list-style-type: none">General financial rules and treasury rulesPublic Finance and Budget Management Act 2009Financial Reporting Act 2015Role and responsibilities of drawing and disbursing officer;Delegation of financial powers and fund release procedures;Pay fixation; pension and gratuity;General Provident Fund (GPF), Contributory Provident Fund (CPF), Benevolent fund and group insurance rules;Traveling allowances rules;Public Procurement Rules-2008;Anti-corruption Act;
Training Methods	: Classroom lecture, individual exercise, question-answer and group work
Evaluation System	: Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Engr. Md. Abdur Rashid, Director (Admin & Finance) (20 th Batch) Syama Afroz, Chief Instructor (Deputy Secretary) (21 st Batch)
Course Coordinators	: Md. Abul Hossain, Training Officer (20 th Batch) : Md. Abul Hossain, Training Officer (21 st Batch)

04: IMED Monitoring and Reporting Procedure (13rd Batch)

Duration	: 05 Working days
Date	: 25.08.2019 to 29.08.2019
Nomination deadline	: 18.08.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization
Course Objectives	: <ol style="list-style-type: none">To acquaint the participants with monitoring and evaluation procedure of IMED;To orient the participants with IMED forms and their proper use for reporting.
Course Contents	<p>Module 01: IMED Monitoring and Evaluation Procedure</p> <ol style="list-style-type: none">Conceptual issues on monitoring and evaluationRole of IMED for proper implementation of projects.Importance of IMED in monitoring projects.Role of IMED in project evaluation <p>Module 02: Practical aspects of IMED reporting</p> <ol style="list-style-type: none">Explanation of IMED Forms like quarterly report 01, 02, 03. project completion form 04 and form 05.Exercise on form 01, 02, 03, 04 and 05.Procurement monitoringEvaluation reporting & decision makingProject Management Information System (PMIS)
Training Methods	: Class room lecture, individual exercise, online exercise, question and answer, discussion, visit to IMED
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	: Dipayan Chakraborty Partha, Research Officer

05: Office Management (23rd & 24th Batch)

Duration	: 10 working days
Date	: 25.08.2019 to 05.09.2019 (23 rd Batch) 29.03.2020 to 09.04.2020 (24 th Batch)
Nomination Deadline	: 18.08.2019 (23 rd Batch), 22.03.2020 (24 th Batch)
No. of Course	: 02
No. of Participants	: 25 in each batch
Course fee	: Tk. 15,000.00 (Fifteen thousand only) per participant
Participant's Level	: Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
Course Objectives	: <ol style="list-style-type: none">To equip the participants with concepts and theories of office managementTo familiarize with the administrative, financial rules and procedure relevant for office management in Bangladesh.To develop the participants' understanding about the tools and techniques of office management
Course Contents	: <p>Module-1: Concepts and Theories</p> <ol style="list-style-type: none">Concept of modern office managementHuman Resource Management (HRM)Human Resource Information System (HRIS) <p>Module-2: Administrative and Financial Rules</p> <ol style="list-style-type: none">Rules of businessDelegation of financial powers and fund release procedures;Role and responsibilities of DDO;Pension, gratuity, GPF & CPF rules etc.;Travelling allowances rules;Public Procurement Rules-2008The Govt. Servants (Conduct) Rules, 1979The Govt. Servants (Discipline and Appeal) Rules, 2018Leave RulesPublic Servant and Anti-Corruption Commission Act;Right to Information Act-2009.National Integrity & Strategy (NIS) <p>Module-3: Tools for Office Management</p> <ol style="list-style-type: none">Office procedures, distribution of works in the officeRecruitment, training and promotion/posting;Leadership and team building;Job Analysis: Job description and job specification;Noting, summary writing and preparation of drafts;Different forms of written communication;Conducting meeting, preparation of working paper & writing minutes of meeting;Office inspection, office layout and office securities;Store managementAnnual Confidential Report (ACR) writing and evaluation;Public Service Innovation (PSI)APA
Training Methods	: Class room lecture, individual exercise, group work, case study, question answer, visit in related field (Private/Public office).
Evaluation System	: Attendance, class participation, pre-test, post-test & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Syama Afroz, Chief Instructor (Deputy Secretary) (23 rd Batch) Thouhidur Rahman Chowdhury, Deputy Director (R & P) (24 th Batch)
Course Coordinator	: Most: Abeda Sultana, Associate Instructor (23 rd Batch) Most Lipia Khatun, Evaluation Officer (24 th Batch)

06: Microsoft Project (3rd Batch)

Duration	: 5 Working days
Date	: 22.09.2019 to 26.09.2019
Nomination deadline	: 16.09.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers grade-9 and above of Government, Semi Government. and Autonomous bodies and Agencies involved in project preparation and planning having basic knowledge in computer operation.
Course Objectives	: <ol style="list-style-type: none">To familiarize and acquaint the participants with compute aided software tools of project scheduling, costing, monitoring and evaluation;To 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">Overview of project management softwareNetwork analysis PERT/CPMProject management tools, terminologyProblems on CPMProject 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, discussion, DPP based case study hands on learning
Evaluation System	: Attendance, class participation and 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

07. Management Skills for Project Executives (19th Batch)

Duration	: 5 Working days
Date	: 20.10.2019 to 24.10.2019
Nomination deadline	: 13.10.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization
Course Objectives	: i. To develop participants' understanding about project planning and formulation along with related rules and procedures; and ii. To equip them with applied tools and techniques of project management.
Course Contents	: Module 1: Planning and Formulation of Project Document a. Strategic planning & project formulation b. Implementation plan of a project c. Concessionary contents and PPP d. Duties & responsibilities of project executives e. Delegation of financial power and fund release procedure; f. Procurement in development project; Module 2: Project Management Skills 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; i. Innovation and change management
Training Methods	: Class-room lecture, individual exercise, case study, group discussion
Evaluation System	: Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, Director (Res. & Pub.)
Course Coordinator	: Md. Al-Amin, Training Officer

08: Public Procurement Management (20th & 21st Batch)

Duration	:	15 working days
Date	:	13.10.2019 to 31.10.2019 (20 th batch) 02.02.2020 to 20.02.2020 (21 st batch)
Nomination deadline	:	06 .10.2019 (20th batch), 26.01.2020 (21st batch)
No. of Course	:	02
No. of Participants	:	25 in each batch
Course fee	:	Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	:	Officers of grade-9 or above from different ministries, departments, directorates and autonomous bodies involved in procurement management.

Course Objectives	:	<ol style="list-style-type: none">i. To acquaint participants with the legal framework of procurement in public sector;ii. To familiarize the participants with the procedure and standard tender documents for procurement of goods and works;iii. To provide a comprehensive coverage of the overall spectrum of intellectual and professional service procurement;iv. To familiarize the participants with e-GP and other cross-cutting issues
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Course Contents

Module-1 : Conceptual and Legal Framework for Public Procurement

- a. An overview of PPA-2006 and PPR-2008
- b. Principles of public procurement
- c. Different procurement method
- d. Concessionary contents (BOT, BOOT, BOO)
- e. Processing of procurement
- f. Core competences and supply chain management
- g. Preparation of tender or proposal
- h. Formulation of different committees
- i. Professional misconduct and offences

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

- a. Instructions to Tenderers (ITT)
- b. Preparation of Tender Data Sheet (TDS)
- c. Introducing tender forms of goods and works
- d. Technical specifications and schedule of requirements
- e. General Conditions of Contracts (GCC)
- f. Particular Conditions of Contracts (PCC)
- g. Tender evaluation
- h. Notification of Award (NOA)
- i. Case studies on procurement
- j. Contract performance
- k. Incoterm L/C and framework agreement

Module-3 : Procurement of Intellectual and Professional Services

- a. Methods for procurement of intellectual and professional services
- b. Expression of Interest (EOI)
- c. Terms of Reference (TOR)
- d. Request for Proposal (RFP) Document
- e. Proposal Data Sheet (PDS)
- f. Evaluation of proposals
- g. Negotiations under the methods of QCBS, FBS and LCS
- h. 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
- f. National Integrity Strategy (NIS)

Training Methods	:	Class-room lecture, individual exercise, group work on STD preparation, case study, study tour.
Evaluation System	:	Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Engr. Md. Abdur Rashid, Director (Admin & Finance) (20 th batch) Mohammad Anwar Hossain Instructor (21 st batch)
Course Coordinator	:	Thouhidur Rahman Chowdhury, Deputy Director (R & P) (20 th batch) Md. Zinnarul Islam, Documentation Officer (20 th batch) Md. Ziaur Rahman, Associate Instructor (21 st batch) Md. Zakir Hossain, Accounts Officer (21 st batch)

09. Innovation and Change Management (2nd Batch)

Duration	: 05 working days
Date	: 27.10.2019 to 31.10.2019
Nomination deadline	: 20.10.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above from public, private and autonomous bodies with basic computer literacy
Course Objectives	: <ol style="list-style-type: none">i. To understand innovation, its type and application in organization development;ii. To gather knowledge about public service innovation (PSI)iii. To describe change and to identify the obstacles to change.
Course Contents	: <p>Module 1: Concept of Innovation</p> <ol style="list-style-type: none">a. Key Concept of Innovationb. Innovation Cyclec. Innovation Typesd. Public Service Innovatione. Comparison of Private and Public Service Innovationsf. Global Innovation Indexg. Innovation, Competitiveness and Developmenth. Business Process Re-engineeringi. Ranking of Innovation and Competitivenessj. Innovation and Government Policy <p>Module 2: Concept of change management</p> <ol style="list-style-type: none">a. Types of Change and the Objectives of Change Managementb. Phases of Change Managementc. Development Strategy to Adopt Changed. Monitoring and Evaluation of Changese. Recognizing and Managing Distressf. Resistance to Change and Barriers to Changeg. Change Case Studies
Training Methods	: Classroom lecture, group discussions, group work, case study, self-assessments etc.
Evaluation System	: Attendance, class participation and overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Engr. Md. Abdur Rashid, Director (Admin & Finance)
Course Coordinator	: Most: Abeda Sultana, Associate Instructor

10. Leadership and Strategic Planning (10th Batch)

Duration	: 05 working days
Date	: 17.11.2019 to 21.11.2019
Nomination deadline	: 10.11.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
Course Objectives	: <ul style="list-style-type: none">i. To develop participants understanding on conceptual issues of strategic planning;ii. To acquaint the participants 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 core 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, individual exercise, group and 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

11. Leveraging Technologies for Sustainable Development (1st Batch)

Duration	: 05 working days
Date	: 24.11.2019 to 28.11.2019
Nomination deadline	: 17.11.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above from public, private and autonomous bodies with basic computer literacy
Course Objectives	: To understand Leveraging Technologies for Sustainable Development
Course Contents	: Module 1: Leveraging Technologies for SD <ul style="list-style-type: none">a. Artificial Intelligence (AI)b. Machine Learningc. Internet of Things (IoT)d. Cloud Computinge. Industry 4.0f. Big Datag. Innovationh. Dev Ops (agile relationship between development and IT operations)i. Intelligent Apps (I – Apps)
Training Methods	: Classroom lecture, video presentation, group discussions, group work, case study, self assessments etc.
Evaluation System	: Attendance, class participation and overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, Director (Research & Publications)
Course Coordinator	: Md. Nurul Amin Assistant Programmer

12. Monitoring and Evaluation of Development Projects (22nd Batch)

Duration	:	10 Working days
Date	:	01.12.2019 to 12.12.2019
Nomination deadline	:	24.11.2019
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk.15,000.00 (Fifteen thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.
Course Objectives	:	<ol 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 projects;iv. To improve their level of efficiency through elaborate discussion on various techniques and strategies of project evaluation.
Course Contents	:	<p>Module 1: Concepts of Monitoring and Evaluation</p> <ol style="list-style-type: none">a. Planning for monitoring and evaluationb. Concepts of monitoring and evaluationc. Different types of monitoring and evaluationd. Developing indicators for monitoring and evaluation <p>Module 2: Designing for Monitoring and Evaluation framework</p> <ol style="list-style-type: none">a. Monitoring and evaluation designb. Sampling for monitoring and evaluationc. Different data collection methodsd. Questionnaire preparatione. Data processing, analysis and interpretationf. Evaluation reportingg. Developing indicators for M and E <p>Module 3: Different Monitoring and Evaluation Models and Tools</p> <ol style="list-style-type: none">a. RBM modelb. Logical framework approachc. Use of CPM as monitoring toolsd. Earned Value Method (EVM) as monitoring toolse. Role of IMED and its processf. Microsoft project as a monitoring toolg. Procurement monitoringh. Impact evaluation.

Training Methods	: Classroom lecture, case study, individual exercise, group discussion, report preparation and presentations, field visit
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	: Thouhidur Rahman Chowdhury, Deputy Director (R & P)

13. Sustainable Development Goals (SDGs) and Bangladesh (1st Batch)

Duration	:	05 Working days
Date	:	01.12.2019 to 05.12.2019
Nomination deadline	:	25.11.2019
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 8,000 (Eight thousand) per participant
Participant's Level	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization
Course Objectives	:	After completion of the course, the Participants will be able to i. explain the background, context, concepts and overview of SDGs 2030 ii. analyze the issues, challenges and way forward regarding SDGs 2030; and iii. Play role in implementing SDGs 2030 in own organization.
Course Contents	:	<ol style="list-style-type: none">1. Sustainable Development Concept, Issues and Strategy for achieving sustainable Development2. Aligning SDGs with 7th Five Year Plan3. Implementation challenges of SDGs: Institutions/ Organization responsible for implementing of different Goals4. Indicators of SDGs5. GOAL 01: End Poverty- Issues, Challenges and Way Forward6. GOAL 02: Zero Hunger- Issues, Challenges and Way forward7. GOAL 03: Good Health and Well-being-Issues, Challenges and Way forward8. GOAL 04: Quality Education-Issues, Challenges and Way forward9. GOAL 05: Gender Equality-Issues, Challenges and Way forward10. GOAL 06: Clean Water and Clean Energy-Issues, Challenges and Way forward11. GOAL 07: Affordable and Clean Energy-Issues, Challenges and Way forward12. GOAL 08: Decent Work and Economic Growth- Issues, Challenges and Way forward13. GOAL 09: Industry, Innovation and Infrastructure-Issues, Challenges and Way forward14. GOAL 10: Reduced Inequality-Issues, Challenges and Way forward15. GOAL 11: Sustainable Cities (urban management) and Communities-Issues, Challenges and Way forward16. GOAL 12: Responsible Consumption and production-Issues, Challenges and Way forward17. GOAL 13: Climate Action (Climate change and Disaster Risk Reduction)-Issues, Challenges and Way forward18. GOAL 14: Life below Water and GOAL 15: Life on Land-Issues, Challenges and Way forward19. GOAL 16: Peace, Justice and Strong Institutions-Issues, Challenges and Way forward20. GOAL 17: Partnerships to achieve the Goal- Issues, Challenges and Way forward
Training Methods	:	Classroom lecture, case study, individual exercise, group discussion, report preparation and presentations, field visit
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Anwar Hossain, Instructor
Course Coordinator	:	Md. Sirajul Islam, Research Officer

14. Research Methodology (12nd Batch)

Duration	: 10 Working days
Date	: 15.12.2019 to 30.12.2019
Nomination deadline	: 08.12.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk.15,000.00 (Fifteen thousand only) per participant
Participant's Level	: Officers of grade-9 and above of public, private offices, Banks and NGO's dealing with research and development activities
Course Objectives	: <ol style="list-style-type: none">i. To acquaint the participants with preparatory research works related to research including different methodology and data collection techniquesii. To familiarize participants with the tools and techniques of data processing and to develop their skills in writing a research report.

Course Contents

Module 01: Introduction to Research

- a. Introduction to research and research process
- b. Literature review finding the knowledge gap
- c. Funding for the research project
- d. Collaborative research and work distribution
- e. Selection and formulation of research problems and hypothesis
- f. Choosing appropriate methodology: quantitative, qualitative or mixed
- g. Ethical approval

Module 2: Data Types and Collection Methods

- a. Types of Data: Primary vs. secondary
- b. Primary collection tools: Survey, FGD, Interview
- c. Designing the tools: Drafting questionnaire for survey or interview
- d. Sources of secondary data
- e. Measurement and scaling techniques

Module 3: Data Analysis and Report Writing

- a. Processing and analysis of data
- b. Testing hypothesis
- c. Using SPSS for data analysis
- d. Techniques of writing research proposal,
- e. Presentation of research findings
- f. Writing research reports.

Training Methods	: Classroom lecture, individual exercise, group work, report preparation and presentation
Evaluation System	: Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, Director (R&P)
Course Coordinator	: Most: Abeda Sultana , Associate Instructor

15. e-Governance for Sustainable Development (16th Batch)

Duration	: 05 working days
Date	: 29.12.2019 to 02.01.2020
Nomination deadline	: 22.12.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above working public, private and autonomous bodies with basic computer literacy.
Course Objectives	: <ul style="list-style-type: none">i. To develop skills in understanding about strategic issues related to e-Governance.ii. To acquaint the participants' on different e-Governance initiatives 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 concepts of e-Governanceb. Policies and Strategies for ICT developmentc. National ICT Policy-2009d. Technical and legal issues of e-governancee. e-administrationf. Enterprise Resource Planning (ERP)g. Challenges of e-governanceh. Right to Information Act-2009Module – 2: Innovation for Sustainable Development through ICT<ul style="list-style-type: none">a. Sustainable Development Goals (SDGs)b. Public Service Innovation (PSI)c. Service process simplificationd. e-Learning
Training Methods	: Classroom lecture, exercise, case study, demonstration etc.
Evaluation System	: Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Moynul Hasan Chowdhury Deputy Director (Admin)
Course Coordinator	: Md. Nurul Amin, Assistant Programmer

16: Development Planning and Project Management (53rd Batch)

Duration	: 15 Working days
Date	: 12.01.2020 to 30.01.2020
Nomination deadline	: 05.01.2020
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.

Course Objectives	: <ol style="list-style-type: none">To acquaint the participants with conceptual and administrative framework of planning with reference to Bangladesh;To familiarize them with existing procedures, practices, rules and methods of project planning and management;To update the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation.
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Course Contents **Module 1: Conceptual and Administrative Framework of Development Planning**

- Planning and development: concept and relations
- Planning process in Bangladesh
- Sustainable Development Goals (SDGs)
- Recent trends in Bangladesh economy
- Strategies and approaches for 7th five year plan
- Local level planning
- Role of NGOs in economic development
- Role and responsibilities of Planning Commission, ERD and line ministries
- Budgetary framework of Bangladesh with MTBF
- Preparation of Annual Development Program (ADP)
- Role of private sector in economic development of Bangladesh

Module 2: Planning, Formulation and Financing of Projects

- Project cycle
- Project design with logical framework
- Explanation of DPP, TPP formats and exercise
- Gender policy and gender related concepts and issues
- Climate change risk management in project planning
- Project Financing : concept and techniques
- Sources of project financing
- Domestic resource mobilization
- Foreign aid and its use
- Delegation of financial power & fund release procedure
- Public Private Partnership (PPP)

Module 3: Project Appraisal

- Project appraisal: objectives and scope
- Demand forecasting
- Cash flow of project
- Discounting technique
- Financial appraisal with NPV, B/C ratio & IRR calculation
- Economic appraisal
- Technical appraisal
- Service sector project appraisal
- Participatory rural appraisal
- EIA and EMP of development projects
- Project sensitivity and risk analysis
- Approval procedure of development projects

Module 4: Project Implementation

- a. Role of a project manager/ project directors
- b. Leadership and team building
- c. Managing project team
- d. Implementation plan of a project
- e. Project scope management (WBS/PBS etc.)
- f. Use of CPM, PERT in project implementation
- g. Total quality management
- h. Project risk management
- i. Procurement management: PPA-2006, PPR-2008
- j. Procurement plan & e-Procurement
- k. MS project
- l. Management Information System (MIS)
- m. Project visit.

Module 5: Project Monitoring and Evaluation

- a. 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	: Classroom lecture, individual exercise, group work for DPP preparation and presentation, film show, case study , report writing and study tour.
Evaluation System	: Attendance, class participation, pre-test, post-test, module test and overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Nazma Chowdhury, Chief Instructor
Course Coordinator	: Mouful Nahar, Instructor
Course Coordinator-2	Md. Abu Hashem, Research Investigator

17. Environmental Issues of Project Management (3rd Batch)

Duration	:	05 working days
Date	:	01.03.2020 to 05.03.2020
Nomination deadline	:	22.02.2020
No. of Course	:	1
No. of Participants	:	25
Course fee	:	Tk. 8,000 (Eight thousand) per participant
Participant's Level	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization
Course Objective	:	<ol style="list-style-type: none">i. To have a better idea on environment and climate change and it's impacts;ii. To share different environmental issues in project management;iii. To comprehend the process of different environmental clearance in development projects ;iv. To understand the monitoring and auditing process of environmental impacts.
Course Content		<p>Module 1: Basic Concepts of Environment and Climate Change</p> <ol style="list-style-type: none">a. Environment and development: concepts and issuesb. National perspective to environment and climate changec. International perspective to environment and climate changed. Mainstreaming climate change into planninge. Economic evaluation of environmental impacts for development project <p>Module 2: Environmental issues in Project Management</p> <ol style="list-style-type: none">a. Environmental policy, rules and regulations of Bangladeshb. Environmental clearance process in Bangladeshc. Environmental Impact Assessment (EIA)d. Environmental Management Plan (EMP)e. Incorporation of environmental and climate change issues into DPP <p>Module 3: Environmental Budgeting, Monitoring and Auditing</p> <ol style="list-style-type: none">a. Environmental auditing and monitoringb. Environmental budgeting
Training Methods	:	Classroom lecture, individual exercise, group work, film show, 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

18. Transparency, Accountability and Good Governance (9th Batch)

Duration	: 05 working days
Date	: 08.03.2020 to 12.03.2020
Nomination Deadline	: 01.03.2020
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
Course Objectives	: <ol style="list-style-type: none">To aware the participants about the conceptual issues of good governance;To acquaint the participants with the tools and techniques of ensuring transparency, accountability and good governance ;To familiarize the participants with integrity institutes and tools currently operating and practiced in Bangladesh.
Course Contents	: <p>Module-01: Conceptual and Cross-cutting Issues of Good Governance</p> <ol style="list-style-type: none">Good governance: conceptual issuesDemocracy and good governanceEthical leadership in governanceMoral and religious education in prevention of corruptionPublic service delivery system and governance practices <p>Module-02: Tools and Techniques of Good Governance</p> <ol style="list-style-type: none">Social accountability as a tool of good governanceCitizen participation and accountabilityParliamentary oversee and accountabilityCivil service ethics <p>Module-03: Current Practices of Good Governance in Bangladesh (Case study)</p> <ol style="list-style-type: none">Role of integrity institutes to establish good governanceNational Integrity Strategy (NIS)Right to Information ActAnti-Corruption ActGrievance Redress System (GRS)Public Procurement Act 2006 and rules 2008Procurement monitoringRole of media and civil society in combating corruption and establishing good governanceAnnual performance agreementCase study – best practices
Training Methods	: Class room lecture, case study, individual exercise, group discussion
Evaluation System	: Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Syama Afroz, Chief Instructor (Deputy Secretary)
Course Coordinator	: Md. Ramjan Ali, Associate Instructor

19. Blue Economy (1st Batch)

Duration	: 05 working days
Date	: 22.03.2020 to 26.03.2020
Nomination Deadline	: 15.03.2020
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
Course Objectives	: i. To have a better idea on Blue Economy and it's potentiality; ii. To explain how countries can be benefited from the Marine Environment; iii. To aware of the regulatory framework of Blue Economy ;
Course Contents	: a. Concepts and Approaches of Blue Economy b. Background to the Blue Economy c. The Marine Environment d. Renewable Marine Energy e. Sectors of the Blue Economy f. Marine Biotechnology g. The challenges to the Blue Economy h. Marine Pollution i. Costal and Marine Tourism j. Ocean based renewable sources of energy k. Maritime Transport, Ports and Related Services l. Environmental Management Plan (EMP) m. Waste Disposal Management
Training Methods	: Class room lecture, case study, individual exercise, group discussion
Evaluation System	Attendance, class participation and overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Dr. Md. Nuruzzaman, Director (Training)
Course Coordinator	: Mirza Noor Islam, Assistant Director

20. Financial and Economic Appraisal of Projects (4th Batch)

Duration	: 5 Working days
Date	: 05.04.2020 to 09.04.2020
Nomination deadline	: 29.03.2020
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 8,000.00 (Eight thousand only) per participant
Participant's Level	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.
Course Objectives	: <ol style="list-style-type: none">To acquaint the participants with different techniques of economic and financial appraisal;To improve the understanding about the rationale and tools for economic and financial appraisal.
Course Contents	<p>Module-01: Concepts and Methods of Financial Appraisals</p> <ol style="list-style-type: none">Economic planning, development and growth scenario in BangladeshProject and projects cycle managementProject planning and budgeting (with Excel operation)Sources of project related information: online and offlineConcept of cash flow, break-even point and its classification with introducing case studyProject appraisal and evaluation criteria, selecting cost of capital or discount rate, state of capital budgeting techniquesCalculating NPV, IRR, B/C ratioMeasuring benefits of projects (with exercise) <p>Module-02: Concepts and Tools of Economic Appraisals</p> <ol style="list-style-type: none">Economic appraisal vs. financial appraisalSocial cost-benefit analysis (with Excel operation)Economic Rate of Return (ERR): shadow pricing, Economic internal Rate of Return and Economic Net Present Value (ENPV) (with Excel operation)Sensitivity, scenario and “what if” analysis with case study (with Excel operation)Introducing DPP with special focus on EIA & EMP
Training Methodology	: Classroom lecture, individual exercise, group discussion, hands on learning case study.
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	: Most. Jannatul Ferdousi Assistant Librarian

Evening Course

01: Post Graduate Diploma in Development Planning (32nd Batch)

Duration	:	10 Months, Each module: 12-15 days
Date	:	January–December, 2020 (03 days in a week. Sunday, Tuesday, Wednesday)
Nomination Deadline	:	09 December, 2019
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 50,000/- (Tk. Fifty thousand only) for all the ten modules is to be paid by crossed cheque in favor of the DG, NAPD at the time of registration.
Participant's Level	:	Officers grade-9 and above who deal with planning, development projects and willing to building career in the field of planning and economic development.
Course Objectives	:	<ol style="list-style-type: none">i. To create efficient workforce for successful attainment of socio-economic development objectives of the country.ii. To equip the participants with most recent techniques of planning, project management as well as theoretical and practical knowledge of basic economics & research; andiii. To orient them with recent issues of the global economy.
Course Contents	:	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
Training Methods	:	Class-room lecture, individual exercise, group work for DPP preparation and presentation, report writing, film show, case study, study tour in home & abroad,
Admission Requirement	:	Second class post–graduate degree with honours in any discipline from a recognized university or bachelor degree with 2 years of executive level job experience.
Evaluation System	:	Written examination, assignment, group work, report writing and presentation, attendance, class participation & overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Syama Afroz Chief Instructor (Deputy Secretary)
Course Coordinator	:	Thouhidur Rahman Chowdhury Deputy Director (Research & Pub.)

02. Post Graduate Diploma in ICT for Development (10th Batch)

Duration	: 10 Months, Each module: 12-15 days
Date	: January- December, 2020 (03 days in a week. Sunday, Tuesday, Wednesday)
Nomination Deadline	: 09 December, 2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 60,000.00(Sixty thousand) for all the ten modules is to be paid by crossed cheque in favor of the DG, NAPD at the time of registration.
Participant's Level	: 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 basic knowledge on computer operation.
Course Objectives	: <ol style="list-style-type: none">To increase the theoretical and practical knowledge of participants about information and communication technology for development;To build ICT skilled manpower in order to achieve digital Bangladesh;To build ICT capable workforce to meet up the national demand for development planning;
Course Contents	: Module-1 Fundamentals of Information and Communication Technology for development planning Module-2 Programming Language Module-3 System Analysis and Design (SAD) Module-4 Database Application Design Module-5 Web Application and Information Security Module-6 Networking and Data Communication Module-7 Software Engineering and Quality Management Module-8 e-Governance, e-Commerce & ICT Project Management Module-9 Multimedia System Design Module-10 Final Project Preparation and Presentation.
Training Methods	: Class room lecture, exercises, assignments, lab practices, projects and case studies, report writing and presentations, lab/ sessional, field visit in home / abroad.
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 2nd division/ class or equivalent grade up to bachelor degree level.
Evaluation System	: Written Examination, individual exercise, group work, report preparation and presentation, research, essay writing, attendance, viva (comprehensive), class participation & overall performance.
Facilities	: <ul style="list-style-type: none">• One person one computer• Acoustic & air conditioned class room• Multimedia presentation system• Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Engr. Md. Abdur Rashid Director (Admin & Finance)
Course Coordinator	: Faria Zafreen, Librarian
Technical Assistant	: Sultan Salauddin

03. Advanced Microsoft Excel (10th Batch)

Duration & Time	: 10 Working Days (03 days in a week: Sunday, Tuesday, Wednesday)
Date	: 07.07.2019 to 28.07.2019
Nomination deadline	: 30.06.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 10,000.00 (ten thousand only) per participant
Participant's Level	: Officers grade-9 and above from Govt./Semi-Govt. autonomous bodies, executives of private organization and NGOs. It is recommended that the learners have basic knowledge on computer operation.
Course Objectives	: <ol style="list-style-type: none">i. To orient the participants about use of MS excel in accounts, budget, billing and other areas; andii. To increase capability on analyze data by using MS excel
Course Contents	: <ol style="list-style-type: none">a. Travelling around new excel interface;b. Essential formula knowledge;c. Intermediate formula knowledge;d. Optimizing data;e. Data analysis;f. Presenting and reporting;
Training Methods	: Class room lecture, group work, individual exercise, assignment, hands on training
Evaluation System	: Practical test, attendance, class room participation and overall performance
Facilities	: <ul style="list-style-type: none">• One person one computer• Acoustic & air-conditioned class room• Multimedia presentation system• Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Moynul Hasan Chowdhury Instructor
Course Coordinator	: Dipayan Chakraborty Partha Research Officer

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
 - Project scope management (WBS/PBS etc.)
 - Use of CPM and PERT
- d. Total quality management
- e. Project risk management
- f. Procurement management: PPA-2006, PPR-2008
- g. Procurement plan & e-GP
- h. MS Project for managing project
- i. Management Information System (MIS)
- j. 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 (PCR)

Training Methods	:	Class-room lecture, individual exercise, assignment, group work for DPP preparation and presentation, report writing, film show, case study, panel discussion, study tour in home/abroad,
Evaluation System	:	Written examination, assignment, group work, report writing and presentation, attendance, class participation & overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Md. Nuruzzaman, Director (Training)
Course Coordinator	:	Md. Ziaur Rahman, Associate Instructor

05: English Language Proficiency (35th & 36th Batch)

- Duration** : 45 Working Days
(03 days in a week. Sunday, Tuesday, Wednesday)
- Date** : 21.07.2019 to 07.11.2019 (35th batch)
01.12.2019 to 20.02.2020 (36th Batch)
- Nomination deadline** : 14.07.2019 (35th batch), 23.11.2019 (36th batch)
- No. of Course** : 02
- No. of Participants** : 25 in each batch
- Course fee** : Tk. 25,000.00 (Twenty five thousand only) per participant
- Participant's Level** : Officers grade-9 and above from Govt./Semi-Govt. autonomous bodies, executives of private organization and NGOs.
- 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** :
- Module – 1: Language and Basic Grammar**
 - a. How to study
 - b. How to develop the skills of English
 - c. Tense
 - d. Modals
 - e. Conditionals
 - f. Comparison
 - g. Preposition
 - h. Sentence correction
 - Module – 2: Speaking skill**
 - a. Speaking about myself
 - b. Speaking on topic
 - c. Speaking role playing
 - d. Speaking presentation
 - e. Speaking on topic
 - f. Developing pronunciation- right pronunciation of alphabets, 44 phonemes/ sounds
 - g. Developing pronunciation- consonant sounds, aspiration
 - h. Developing pronunciation- vowel sounds- Monophthongs, Diphthongs, checking words from the dictionary with sounds, stress mark
 - i. News presentation
 - Module – 3: Writing skill**
 - a. Basic writing: subject- verb agreement
 - b. Writing practice – on topic
 - c. Writing application
 - d. Report writing
 - e. Official writing
 - Module – 4: Listening skill**
 - a. Movie show
 - b. Listening practice (Beginner)
 - c. Listening practice (Intermediate)
 - d. Listening practice (Advance)
 - Module – 5: Reading skill**
 - a. Reading practice
 - b. Reading practice by solving comprehension (Beginner)
 - c. Reading practice by solving comprehension (Intermediate level)
 - d. Reading practice solving by comprehension (Advance level)

Training Methods	: Each lesson will be presented through a participatory approach, i.e. individual exercise, group work and presentation, assignment, debate and excursion.
Evaluation System	: Written examination, attendance, class participation & overall performance
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Syama Afroz Chief Instructor (Deputy Secretary), (35 th Batch) Md. Nuruzzaman, Ph.D. Director (Training) (36 th Batch)
Course Coordinator	: Most: Abeda Sultana Associate Instructor (35 th Batch) Md. Matiur Rahman Molla Audio Visual Officer(35 th Batch)
Course Coordinator	Md. Ramjan Ali Associate Instructor (36 th Batch) Md. Matiur Rahman Molla, Audio Visual Officer(36 th Batch)

06. Computer Basics (26th Batch)

Duration & Time	: 15 Working Days (03 days in a week: Sunday, Tuesday, Wednesday)
Date	: 18.08.2019 to 19.09.2019
Nomination Deadline	: 10.09.2018
No. of Course	: 01
No. of Participants	: 25 in each batch
Course fee	: Tk.15,000.00 (Fifteen thousand only) per participant
Participant's Level	: Officers grade-9 and above from government, semi-government, autonomous bodies, banks, executives of private sector and NGO's.
Course Objectives	: To enhance knowledge and skill of the participants operating computer in office.
Course Contents	: <ol style="list-style-type: none">Fundamentals of computerOperating system (Windows 10)Computer typing (Software base, Bangla, English)Microsoft word (Office- 2010)ICT devices, network and internetMS Excel (Office- 2010)Printer, virus, antivirusMS power point (Office-2010)
Training Methods	: Classroom lecture, individual exercise, assignments, group work, hands on learning
Evaluation System	: Written test, assignment, attendance, practice on computer and 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	: Mouful Nahar, Instructor
Course Coordinator	: Zakia Begum, Documentation Officer

07. Public Procurement Management (1st Batch)

Duration	:	35 working days
Date	:	25.08.2019 to 01.12.2019 (1 st batch) (03 days in a week. Sunday, Tuesday, Wednesday)
Nomination deadline	:	18.08.2019
No. of Course	:	01
No. of Participants	:	25 in each batch
Course fee	:	Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	:	Officers of grade-9 or above from different ministries, departments, directorates and autonomous bodies involved in procurement management.
Course Objectives	:	<ol style="list-style-type: none">i. To acquaint participants with the legal framework of procurement in public sector;ii. To familiarize the participants with the procedure and standard tender documents for procurement of goods and works;iii. To provide a comprehensive coverage of the overall spectrum of intellectual and professional service procurement;iv. To familiarize the participants with e-GP and other cross-cutting issues

Course Contents

Module-1 : Conceptual and Legal Framework for Public Procurement

- a. An overview of PPA-2006 and PPR-2008
- b. Principles of public procurement
- c. Different procurement method
- d. Concessionary contents (BOT, BOOT, BOO)
- e. Processing of procurement
- f. Core competences and supply chain management
- g. Preparation of tender or proposal
- h. Formulation of different committees
- i. Professional misconduct and offences

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

- a. Instructions to Tenderers (ITT)
- b. Preparation of Tender Data Sheet (TDS)
- c. Introducing tender forms of goods and works
- d. Technical specifications and schedule of requirements
- e. General Conditions of Contracts (GCC)
- f. Particular Conditions of Contracts (PCC)
- g. Tender evaluation
- h. Notification of Award (NOA)
- i. Case studies on procurement
- j. Contract performance
- k. Incoterm L/C and framework agreement

Module-3 : Procurement of Intellectual and Professional Services

- a. Methods for procurement of intellectual and professional services
- b. Expression of Interest (EOI)
- c. Terms of Reference (TOR)
- d. Request for Proposal (RFP) Document
- e. Proposal Data Sheet (PDS)
- f. Evaluation of proposals
- g. Negotiations under the methods of QCBS, FBS and LCS
- h. 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
- f. National Integrity Strategy (NIS)

Training Methods	:	Class-room lecture, individual exercise, group work on STD preparation, case study, study tour.
Evaluation System	:	Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mohammad Anwar Hossain, Instructor
Course Coordinator	:	Md. Sirajul Islam, Research Officer

08. Oracle Based Database Application Design (10th Batch)

Duration	: 20 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	: 15.09.2019 to 29.09.2019
Nomination Deadline	: 07.09.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 18,000.00 (Eighteen thousand only) per participant
Participant's Level	: Officers grade-9 and above from government, semi-government, autonomous bodies, companies, banks, NGO's having basic knowledge in computer applications.
Course Objectives	: <ol style="list-style-type: none">To acquaint with Oracle database and data access techniquesTo build capacity on Oracle schema definition and CRUD operationTo build capacity on pl/sql program writingTo build capacity on web application development using oracle application express (APEX)
Course Contents	: Module 1 – Database overview 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, individual exercise, assignments, group work, case study, hands on learning, project preparation, field visit
Evaluation System	: Written test, assignment, attendance, practice on computer and overall performance
Facilities	: <ul style="list-style-type: none">• One person one computer• Acoustic & air-conditioned class room• Multimedia presentation system• Network based computer lab
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Hasan Tarik, , Director (R&P)
Course Coordinator	: Md. Nurul Amin, Assistant Programmer

09. Microsoft Project (17th Batch)

Duration	: 10 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	: 05.01.2020 to 02.02.2020
Nomination deadline	: 30.12.2019
No. of Course	: 01
No. of Participants	: 25
Course fee	: Tk. 10,000.00 (Ten thousand only) per participant
Participant's Level	: Officers grade-9 and above of Govt./Semi-Govt. and Autonomous bodies and Agencies involved in project preparation and planning having basic knowledge in computer operation.
Course Objectives	: <ol style="list-style-type: none">To acquaint the participants with compute aided software tools of project appraisal, monitoring and evaluation; andTo help the participant for the preparation of development project proposal within shortest possible time.
Course Contents	: Module-01: Project Scheduling and Network Analysis <ol style="list-style-type: none">Overview of Microsoft projectNetwork analysis PERT/CPMProject management tools, terminologyProject scheduling with Gantt Chart & network diagram using Microsoft project Module-02: Project costing & reporting <ol style="list-style-type: none">Creating and allocating resourcesWBS, EVM using Microsoft projectProject report using Microsoft project
Training Methods	: Classroom lecture, individual exercise, group work, 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-conditioned 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 (R&P)
Course Coordinator	: Md. Nurul Amin, Assistant Programmer

10. Web page Development and Deployment (11th Batch)

Duration	:	25 working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	12.01.2020 to 09.02.2020
Nomination deadline	:	05.01.2020
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	:	Officers grade-9 and above working in government, semi- government, autonomous bodies and agencies those are involved in website development and maintenance.
Course Objective	:	<ol style="list-style-type: none">i. To acquaint the participants with about basic web technologies;ii. To enable the participants on client and server-side scripting language and integrate with web server and database technologies; andiii. To acquaint the participants with the Content Management Systems (CMS), web technologies and cross-cutting issues;
Course Content	:	<p>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;</p>
Training Methods	:	Class room lecture, practical exercises, assignments, lab practices, projects/ case studies, report writing and presentations.
Evaluation System	:	Written test, attendance, project work and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Hasan Tarik, Director (R&P)
Course Coordinator	:	Md. Abul Hossain Training Officer

11: Introduction to Statistical Package for Social Science (SPSS) (3rd Batch)

Duration	:	10 working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	26.01.2020 to 16.02.2020
Nomination deadline	:	19.01.2020
No. of Course	:	1
No. of Participants	:	25
Course fee	:	Tk. 10,000 (Ten thousand only) per participant
Participants' Level	:	Officers grade-9 and above of Govt., semi-Govt., autonomous bodies and agencies involved in project preparation and planning
Course Objective	:	<ol style="list-style-type: none">i. To orient the participants about the basics of SPSSii. To enhance participants managerial ability to apply different statistical tools, interpret and use the result using SPSS
Course Content	:	<ol style="list-style-type: none">1. Introduction to statistical techniques and SPSS2. Preparing the data file in SPSS3. Descriptive statistics, using graph and explore the data4. Correlation and regression analysis in SPSS5. Statistical techniques to compare groups (T-test and non-parametric tests)
Training Methods	:	Classroom lecture, individual exercise, group work and assignments.
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Hasan Tarik Director (Research & Publication)
Course Coordinator	:	Mouful Nahar Instructor

Special Foundation Training Course for BCS (Health) cadre Officers

Name of the Course	:	Special Foundation Training for BCS (Health) Cadre Officers
Duration	:	2 Months
Date	:	25 August-23 October, 2019 (1 st & 2 nd Batch) 27 October-25 December, 2019 (3 rd Batch) 29 December, 2019 -27 February, 2020 (4 th Batch) 01 March-29 April, 2020 (5 th Batch) 03 May-02 July, 2020 (6 th Batch)
No. of Course	:	06
Total Days	:	60 (for each batch)
No. of Participants	:	40 in each batch
Participant's Level	:	BCS (Health) Cadre Officers
Course Objectives	:	<ol style="list-style-type: none">i. Create corps of skilled, well groomed public administratorsii. Develop decision making ability and analytical skills;iii. Build-up physical and mental fitness;iv. Build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities;v. Include a uniform perception in officers through imparting theoretical andvi. Practical knowledge on administration and development of Bangladesh as a whole.
Course Contents	:	Module 1: Introducing Bangladesh Module 2: Constitution & Government System Module 3: Leadership & Change Management Module 4: Local Govt. & Public Management Module 5: Ethics & Etiquette Module 6: Human Resource Management Module 7: Office Management and Service Rules Module 8: Financial Rules and Procedures Module 9: Basics of Economics Module 10: Development Planning and Project Management Module 11: Research Methodology Module 12: Globalization Module 13: Sustainable Development and Environment Module 14: Gender and Child Rights Module 15: English Language Skill (ELS) Module 16: Information and Communication Technology (ICT) Module 17: Book Review Module 18: BARD/RDA/RDTI attachment/village study Module 19: Extension Lectures Module 20: Syndicate Work / Exercise Module 21: Term paper / Assignment Module 22: PT and games

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

Course Directors

1. Engr. Md. Abdur Rashid, Director (Admin & Finance)
2. Md. Hasan Tarik, Director (Research & Publication)
3. Syama Afroz, Chief Instructor
4. Dr. Md. Nuruzzaman, Director (Training)
5. Engr. Md. Abdur Rashid, Director (Admin & Finance)
6. Md. Hasan Tarik, Director (Research & Publication)

Course Coordinators

1. Mohammad Anwar Hossain, Instructor
Dr. Rasel-Al-Zilane, Medical Officer
2. Moynul Hasan Chowdhury, Instructor
Md. Abul Hossain, Training Officer
3. Most: Abeda Sultana Associate, Instructor
Dipayan Chakraborty Partha, Research Officer
4. Mouful Nahar, Instructor
Mirza Noor Islam, Assistant Director
5. Thouhidur Rahman Chowdhury
Deputy Director (Research & Pub.)
Faria Zafreen, Librarian
6. Md. Ramjan Ali, Associate Instructor.
Md. Nurul Amin, Assistant Programmer

Special Foundation Training Course for non-cadre Officers

Name of the Course	:	Special Foundation Training Course for non-cadre Officers
Duration	:	2 Months
Date	:	27 October-25 December, 2019 (1 st Batch) 29 December, 2019 -27 February, 2020 (2 nd Batch) 01 March-29 April, 2020 (3 rd Batch) 03 May-02 July, 2020 (4 th Batch)
No. of Course	:	04
Total Days	:	60 (for each batch)
No. of Participants	:	40 in each batch
Course fee	:	Tk. 1,50,000 (One lac fifty thousand only) per participant
Participant's Level	:	Cadre Officers in different Govt. agencies
Course Objectives	:	vii. Create corps of skilled, well groomed public administrators viii. Develop decision making ability and analytical skills; ix. Build-up physical and mental fitness; x. Build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities; xi. Include a uniform perception in officers through imparting theoretical and xii. Practical knowledge on administration and development of Bangladesh as a whole.
Course Contents	:	Module 1: Introducing Bangladesh Module 2: Constitution & Government System Module 3: Leadership & Change Management Module 4: Local Govt. & Public Management Module 5: Ethics & Etiquette Module 6: Human Resource Management Module 7: Office Management and Service Rules Module 8: Financial Rules and Procedures Module 9: Basics of Economics Module 10: Development Planning and Project Management Module 11: Research Methodology Module 12: Globalization Module 13: Sustainable Development and Environment Module 14: Gender and Child Rights Module 15: English Language Skill (ELS) Module 16: Information and Communication Technology (ICT) Module 17: Book Review Module 18: BARD/RDA/RDTI attachment/village study Module 19: Extension Lectures Module 20: Syndicate Work / Exercise Module 21: Term paper / Assignment Module 22: PT and games

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

Course Directors

1. Dr. Md. Nuruzzaman, Director (Training)
2. Syama Afroz, Chief Instructor
3. Engr. Md. Abdur Rashid, Director (Admin & Finance)
4. Nazma Chowdhury, Chief Instructor

Course Coordinators

1. Moynul Hasan Chowdhury, Instructor
Md. Sirajul Islam, Research Officer
2. Thouhidur Rahman Chowdhury
Deputy Director (Research & Pub.)
Most: Abeda Sultana, Associate Instructor
3. Mohammad Anwar Hossain, Instructor
Most. Lipia Khatun, Evaluation Officer
4. Mouful Nahar, Instructor
Md. Matiur Rahman Molla
Audio Visual Officer

LIST OF FACULTY MEMBERS/OFFICERS














Photo	Name & Designation	Phone /Mobile Number
	Mohammed Abul Kashem Director General, NAPD (Secretary to the Government)	9615642 (O) 58614705-6/210(O)
	A A M Nasihul Kamal ^{ndc} Additional Director General,NAPD (Joint Secretary to the Govt.)	9615639 (O) 58614705-6/211 (O) 8333094 (R)
	Md. Nuruzzaman, Ph.D. Director (Training)	58611259 (O) 58614705-6/213(O) 01730-092179 (M) 9126427 (R)
	Engr. Md. Abdur Rashid Director (Admin & Finance)	9665351(O) 58614705-6/212 (O) 01780-114499 (M) 8432573 (R)
	Md. HasanTarik Director (Research & Publication)	9672357 (O) 58614705-6/215 (O) 9008048 (R)
	Syama Afroz Chief Instructor (Deputy Secretary)	58611261 58614705-6/216 (O) 01717-025954(M)
	Nazma Chowdhury Chief Instructor	58611345 (O) 58619705-6/231 55035454 (R)
	Kazi Muhammad Salatuazzaman System Analyst	9675024 /272 (O) 01712-342305(M)
	Md. Helal Uddin Akanda Deputy Director	9672355(O) 58614705-6/218 (O) 9615244 (R)
	Mohammad Anwar Hossain Instructor	9672356 (O) 58619705-6/267(O) 01913-009202 (M)
	Md. Moynul Hasan Chowdhury Deputy Director (Admin)	58614705-6/256 (O) 01711-311933 (M)
	Mouful Nahar Instructor	58614705-6/268 (O) 58614705-6/275 (R) 01916-861597 (M)
	Thouhidur Rahman Chowdhury Deputy Director (R & P)	9611065 (O) 58614705-6/238(O) 9671631 (R) 01716-550855 (M)







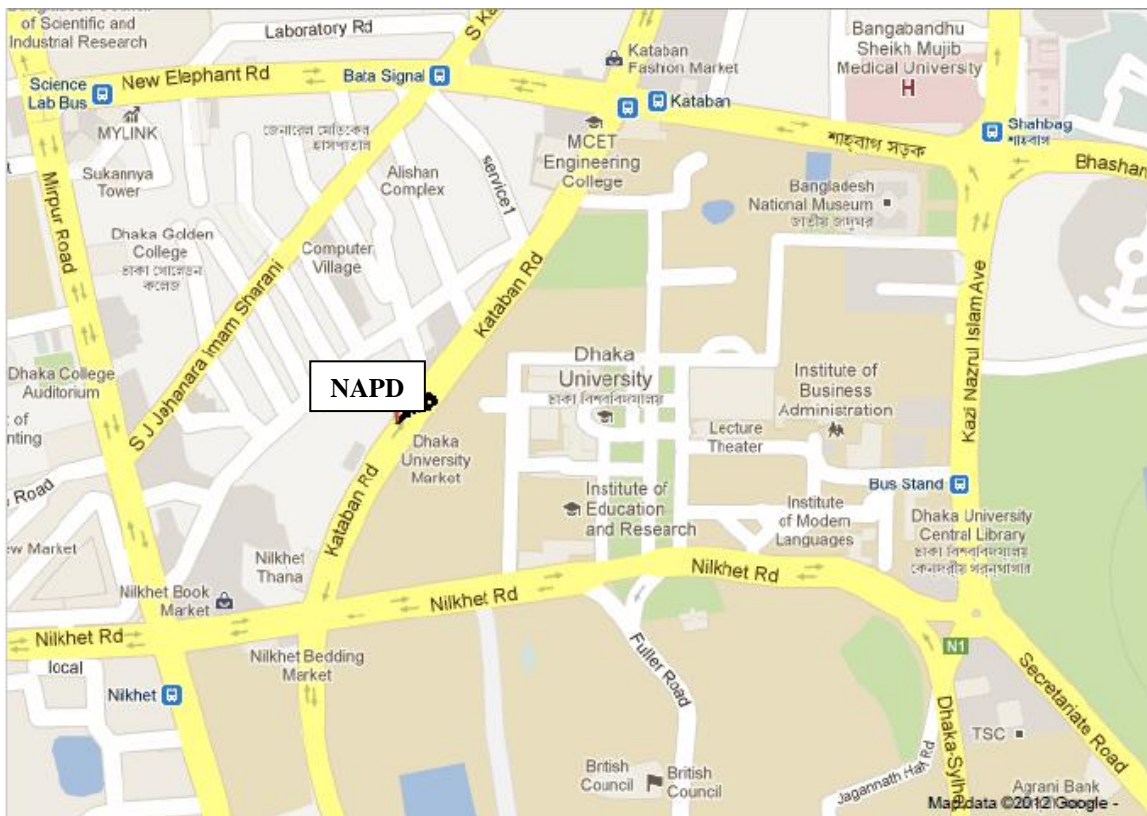
Photo	Name & Designation	Phone /Mobile Number
	Mirza Noor Islam Assistant Director	58611362 (O) 58614705-6/227 (O) 01813-588660 (M)
	Md. Ramjan Ali Associate Instructor	58614705-6/263 (O) 58614705-6/269 (R) 01816-264046 (M)
	Most: Abeda Sultana Associate Instructor	58614705-6/266 (O) 01816-207201(M)
	Mohammad ZiaurRahman Associate Instructor	58614705-6/277 (O) 58614705-6/255(R) 01717-160408 (M)
	Md. Sirajul Islam Research Officer	8614705-6/236 (O) 01710-467297(M)
	Md. Nurul Amin Assistant Programmer	58614705-6/217 (O) 01818-357782 (M)
	Dr. Rasel-Al-Zilane Medical Officer	01713-116402 (M) 58614705-6/253 (O)
	Faria Zafreen Librarian	9675392 (O) 58614705-6/232 (O) 01720-531083 (M)
	Dipayan Chakraborty Partha Research Officer	01716-636296 (M) 58614705-6/220 (O)
	Most Lipia Khatun Evaluation Officer	58614705-6/249 (O) 8619705-6/269 (R)
	Md. Abul Hossain Training Officer	9675392, 58614705-6/277 (O) 01913-756758 (M)
	Md. Al-Amin Training Officer	58614705-6/252 (O) 01710-069380 (M)
	Md. Matiur Rahman Molla Audio Visual Officer	58614705-6/252 (O) 58614705-6/241 (R) 01819-163684 (M)
	Md. Zinnarul Islam Dormitory Superintendant	58614705-6/248 (O) 01716-931722(M)

Photo	Name & Designation	Phone /Mobile Number
	Md. Rajeur Rahman Care Taker	58614705-6/236 (O) 01717-920110
	Zakia Begum Documentation Officer	58614705-6/246 (O) 01552437952(M)
	Md. Motaher Hossain Executive Officer	58614705-6/221 (O) 01815-706954 (M)
	Md. Zakir Hossain Accounts Officer	58614705-6/257 (O) 01739869398 (M)
	Most. Jannatul Ferdousi Assistant Librarian	58614705-6/276 (O) 01789009810 (M)
<p>PABX No.: 58614705-5, 58614705-6, 58611358, 58613112, 58613115 Dormitory: 58614705-6/ 248 Fax: 58615695,9675416 E-mail: info@napd.ac.bd Website: www.napd.gov.bd</p>		



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

Training Flow Chart 2019-2020

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Regular Day Course													
1.	Human Resource Management (22 nd Batch)	7 - 11											
2.	Project Appraisal, EIA and Formulation of DPP (18 th Batch)	14	01										
3.	Public Financial Management (20 th Batch)	28	01										
4.	IMED Monitoring & Reporting Procedure (13 th Batch)		25 - 29										
5.	Office Management (23 rd Batch)		25	05									
6.	Microsoft Project (3 rd Batch)			22 - 26									
7.	Management Skills for Project Executives (19 th Batch)				20 - 24								
8.	Public Procurement Management (20 th Batch)				13 - 31								
9.	Human Resource Management (23 rd Batch)				20 - 24								
10.	Innovation and Change Management (2 nd Batch)				27 - 31								
11.	Leadership and Strategic Planning (10 th Batch)					17 - 21							
12.	Leveraging Technologies for Sustainable Development (1 st Batch)					24 - 28							
13.	Monitoring and Evaluation of Development Projects (22 nd Batch)						01 - 12						
14.	Sustainable Development Goals(SDGs) and Bangladesh (1 st Batch)						01 - 05						
15.	Public Financial Management (21 st Batch)						08 - 12						
16.	Research Methodology (12 nd Batch)						15 - 30						
17.	e-Governance for Sustainable Development (16 th Batch)						29	02					
18.	Development Planning and Project Management (53 rd Batch)							12-30					
19.	Public Procurement Management (21 st Batch)								02-20				

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
20.	Office Management (24 th Batch)									29	09		
21.	Environment Issues of Development Project (4 th Batch)									01-05			
22.	Transparency, Accountability & Good Governance (9 th Batch)									08-12			
23.	Blue Economy (1 st Batch)									22-26			
24.	Financial and Economic Appraisal of Projects (4 th Batch)										05-09		

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Regular Evening Course													
1.	Post Graduate Diploma in Development Planning (32 nd Batch)	January – December, 2020											
2.	Post Graduate Diploma in ICT for Development (PGD ICTD) (10 th Batch)	January – December, 2020											
3.	Advanced Microsoft Excel (10 th Batch)		07-28										
4.	Diploma in Project Planning, Development and Management (DPPDM) (12 nd Batch)					03	_____					02	
5.	English Language Proficiency (35 th Batch)	21	_____			07							
6.	Computer Basics (26 th Batch)		18	19									
7.	Public Procurement Management (1 st Batch)		25	_____			01						
8.	Oracle based Database Application Design (10 th Batch)			15-29									
9.	English Language Proficiency (36 th Batch)						01	_____		20			
10.	Microsoft Project for Project designing (17 th Batch)							05	02				
11.	Web page Development and Deployment (11 th Batch)							12	09				
12.	Introduction to SPSS (3 rd Batch)							26	16				

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July
Request Course														
1.	Foundation Training for BCS (Health) Cadre Officers (1 st & 2 nd batch)		25	23										
2.	Foundation Training for BCS (Health) Cadre Officers (3 rd batch)			27	25									
3.	Foundation Training for BCS (Health) Cadre Officers (4 th batch)						29	27						
4.	Foundation Training for BCS (Health) Cadre Officers (5 th batch)									01	29			
5.	Foundation Training for BCS (Health) Cadre Officers (6 th batch)											03		02

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July
Request Course														
1.	Special Foundation Training Course for non-cadre Officers (1 st batch)				27	25								
2.	Special Foundation Training Course for non-cadre Officers (2 nd batch)						29	27						
3.	Special Foundation Training Course for non-cadre Officers (3 rd batch)									01	29			
4.	Special Foundation Training Course for non-cadre Officers (4 th batch)											03		02