



# **Training Calendar**

## **2018–2019**

**National Academy for Planning and Development (NAPD)**  
**Ministry of Planning**  
Nilkhet, Dhaka-1205  
Website: [www.napd.gov.bd](http://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 2018- 2019 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. 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 in Charge to the Govt.)  
NAPD

## Table of Contents

Sl. No.	Content	Page No.
A.	National Academy for Planning and Development (NAPD)	i-ii
B.	Academy Resources	iii-v
C.	At a glance Training Program: 2018 – 2019	1-2
D.	Detailed Training Program: 2018 – 2019	
<b>Day Courses</b>		
1.	Project Appraisal, EIA and Formulation of DPP (17 <sup>th</sup> Batch)	3
2.	Human Resource Management (20 <sup>th</sup> & 21 <sup>st</sup> Batch)	4
3.	Public Financial Management (18 <sup>th</sup> & 19 <sup>th</sup> Batch)	5
4.	Development Planning and Project Management (52 <sup>nd</sup> Batch)	6-7
5.	Office Management (21 <sup>st</sup> & 22 <sup>nd</sup> Batch)	8
6.	IMED Monitoring & Reporting Procedure (12 <sup>th</sup> Batch)	9
7.	Microsoft Project (2 <sup>nd</sup> Batch)	10
8.	Public Procurement Management (18 <sup>th</sup> & 19 <sup>th</sup> Batch)	11-12
9.	Environmental Issues of Project Management (3 <sup>rd</sup> Batch)	13
10.	Management Skills for Project Executives (18 <sup>th</sup> Batch)	14
11.	Transparency, Accountability & Good Governance (8 <sup>th</sup> Batch)	15
12.	Leadership and Strategic Planning (9 <sup>th</sup> Batch)	16
13.	Financial and Economic Appraisal of Projects (3 <sup>rd</sup> Batch)	17
14.	Monitoring and Evaluation of Development Projects (21 <sup>st</sup> Batch)	18-19
15.	Research Methodology (11 <sup>th</sup> Batch)	20
16.	e-Governance for Sustainable Development (15 <sup>th</sup> Batch)	21
17.	Departmental Training for BCS (Economic) Cadre Officers (27 <sup>th</sup> Batch)	22
18.	Innovation and Change Management (1 <sup>st</sup> Batch)	23
<b>Evening Courses</b>		
1.	Post Graduate Diploma in Development Planning (31 <sup>st</sup> Batch)	24
2.	Post Graduate Diploma in ICT for Development (9 <sup>th</sup> Batch)	25
3.	Advanced Microsoft Excel (9 <sup>th</sup> Batch)	26
4.	Diploma in Project Planning, Development and Management (DPPDM) (11 <sup>st</sup> Batch)	27-28
5.	English Language Proficiency (33 <sup>rd</sup> & 34 <sup>th</sup> Batch)	29-30
6.	Computer Basics (25 <sup>th</sup> Batch)	31
7.	Oracle based Database Application Design (9 <sup>th</sup> Batch)	32
8.	Microsoft Project (16 <sup>th</sup> Batch)	33
9.	Web page Development and Deployment (10 <sup>th</sup> Batch)	34
10.	Introduction to SPSS (2 <sup>nd</sup> Batch)	35
<b>Request Courses</b>		
	Special Foundation Training for BCS (Health) Cadre Officers	36-37
<b>Appendices</b>		
	A. List of Faculty and Officers of NAPD	38-40
	B. NAPD Map	41
	C. Training Flow Chart 2018-2019	42-43

## **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 3<sup>rd</sup> February, 1985. Then, onwards it embodies a tale of achievements, persistent experiences, learning processes and the inevitable outcomes of the organization. It observed 25<sup>th</sup> year of service as the ‘Silver Jubilee’ in 2010.

### **VISION**

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

### **MISSION**

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

### **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 36,727 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 15,000 books, periodicals, journals and research reports has been set up for the benefits to the trainees and faculty members. The Academy is in the mailing list of various local and foreign academy and training institutions. The library procures books and other useful publications on a regular basis. The library is open for the users from 9.00 a.m. to 8.00 p.m. on all week days. Borrowing facility is provided to the trainees and faculty members. The Academy publishes an annual journal *Development Review* regularly, which contains articles on planning and issues related to development.

### **EQUIPMENT AND LOGISTICS**

Training aids of NAPD are quite sufficient for running four courses simultaneously. Those include computer lab., Language lab., CC-Camera, 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)		
SI 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 participants designated by the Academy.

## COMPUTER AND LANGUAGE LAB

Academy has recently established three modern computer labs and one well equipped language lab. Each of these three labs can accommodate 25 - 30 persons. Academy has recently established Cyber Café for participants. The whole academy including dormitory is covered under Wi-Fi network. Video conferencing system is in operation. NAPD has an interactive dynamic web site [www.napd.gov.bd](http://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 2<sup>nd</sup> floor of Cafeteria Building.



## At a glance Training Programs: 2018 – 2019

### Day Courses

Sl. No.	Course Title	Course Duration	Working day	No. of participant	Details in page no.
1.	Project Appraisal, EIA and Formulation of DPP (17 <sup>th</sup> Batch)	15.07.2018 to 02.08.2018	15	25	3
2.	Human Resource Management (20 <sup>th</sup> Batch)	29.07.2018 to 02.08.2018	05	25	4
3.	Public Financial Management (18 <sup>th</sup> Batch)	05.08.2018 to 09.08.2018	05	25	5
4.	Development Planning and Project Management (52 <sup>nd</sup> Batch)	09.09.2018 to 27.09.2018	15	25	6-7
5.	Office Management (21 <sup>st</sup> Batch)	16.09.2018 to 27.09.2018	10	25	8
6.	IMED Monitoring & Reporting Procedure (12 <sup>th</sup> Batch)	7.10.2018 to 11.10.2018	05	25	9
7.	Microsoft Project (2 <sup>nd</sup> Batch)	14.10.2018 to 18.10.2018	05	25	10
8.	Public Procurement Management (18 <sup>th</sup> Batch)	21.10.2018 to 08.11.2018	15	25	11-12
9.	Environmental Issues of Project Management (3 <sup>rd</sup> Batch)	04.11.2018 to 08.11.2018	05	25	13
10.	Management Skills for Project Executives (18 <sup>th</sup> Batch)	11.11.2018 to 15.11.2018	05	25	14
11.	Human Resource Management (21 <sup>st</sup> Batch)	25.11.2018 to 29.11.2018	05	25	4
12.	Transparency, Accountability & Good Governance (8 <sup>th</sup> Batch)	02.12.2018 to 06.12.2018	05	25	15
13.	Leadership and Strategic Planning (9 <sup>th</sup> Batch)	09.12.2018 to 13.12.2018	05	25	16
14.	Financial and Economic Appraisal of Projects (3 <sup>rd</sup> Batch)	06.01.2019 to 10.01.2019	05	25	17
15.	Monitoring and Evaluation of Development Projects (21 <sup>st</sup> Batch)	13.01.2019 to 24.01.2019	10	25	18-19
16.	Public Financial Management (19 <sup>th</sup> Batch)	03.02.2019 to 07.02.2019	05	25	5
17.	Research Methodology (11 <sup>th</sup> Batch)	03.02.2019 to 14.02.2019	10	25	20
18.	E-Governance for Sustainable Development (15 <sup>th</sup> Batch)	10.02.2019 to 14.02.2019	05	25	21
19.	Departmental Training for BCS (Economic) Cadre Officers	24.02.2019 to 25.04.2019	45	25	22
20.	Public Procurement Management (19 <sup>th</sup> Batch)	03.03.2019 to 21.03.2019	15	25	11-12
21.	Office Management (22 <sup>nd</sup> Batch)	31.03.2019 to 11.04.2019	10	25	8
22.	Innovation and Change Management (1 <sup>st</sup> Batch)	14.04.2019 to 18.04.2019	05	25	23

## 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 (31 <sup>st</sup> Batch)	January–December, 2019	130	25	24
2.	Post Graduate Diploma in ICT for Development (PGD ICTD) (9 <sup>th</sup> Batch)	January- December, 2019	130	25	25
3.	Advanced Microsoft Excel (9 <sup>th</sup> Batch)	28.08.2018 to 19.09.2018	10	25	26
4.	Diploma in Project Planning, Development and Management (DPPDM) (11 <sup>th</sup> Batch)	04.09.2018 to 20.02.2019	75	25	27-28
5.	English Language Proficiency (33 <sup>rd</sup> Batch)	04.09.2018 to 12.12..2018	45		29-30
6.	Computer Basics (25 <sup>th</sup> Batch)	16.09.2018 to 17.10.2018	15	25	31
7.	Oracle based Database Application Design (9 <sup>th</sup> Batch)	21.10.2018 to 04.12.2018	20	25	32
8.	English Language Proficiency (34 <sup>th</sup> Batch)	06.01.2019 to 17.04.2019	45	25	29-30
9.	Microsoft Project (16 <sup>th</sup> Batch)	03.02.2019 to 24.02.2019	10	25	33
10.	Web page Development and Deployment (10 <sup>th</sup> Batch)	03.03.2019 to 28.04..2019	25	25	34
11.	Introduction to SPSS (2 <sup>nd</sup> Batch)	17.03.2019 to 09.04.2019	10	25	35

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

## Request Course

Sl. No.	Name of the Course	Batch & Duration	Total Course	Total days	No. of participant	Details in page no.
33	Special Foundation Training for BCS (Health) Cadre Officers	1 <sup>st</sup> & 2 <sup>nd</sup> Batch: 08 July – 05 September, 2018	10	60 (for each batch)	400 (Each batch 40)	36-37
		3 <sup>rd</sup> & 4 <sup>th</sup> Batch: 09 Sep – 07 Nov., 2018				
		5 <sup>th</sup> & 6 <sup>th</sup> Batch: 11 Nov, 2018 – 09 Jan, 2019				
		7 <sup>th</sup> & 8 <sup>th</sup> Batch: 13 Jan – 13 Mar, 2019				
		9 <sup>th</sup> & 10 <sup>th</sup> Batch: 17 March – 15 May, 2019				

## Day Courses

### 01. Project Appraisal, EIA and Formulation of DPP (17<sup>th</sup> Batch)

<b>Duration</b>	: 15 Working days
<b>Date</b>	: 15.07.2018 to 02.08.2018
<b>Nomination Deadline</b>	: 08.07.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 20,000.00 (Twenty thousand only ) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>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; and</li><li>To acquaint with terms and concepts used in the DPP.</li></ol>
<b>Course Contents</b>	: <p><b>Module-1: Planning and Development Issues in Bangladesh</b></p> <ol style="list-style-type: none"><li>Planning and Development: concept &amp; relations</li><li>SDGs, vision 2021 and 7<sup>th</sup> five year plan</li><li>Budgetary framework of Bangladesh with MTBF</li><li>Preparation of Annual Development Program (ADP)</li></ol> <p><b>Module-2: Project Appraisal</b></p> <ol style="list-style-type: none"><li>Importance of feasibility study</li><li>Demand forecasting</li><li>Cash flow of project</li><li>Discounting technique: NPV, B/C ratio &amp; IRR</li><li>Financial appraisal</li><li>Economic appraisal</li><li>Technical appraisal</li><li>Service sector project appraisal</li><li>Participatory rural appraisal issues</li><li>Project sensitivity and risk analysis</li><li>Stakeholder analysis</li><li>Gender equity planning tools</li></ol> <p><b>Module-3: Environmental Issues</b></p> <ol style="list-style-type: none"><li>Environmental clearance process in Bangladesh</li><li>Climate change and its related impact on development projects</li><li>Economic evaluation of environmental impact of development project</li><li>Environmental and Social Impact Assessment (EIA &amp; SIA) of Development Project</li><li>Environmental Management Plan (EMP) of development project</li><li>Preparation of project with EIA &amp; EMP components exercise</li></ol> <p><b>Module-4: Project Planning, Financing and Formulation</b></p> <ol style="list-style-type: none"><li>Project cycle</li><li>Project design with logical framework</li><li>Explanation of DPP, TPP, etc.</li><li>Preparation of DPP</li><li>Delegation of financial power &amp; fund release procedure</li><li>Procurement management: PPA-2006, PPR-2008, procurement plan &amp; e-procurement</li><li>Use of CPM, PERT in project implementation</li><li>MS project</li><li>Project visit</li></ol>
<b>Training Methods</b>	: Classroom lecture, individual exercise, group work for DPP preparation & presentation, case study and field visit.
<b>Evaluation System</b>	: Attendance, Class participation, module based class test & overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Syama Afroz, Chief Instructor (Deputy Secretary)
<b>Course Coordinator -1</b>	: Mohammad Ziaur Rahman, Associate Instructor
<b>Course Coordinator -2</b>	: Most. Jannatul Ferdousi, Assistant Librarian

## 02. Human Resource Management (20<sup>th</sup> & 21<sup>st</sup> Batch)

<b>Duration</b>	: 5 working days
<b>Date</b>	: 29.07.2018 to 02.08.2018 (20 <sup>th</sup> Batch) 25.11.2018 to 29.11.2018 (21 <sup>st</sup> Batch)
<b>Nomination deadline</b>	: 22.07.2018 (20 <sup>th</sup> Batch), 18.11.2018 (21 <sup>st</sup> Batch)
<b>No. of Course</b>	: 02
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only ) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
<b>Course Objectives</b>	: 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.
<b>Course Contents</b>	<b>Module-1: Conceptual Issues of HRM</b> 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 <b>Module-2: Legal Framework and Managerial Issues of HRM</b> 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 <b>Module-3: HRM practices in Bangladesh</b> 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
<b>Training Methods</b>	: Class-room lecture, individual exercise, group discussion and case study
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Nazma Chowdhury, Chief Instructor (20 <sup>th</sup> Batch) Dr. Md. Nuruzzaman, Director (Training) (21 <sup>st</sup> Batch )
<b>Course Coordinator</b>	: Md. Ramjan Ali, Associate Instructor (20 <sup>th</sup> Batch) Faria Zafreen, Librarian (21 <sup>st</sup> Batch)

### 03: Public Financial Management (18<sup>th</sup> & 19<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 05.08.2018 to 09.08.2018 (18 <sup>th</sup> Batch) 03.02.2019 to 07.02.2019 (19 <sup>th</sup> Batch)
<b>Nomination deadline</b>	: 29.07.2018 (18 <sup>th</sup> Batch), 27.01.2019 (19 <sup>th</sup> Batch)
<b>No. of Course</b>	: 02
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participant's Level</b>	: 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.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To enhance participants' understanding on fiscal and monetary policy, budget and auditing system;</li><li>To enable them to perceive, interpret, analyze and apply financial, treasury and other related rules correctly in day to day works.</li></ol>
<b>Course Contents</b>	: <b>Module-1: Economic Policy, National Budget and Statutory Audit</b> <ol style="list-style-type: none"><li>Fiscal policy and the macro-economic framework of Bangladesh;</li><li>Monetary policy of Bangladesh and its relationship with fiscal policy;</li><li>Fiscal deficit and deficit financing</li><li>Public debt management in Bangladesh;</li><li>Preparation of non-development and development budget;</li><li>Accounting and auditing system in Bangladesh;</li><li>External audit and accountability;</li></ol> <b>Module-2: Financial and Treasury Rules</b> <ol style="list-style-type: none"><li>General financial rules and treasury rules</li><li>Public Finance and Budget Management Act 2009</li><li>Financial Reporting Act 2015</li><li>Role and responsibilities of drawing and disbursing officer;</li><li>Delegation of financial powers and fund release procedures;</li><li>Pay fixation; pension and gratuity;</li><li>General Provident Fund (GPF), Contributory Provident Fund (CPF), Benevolent fund and group insurance rules;</li><li>Traveling allowances rules;</li><li>Public Procurement Rules-2008;</li><li>Anti-corruption Act;</li></ol>
<b>Training Methods</b>	: Classroom lecture, individual exercise, question-answer and group work
<b>Evaluation System</b>	: Attendance, class participation, pre-test, post-test and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Nurul Islam, Chief Instructor (18 <sup>th</sup> & 19 <sup>th</sup> Batch)
<b>Course Coordinators</b>	: Most: Abeda Sultana, Associate Instructor (18 <sup>th</sup> Batch) : Mirza Noor Islam, Assistant Director (19 <sup>th</sup> Batch)

## 04: Development Planning and Project Management (52<sup>nd</sup> Batch)

<b>Duration</b>	: 15 Working days
<b>Date</b>	: 09.09.2018 to 27.09.2018
<b>Nomination deadline</b>	: 03.09.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 20,000.00 (Twenty thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.

<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To acquaint the participants with conceptual and administrative framework of planning with reference to Bangladesh;</li><li>ii. To familiarize them with existing procedures, practices, rules and methods of project planning and management;</li><li>iii. To update the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation.</li></ol>
--------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### **Course Contents**      **Module 1: Conceptual and Administrative Framework of Development Planning**

- a. Planning and development: concept and relations
- b. Planning process in Bangladesh
- c. Sustainable Development Goals (SDGs)
- d. Recent trends in Bangladesh economy
- e. Strategies and approaches for 7<sup>th</sup> five year plan
- f. Local level planning
- g. Role of NGOs in economic development
- h. Role and responsibilities of Planning Commission, ERD and line ministries
- i. Budgetary framework of Bangladesh with MTBF
- j. Preparation of Annual Development Program (ADP)
- k. Role of private sector in economic development of Bangladesh

### **Module 2: Planning, Formulation and Financing of Projects**

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

### **Module 3: Project Appraisal**

- a. Project appraisal: objectives and scope
- b. Demand forecasting
- c. Cash flow of project
- d. Discounting technique
- e. Financial appraisal with NPV, B/C ratio & IRR calculation
- f. Economic appraisal
- g. Technical appraisal
- h. Service sector project appraisal
- i. Participatory rural appraisal
- j. EIA and EMP of development projects
- k. Project sensitivity and risk analysis
- l. Approval procedure of development projects

#### **Module 4: Project Implementation**

- a. Role of a project manager/ project directors
- b. 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

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

## 05: Office Management (21<sup>st</sup> & 22<sup>nd</sup> Batch)

<b>Duration</b>	: 10 working days
<b>Date</b>	: 16.09.2018 to 27.09.2018 (21 <sup>st</sup> Batch) 31.03.2019 to 11.04.2019 (22 <sup>nd</sup> Batch)
<b>Nomination Deadline</b>	: 04.09.2018 (21 <sup>st</sup> Batch), 24.03.2019 (22 <sup>nd</sup> Batch)
<b>No. of Course</b>	: 02
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk. 15,000.00 (Fifteen thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To equip the participants with concepts and theories of office management</li><li>To familiarize with the administrative, financial rules and procedure relevant for office management in Bangladesh.</li><li>To develop the participants' understanding about the tools and techniques of office management</li></ol>
<b>Course Contents</b>	: <p><b>Module-1: Concepts and Theories</b></p> <ol style="list-style-type: none"><li>Concept of modern office management</li><li>Human Resource Management (HRM)</li><li>Human Resource Information System (HRIS)</li></ol> <p><b>Module-2: Administrative and Financial Rules</b></p> <ol style="list-style-type: none"><li>Rules of business</li><li>Delegation of financial powers and fund release procedures;</li><li>Role and responsibilities of DDO;</li><li>Pension, gratuity, GPF &amp; CPF rules etc.;</li><li>Travelling allowances rules;</li><li>Public Procurement Rules-2008</li><li>The Govt. Servants (Conduct) Rules, 1979</li><li>The Govt. Servants (Discipline and Appeal) Rules, 2018</li><li>Leave Rules</li><li>Public Servant and Anti-Corruption Commission Act;</li><li>Right to Information Act-2009.</li><li>National Integrity &amp; Strategy (NIS)</li></ol> <p><b>Module-3: Tools for Office Management</b></p> <ol style="list-style-type: none"><li>Office procedures, distribution of works in the office</li><li>Recruitment, training and promotion/posting;</li><li>Leadership and team building;</li><li>Job Analysis: Job description and job specification;</li><li>Noting, summary writing and preparation of drafts;</li><li>Different forms of written communication;</li><li>Conducting meeting, preparation of working paper &amp; writing minutes of meeting;</li><li>Office inspection, office layout and office securities;</li><li>Store management</li><li>Annual Confidential Report (ACR) writing and evaluation;</li><li>Public Service Innovation (PSI)</li><li>APA</li></ol>
<b>Training Methods</b>	: Class room lecture, individual exercise, group work, case study, question answer, visit in related field (Private/Public office ).
<b>Evaluation System</b>	: Attendance, class participation, pre-test, post-test & overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Nurul Islam, Chief Instructor (21 <sup>st</sup> Batch) Thouhidur Rahman Chowdhury, Deputy Director (R & P) (22 <sup>nd</sup> Batch)
<b>Course Coordinator</b>	: Md. Abul Hossain, Training Officer & Md. Zinnarul Islam, Documentation Officer (21 <sup>st</sup> Batch) Most Lipia Khatun, Evaluation Officer (22 <sup>nd</sup> Batch)



## 06: IMED Monitoring and Reporting Procedure (12<sup>th</sup> Batch)

<b>Duration</b>	: 05 Working days
<b>Date</b>	: 07.10.2018 to 11.10.2018
<b>Nomination deadline</b>	: 30.09.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only ) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To acquaint the participants with monitoring and evaluation procedure of IMED;</li><li>To orient the participants with IMED forms and their proper use for reporting.</li></ol>
<b>Course Contents</b>	<p><b>Module 01: IMED Monitoring and Evaluation Procedure</b></p> <ol style="list-style-type: none"><li>Conceptual issues on monitoring and evaluation</li><li>Role of IMED for proper implementation of projects.</li><li>Importance of IMED in monitoring projects.</li><li>Role of IMED in project evaluation</li></ol> <p><b>Module 02: Practical aspects of IMED reporting</b></p> <ol style="list-style-type: none"><li>Explanation of IMED Forms like quarterly report 01, 02, 03. project completion form 04 and form 05.</li><li>Exercise on form 01, 02, 03, 04 and 05.</li><li>Procurement monitoring</li><li>Evaluation reporting &amp; decision making</li><li>Project Management Information System (PMIS)</li></ol>
<b>Training Methods</b>	: Class room lecture, individual exercise, online exercise, question and answer, discussion, visit to IMED
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Nuruzzaman, Ph.D., Director (Training)
<b>Course Coordinator</b>	: Most. Abeda Sultana, Associate Instructor

## 07: Microsoft Project (2<sup>nd</sup> Batch)

<b>Duration</b>	: 5 Working days
<b>Date</b>	: 14.10.2018 to 18.10.2018
<b>Nomination deadline</b>	: 07.10.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participant's Level</b>	: 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.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To familiarize and acquaint the participants with compute aided software tools of project scheduling, costing, monitoring and evaluation;</li><li>To help for the preparation of development project proposal within shortest possible time.</li></ol>
<b>Course Contents</b>	: <p><b>Module-01: Project Scheduling and Network Analysis</b></p> <ol style="list-style-type: none"><li>Overview of project management software</li><li>Network analysis PERT/CPM</li><li>Project management tools, terminology</li><li>Problems on CPM</li><li>Project scheduling with Gantt chart &amp; network diagram using Microsoft project 2010</li></ol> <p><b>Module-02: Resource Allocation, costing &amp; reporting</b></p> <ol style="list-style-type: none"><li>Creating and allocating resources</li><li>WBS, EVM using Microsoft project 2010</li><li>Project report using Microsoft project 2010</li></ol>
<b>Training Methods</b>	: Classroom lecture, discussion, DPP based case study hands on learning
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air condition class room</li><li>• Multimedia Presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinator</b>	: Md. Nurul Amin, Assistant Programmer

## 08: Public Procurement Management (18<sup>th</sup> & 19<sup>th</sup> Batch)

<b>Duration</b>	:	15 working days
<b>Date</b>	:	21.10.2018 to 08.11.2018 (18 <sup>th</sup> batch) 03.03.2019 to 21.03.2019 (19 <sup>th</sup> batch)
<b>Nomination deadline</b>	:	14 .10.2018 (18 <sup>th</sup> batch), 24.02.2019 (19 <sup>th</sup> batch)
<b>No. of Course</b>	:	02
<b>No. of Participants</b>	:	25 in each batch
<b>Course fee</b>	:	Tk. 20,000.00 (Twenty thousand only) per participant
<b>Participant's Level</b>	:	Officers of grade-9 or above from different ministries, departments, directorates and autonomous bodies involved in procurement management.

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

### 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** : Md. Nurul Islam, Chief Instructor (18<sup>th</sup> Batch)  
Syama Afroz  
Chief Instructor (Deputy Secretary) (19<sup>th</sup> Batch)
- Course Coordinator** : Thouhidur Rahman Chowdhury, Deputy Director (R & P) (18<sup>th</sup> Batch)  
Mohammad Anwar Hossain ,Instructor (19<sup>th</sup> Batch)

## 09. Environmental Issues of Project Management (3<sup>rd</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 04.11.2018 to 08.11.2018
<b>Nomination deadline</b>	: 28.10.2018
<b>No. of Course</b>	: 1
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000 (Eight thousand) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization
<b>Course Objective</b>	: <ol style="list-style-type: none"><li>i. To have a better idea on environment and climate change and it's impacts;</li><li>ii. To share different environmental issues in project management;</li><li>iii. To comprehend the process of different environmental clearance in development projects ;</li><li>iv. To understand the monitoring and auditing process of environmental impacts.</li></ol>
<b>Course Content</b>	<p><b>Module 1: Basic Concepts of Environment and Climate Change</b></p> <ol style="list-style-type: none"><li>a. Environment and development: concepts and issues</li><li>b. National perspective to environment and climate change</li><li>c. International perspective to environment and climate change</li><li>d. Mainstreaming climate change into planning</li><li>e. Economic evaluation of environmental impacts for development project</li></ol> <p><b>Module 2: Environmental issues in Project Management</b></p> <ol style="list-style-type: none"><li>a. Environmental policy, rules and regulations of Bangladesh</li><li>b. Environmental clearance process in Bangladesh</li><li>c. Environmental Impact Assessment (EIA)</li><li>d. Environmental Management Plan (EMP)</li><li>e. Incorporation of environmental and climate change issues into DPP</li></ol> <p><b>Module 3: Environmental Budgeting, Monitoring and Auditing</b></p> <ol style="list-style-type: none"><li>a. Environmental auditing and monitoring</li><li>b. Environmental budgeting</li></ol>
<b>Training Methods</b>	: Classroom lecture, individual exercise, group work, film show, case study, panel discussion.
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mouful Nahar, Instructor
<b>Course Coordinator</b>	: Md. Sirajul Islam, Research Officer

## 10. Management Skills for Project Executives (18<sup>th</sup> Batch)

<b>Duration</b>	: 5 Working days
<b>Date</b>	: 11.11.2018 to 15.11.2018
<b>Nomination deadline</b>	: 04.11.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only ) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization
<b>Course Objectives</b>	: 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.
<b>Course Contents</b>	: <b>Module 1: Planning and Formulation of Project Document</b>  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;  <b>Module 2: Project Management Skills</b>  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
<b>Training Methods</b>	: Class-room lecture, individual exercise, case study, group discussion
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mohammad Anwar Hossain, Instructor
<b>Course Coordinator</b>	: Md. Al-Amin, Training Officer

## 11. Transparency, Accountability and Good Governance (8<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 02.12.2018 to 06.12.2018
<b>Nomination Deadline</b>	: 25.11.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	Tk. 8,000.00 (Eight thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To aware the participants about the conceptual issues of good governance;</li><li>To acquaint the participants with the tools and techniques of ensuring transparency, accountability and good governance ;</li><li>To familiarize the participants with integrity institutes and tools currently operating and practiced in Bangladesh.</li></ol>
<b>Course Contents</b>	: <p><b>Module-01: Conceptual and Cross-cutting Issues of Good Governance</b></p> <ol style="list-style-type: none"><li>Good governance: conceptual issues</li><li>Democracy and good governance</li><li>Ethical leadership in governance</li><li>Moral and religious education in prevention of corruption</li><li>Public service delivery system and governance practices</li></ol> <p><b>Module-02: Tools and Techniques of Good Governance</b></p> <ol style="list-style-type: none"><li>Social accountability as a tool of good governance</li><li>Citizen participation and accountability</li><li>Parliamentary oversee and accountability</li><li>Civil service ethics</li></ol> <p><b>Module-03: Current Practices of Good Governance in Bangladesh (Case study)</b></p> <ol style="list-style-type: none"><li>Role of integrity institutes to establish good governance</li><li>National Integrity Strategy (NIS)</li><li>Right to Information Act</li><li>Anti-Corruption Act</li><li>Grievance Redress System (GRS)</li><li>Public Procurement Act 2006 and rules 2008</li><li>Procurement monitoring</li><li>Role of media and civil society in combating corruption and establishing good governance</li><li>Annual performance agreement</li><li>Case study – best practices</li></ol>
<b>Training Methods</b>	: Class room lecture, case study, individual exercise, group discussion
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mohammad Anwar Hossain, Instructor
<b>Course Coordinator</b>	: Dipayan Chakraborty Partha, Research Officer

## 12. Leadership and Strategic Planning (9<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 09.12.2018 to 13.12.2018
<b>Nomination deadline</b>	: 02.12.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
<b>Course Objectives</b>	: <ul style="list-style-type: none"><li>i. To develop participants understanding on conceptual issues of strategic planning;</li><li>ii. To acquaint the participants with various leadership skills.</li></ul>
<b>Course Contents</b>	: <b>Module - 1 : Skills for Leadership</b> <ul style="list-style-type: none"><li>a. Leadership theories and core competencies;</li><li>b. Leadership skills;</li><li>c. Leadership and decision making;</li><li>d. Negotiation and conflict management;</li><li>e. Leadership and strategic planning: unlocking leadership potential;</li><li>f. Challenges in leadership and change;</li><li>g. Developing and empowering other as leaders;</li><li>h. Leadership behaviors and practices and their impact on strategic process.</li></ul> <b>Module – 2: Conceptual issues of Strategic Planning</b> <ul style="list-style-type: none"><li>a. Context of strategic planning;</li><li>b. Strategic planning process;</li><li>c. Strategic Planning: from vision to action;</li><li>d. Strategic planning for good governance</li><li>e. Principles of strategic planning for leadership teams;</li><li>f. Impact of strategic planning on leadership;</li></ul>
<b>Training Methods</b>	: Class room lecture, individual exercise, group and panel discussion
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Engr. Md. Abdur Rashid, Director (Admin & Finance)
<b>Course Coordinator</b>	: Mohammad Anwar Hossain , Instructor



### 13. Financial and Economic Appraisal of Projects (3<sup>rd</sup> Batch)

<b>Duration</b>	: 5 Working days
<b>Date</b>	: 06.01.2019 to 10.01.2019
<b>Nomination deadline</b>	: 30.12.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To acquaint the participants with different techniques of economic and financial appraisal;</li><li>To improve the understanding about the rationale and tools for economic and financial appraisal.</li></ol>
<b>Course Contents</b>	<p><b>Module-01: Concepts and Methods of Financial Appraisals</b></p> <ol style="list-style-type: none"><li>Economic planning, development and growth scenario in Bangladesh</li><li>Project and projects cycle management</li><li>Project planning and budgeting ( with Excel operation)</li><li>Sources of project related information: online and offline</li><li>Concept of cash flow, break-even point and its classification with introducing case study</li><li>Project appraisal and evaluation criteria, selecting cost of capital or discount rate, state of capital budgeting techniques</li><li>Calculating NPV, IRR, B/C ratio</li><li>Measuring benefits of projects (with exercise)</li></ol> <p><b>Module-02: Concepts and Tools of Economic Appraisals</b></p> <ol style="list-style-type: none"><li>Economic appraisal vs. financial appraisal</li><li>Social cost-benefit analysis ( with Excel operation)</li><li>Economic Rate of Return (ERR): shadow pricing, Economic internal Rate of Return and Economic Net Present Value (ENPV) ( with Excel operation)</li><li>Sensitivity, scenario and “what if” analysis with case study (with Excel operation)</li><li>Introducing DPP with special focus on EIA &amp; EMP</li></ol>
<b>Training Methodology</b>	: Classroom lecture, individual exercise, group discussion, hands on learning case study.
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mouful Nahar, Instructor
<b>Course Coordinator</b>	: Md. Emamul Hafiz Nadim, Research Officer

## 14. Monitoring and Evaluation of Development Projects (21<sup>st</sup> Batch)

<b>Duration</b>	:	10 Working days
<b>Date</b>	:	13.01.2019 to 24.01.2019
<b>Nomination deadline</b>	:	06.01.2019
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk.15,000.00 (Fifteen thousand only ) per participant
<b>Participant's Level</b>	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. To familiarize the participants with the role and importance of monitoring and evaluation in the proper formulation and successful implementation of development projects</li><li>ii. To impart knowledge about various tools and techniques of monitoring in different stages of projects</li><li>iii. To enhance their knowledge about how to select and use appropriate techniques for different kinds of projects;</li><li>iv. To improve their level of efficiency through elaborate discussion on various techniques and strategies of project evaluation.</li></ol>
<b>Course Contents</b>	:	<p><b>Module 1: Concepts of Monitoring and Evaluation</b></p> <ol style="list-style-type: none"><li>a. Planning for monitoring and evaluation</li><li>b. Concepts of monitoring and evaluation</li><li>c. Different types of monitoring and evaluation</li><li>d. Developing indicators for monitoring and evaluation</li></ol> <p><b>Module 2: Designing for Monitoring and Evaluation framework</b></p> <ol style="list-style-type: none"><li>a. Monitoring and evaluation design</li><li>b. Sampling for monitoring and evaluation</li><li>c. Different data collection methods</li><li>d. Questionnaire preparation</li><li>e. Data processing, analysis and interpretation</li><li>f. Evaluation reporting</li><li>g. Developing indicators for M and E</li></ol> <p><b>Module 3: Different Monitoring and Evaluation Models and Tools</b></p> <ol style="list-style-type: none"><li>a. RBM model</li><li>b. Logical framework approach</li><li>c. Use of CPM as monitoring tools</li><li>d. Earned Value Method (EVM) as monitoring tools</li><li>e. Role of IMED and its process</li><li>f. Microsoft project as a monitoring tool</li><li>g. Procurement monitoring</li><li>h. Impact evaluation.</li></ol>

<b>Training Methods</b>	: Classroom lecture, case study, individual exercise, group discussion, report preparation and presentations, field visit
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Dr. Md. Nuruzzaman, Director (Training)
<b>Course Coordinator</b>	: Thouhidur Rahman Chowdhury, Deputy Director (R & P)

## 15. Research Methodology (11<sup>th</sup> Batch)

<b>Duration</b>	: 10 Working days
<b>Date</b>	: 03.02.2019 to 14.02.2019
<b>Nomination deadline</b>	: 27.01.2019
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk.15,000.00 (Fifteen thousand only ) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above of public, private offices, Banks and NGO's dealing with research and development activities
<b>Course Objectives</b>	: <ul style="list-style-type: none"><li>i. To acquaint the participants with preparatory research works related to research including different methodology and data collection techniques</li><li>ii. To familiarize participants with the tools and techniques of data processing and to develop their skills in writing a research report.</li></ul>

### 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.

<b>Training Methods</b>	: Classroom lecture, individual exercise, group work, report preparation and presentation
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Hasan Tarik, Director (R&P)
<b>Course Coordinator</b>	: Md. Emamul Hafiz Nadim, Research Officer

## 16. e-Governance for Sustainable Development (25<sup>th</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 10.02.2019 to 14.02.2019
<b>Nomination deadline</b>	: 03.02.2019
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above working public, private and autonomous bodies with basic computer literacy.
<b>Course Objectives</b>	: <ul style="list-style-type: none"><li>i. To develop skills in understanding about strategic issues related to e-Governance.</li><li>ii. To acquaint the participants' on different e-Governance initiatives for sustainable development.</li></ul>
<b>Course Contents</b>	: <ul style="list-style-type: none"><li><b>Module – 1: Concepts and Tools of e-Governance</b><ul style="list-style-type: none"><li>a. Introduction to concepts of e-Governance</li><li>b. Policies and Strategies for ICT development</li><li>c. National ICT Policy-2009</li><li>d. Technical and legal issues of e-governance</li><li>e. e-administration</li><li>f. Enterprise Resource Planning (ERP)</li><li>g. Challenges of e-governance</li><li>h. Right to Information Act-2009</li></ul></li><li><b>Module – 2: Innovation for Sustainable Development through ICT</b><ul style="list-style-type: none"><li>a. Sustainable Development Goals (SDGs)</li><li>b. Public Service Innovation (PSI)</li><li>c. Service process simplification</li><li>d. e-Learning</li></ul></li></ul>
<b>Training Methods</b>	: Classroom lecture, exercise, case study, demonstration etc.
<b>Evaluation System</b>	: Attendance, class participation and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Engr. Md. Abdur Rashid, Director (Admin & Finance)
<b>Course Coordinator</b>	: Md. Nurul Amin, Assistant Programmer

## 17. Departmental Training for BCS (Economic) Cadre Officers (27<sup>th</sup> Batch)

<b>Duration</b>	: 45 working days
<b>Date</b>	: 24.02.2019 to 25.04.2019
<b>Nominating Authority</b>	: Nomination by Planning Division, Ministry of Planning.
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	25
<b>Course fee</b>	: Tk. 45,000.00 (Forty five thousand only) per participant
<b>Participant's Level</b>	: Officers of the BCS (Economic) cadre.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To provide basic concepts and theories of economics</li><li>ii. To acquaint the participants with current state of Bangladesh economy</li><li>iii. To familiarize them with the administrative framework of development planning and public project management</li><li>iv. To acquaint the new entrants with government service rules and work procedure in public sector</li><li>v. To enhance the participants' capacity for conducting research; and</li><li>vi. To update the trainees' skills in communication and ICT</li></ol>
<b>Course Contents</b>	Module-1: Basic and development economics Module-2: Bangladesh economy Module-3: Development planning and project management Module-4: Govt. service rules and procedures Module-5: Statistics and research Module-6: Computer literacy and communicative English
<b>Training Methods</b>	: Classroom lecture, case study, individual exercise, assignments, group work, report preparation & presentation and field visit
<b>Evaluation System</b>	: Attendance, class participation, pre-test, post test, module test and overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Hasan Tarik, Director (R&P)
<b>Course Coordinators</b>	: Md. Moynul Hasan Chowdhury, Instructor
<b>Course Coordinators-2</b>	: Md Sirajul Islam, Research Officer

## 18. Innovation and Change Management (1<sup>st</sup> Batch)

<b>Duration</b>	: 05 working days
<b>Date</b>	: 14.04.2019 to 18.04.2019
<b>Nomination deadline</b>	: 07.04.2019
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 8,000.00 (Eight thousand only) per participant
<b>Participant's Level</b>	: Officers of grade-9 and above from public, private and autonomous bodies with basic computer literacy
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To understand innovation, its type and application in organization development;</li><li>ii. To gather knowledge about public service innovation (PSI)</li><li>iii. To describe change and to identify the obstacles to change.</li></ol>
<b>Course Contents</b>	: <p><b>Module 1: Concept of Innovation</b></p> <ol style="list-style-type: none"><li>a. Key Concept of Innovation</li><li>b. Innovation Cycle</li><li>c. Innovation Types</li><li>d. Public Service Innovation</li><li>e. Comparison of Private and Public Service Innovations</li><li>f. Global Innovation Index</li><li>g. Innovation, Competitiveness and Development</li><li>h. Business Process Re-engineering</li><li>i. Ranking of Innovation and Competitiveness</li><li>j. Innovation and Government Policy</li></ol> <p><b>Module 2: Concept of change management</b></p> <ol style="list-style-type: none"><li>a. Types of Change and the Objectives of Change Management</li><li>b. Phases of Change Management</li><li>c. Development Strategy to Adopt Change</li><li>d. Monitoring and Evaluation of Changes</li><li>e. Recognizing and Managing Distress</li><li>f. Resistance to Change and Barriers to Change</li><li>g. Change Case Studies</li></ol>
<b>Training Methods</b>	: Classroom lecture, group discussions, group work, case study, self assessments etc.
<b>Evaluation System</b>	: Attendance, class participation and overall performance.
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Engr. Md. Abdur Rashid, Director (Admin & Finance)
<b>Course Coordinator</b>	: Md. Emamul Hafiz Nadim Research Officer

## Evening Course

### 01: Post Graduate Diploma in Development Planning (31<sup>st</sup> Batch)

<b>Duration</b>	:	10 Months, Each module: 12-15 days
<b>Date</b>	:	January–December, 2019
<b>Nomination Deadline</b>	:	09 December, 2018
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	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.
<b>Participant's Level</b>	:	Officers grade-9 and above who deal with planning, development projects and willing to building career in the field of planning and economic development.
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. To create efficient workforce for successful attainment of socio-economic development objectives of the country.</li><li>ii. To equip the participants with most recent techniques of planning, project management as well as theoretical and practical knowledge of basic economics &amp; research; and</li><li>iii. To orient them with recent issues of the global economy.</li></ol>
<b>Course Contents</b>	:	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
<b>Training Methods</b>	:	Class-room lecture, individual exercise, group work for DPP preparation and presentation, report writing, film show, case study, study tour in home & abroad,
<b>Admission Requirement</b>	:	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.
<b>Evaluation System</b>	:	Written examination, assignment, group work, report writing and presentation, attendance, class participation & overall performance.
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Syama Afroz Chief Instructor (Deputy Secretary)
<b>Course Coordinator</b>	:	Thouhidur Rahman Chowdhury Deputy Director (R & P)



## 02. Post Graduate Diploma in ICT for Development (9<sup>th</sup> Batch)

<b>Duration</b>	: 10 Months, Each module: 12-15 days
<b>Date</b>	: January- December, 2019 (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Nomination Deadline</b>	: 09 December, 2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: 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.
<b>Participant's Level</b>	: Officers grade-9 and above executives from government, semi-government, autonomous bodies, companies, banks, NGO's, Researchers, MIS personals. <b>It is recommended that the learners have basic knowledge on computer operation.</b>
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To increase the theoretical and practical knowledge of participants about information and communication technology for development;</li><li>To build ICT skilled manpower in order to achieve digital Bangladesh;</li><li>To build ICT capable workforce to meet up the national demand for development planning;</li></ol>
<b>Course Contents</b>	: 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.
<b>Training Methods</b>	: Class room lecture, exercises, assignments, lab practices, projects and case studies, report writing and presentations, lab/ sessional, field visit in home / abroad.
<b>Admission Requirement</b>	: 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.
<b>Evaluation System</b>	: Written Examination, individual exercise, group work, report preparation and presentation, research, essay writing, attendance, viva (comprehensive), class participation & overall performance.
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air conditioned class room</li><li>• Multimedia presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Engr. Md. Abdur Rashid Director (Admin & Finance)
<b>Course Coordinator</b>	: Faria Zafreen Librarian
<b>Technical Assistant</b>	: Sultan Salauddin

### 03. Advanced Microsoft Excel (9<sup>th</sup> Batch)

<b>Duration &amp; Time</b>	: 10 Working Days (03 days in a week: Sunday, Tuesday, Wednesday)
<b>Date</b>	: 28.08.2018 to 19.09.2018
<b>Nomination deadline</b>	: 19.08.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 10,000.00 (ten thousand only) per participant
<b>Participant's Level</b>	: 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.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>i. To orient the participants about use of MS excel in accounts, budget, billing and other areas; and</li><li>ii. To increase capability on analyze data by using MS excel</li></ol>
<b>Course Contents</b>	: <ol style="list-style-type: none"><li>a. Travelling around new excel interface;</li><li>b. Essential formula knowledge;</li><li>c. Intermediate formula knowledge;</li><li>d. Optimizing data;</li><li>e. Data analysis;</li><li>f. Presenting and reporting;</li></ol>
<b>Training Methods</b>	: Class room lecture, group work, individual exercise, assignment, hands on training
<b>Evaluation System</b>	: Practical test, attendance, class room participation and overall performance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air-conditioned class room</li><li>• Multimedia presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Moynul Hasan Chowdhury Instructor
<b>Course Coordinator</b>	: Md Sirajul Islam Research Officer

## 04. Diploma in Project Planning, Development and Management (DPPDM)

### (11<sup>th</sup> Batch)

<b>Duration</b>	:	75 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Date</b>	:	04.09.2018 to 20.02.2019
<b>Nomination deadline</b>	:	14.08.2018
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk. 40,000.00 (Forty thousand only) per participant
<b>Participant's Level</b>	:	Project managers and officers if grade-9 and above working in development projects, government, semi-govt., autonomous bodies & non-government organization.
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. To acquaint the participants with the conceptual framework of planning with reference to Bangladesh</li><li>ii. To familiarize them with existing procedures, practices, rules and methodology of project planning and management</li><li>iii. To increase the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation</li></ol>

#### Course Contents

#### Module 1: Conceptual and Administrative Framework of Development Planning

- a. Planning and development: concept & relations
- b. Planning process in Bangladesh
- c. Strategic planning
- d. Millennium Development Goals (MDG) & Sustainable Development Goals (SDGs)
- e. Recent trends in Bangladesh economy
- f. Strategies and approaches for 7<sup>th</sup> five year plan
- g. Local level planning
- h. Role of NGOs in economic development
- i. Role and responsibilities of planning commission, ERD and line ministries
- j. Budgetary framework of Bangladesh with MTBF
- k. Preparation of Annual Development Program (ADP)
- l. Role of private sector in economic development of Bangladesh

#### Module 2: Planning, Formulation and Financing of Projects

- a. Project cycle
- b. Project design with logical framework
- c. Explanation of DPP, TPP formats and exercise
- d. Gender policy and gender related concepts and issues
- e. Mainstreaming climate change in development planning
- f. Project Financing : concept and techniques
- g. Sources of project financing
- h. Domestic resource mobilization
- i. Foreign aid and its use
- j. Delegation of financial power & fund release procedure
- k. Public Private Partnership (PPP)

#### Module 3: Project Appraisal

- a. Project Appraisal: objectives and scope
- b. Demand forecasting and cash flow of project
- c. Discounting technique
- d. Financial appraisal with NPV, B/C ratio & IRR calculation
- e. Economic appraisal
- f. Technical appraisal
- g. Service sector project appraisal/ RRA
- h. Participatory rural appraisal
- i. EIA of development projects
- j. Project sensitivity and risk analysis
- k. Approval procedure of development projects

#### **Module 4: Project Implementation**

- a. Role of a project manager/ project directors
- b. Managing project team / team building and leadership
- c. Implementation plan of a project
  - 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)

<b>Training Methods</b>	:	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,
<b>Evaluation System</b>	:	Written examination, assignment, group work, report writing and presentation, attendance, class participation & overall performance.
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Dr. Md. Nuruzzaman, Director (Training)
<b>Course Coordinator</b>	:	Md. Abul Hossain, Training Officer

## 05: English Language Proficiency (33<sup>th</sup> & 34<sup>th</sup> Batch)

- Duration** : 45 Working Days  
(03 days in a week. Sunday, Tuesday, Wednesday)
- Date** : 04.09.2018 to 12.12.2018 (33<sup>th</sup> batch)  
06.01.2019 to 17.04.2019 (34<sup>th</sup> Batch)
- Nomination deadline** : 26.08.2018 (33<sup>rd</sup> Batch), 30.12.2018 (34<sup>th</sup> 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)

<b>Training Methods</b>	: Each lesson will be presented through a participatory approach, i.e. individual exercise, group work and presentation, assignment, debate and excursion.
<b>Evaluation System</b>	: Written examination, attendance, class participation & overall performance
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Syama Afroz Chief Instructor (Deputy Secretary), ( 33 <sup>rd</sup> Batch) Md. Nuruzzaman, Ph.D. Director (Training) (34 <sup>th</sup> Batch)
<b>Course Coordinator</b>	: Most: Abeda Sultana Associate Instructor ( 33 <sup>rd</sup> Batch) Md. Sirajul Islam Research Officer (33 <sup>rd</sup> Batch)
<b>Course Coordinator</b>	Mohammad Anwar Hossain Instructor (34 <sup>th</sup> Batch) Md. Matiur Rahman Molla Audio Visual Officer (34 <sup>th</sup> Batch)

## 06. Computer Basics (25<sup>th</sup> Batch)

<b>Duration &amp; Time</b>	: 15 Working Days (03 days in a week: Sunday, Tuesday, Wednesday)
<b>Date</b>	: 16.09.2018 to 17.10.2018
<b>Nomination Deadline</b>	: 09.09.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25 in each batch
<b>Course fee</b>	: Tk.15,000.00 (Fifteen thousand only) per participant
<b>Participant's Level</b>	: Officers grade-9 and above from government, semi-government, autonomous bodies, banks, executives of private sector and NGO's.
<b>Course Objectives</b>	: To enhance knowledge and skill of the participants operating computer in office.
<b>Course Contents</b>	: <ol style="list-style-type: none"><li>Fundamentals of computer</li><li>Operating system (Windows 10)</li><li>Computer typing (Software base, Bangla, English)</li><li>Microsoft word (Office- 2010)</li><li>ICT devices, network and internet</li><li>MS Excel (Office- 2010)</li><li>Printer, virus, antivirus</li><li>MS power point (Office-2010)</li></ol>
<b>Training Methods</b>	: Classroom lecture, individual exercise, assignments, group work, hands on learning
<b>Evaluation System</b>	: Written test, assignment, attendance, practice on computer and overall performance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air condition class room</li><li>• Multimedia presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Mouful Nahar, Instructor
<b>Course Coordinator</b>	: Zakia Begum, Documentation Officer

## 07. Oracle Based Database Application Design (9<sup>th</sup> Batch)

<b>Duration</b>	: 20 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Date</b>	: 21.10.2018 to 04.12.2018
<b>Nomination Deadline</b>	: 14.10.2018
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 18,000.00 (Eighteen thousand only) per participant
<b>Participant's Level</b>	: Officers grade-9 and above from government, semi-government, autonomous bodies, companies, banks, NGO's having basic knowledge in computer applications.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To acquaint with Oracle database and data access techniques</li><li>To build capacity on Oracle schema definition and CRUD operation</li><li>To build capacity on pl/sql program writing</li><li>To build capacity on web application development using oracle application express (APEX)</li></ol>
<b>Course Contents</b>	: 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
<b>Training Methods</b>	Classroom lecture, individual exercise, assignments, group work, case study, hands on learning, project preparation, field visit
<b>Evaluation System</b>	: Written test, assignment, attendance, practice on computer and overall performance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air-conditioned class room</li><li>• Multimedia presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Hasan Tarik, , Director (R&P)
<b>Course Coordinator</b>	: Md. Nurul Amin, Assistant Programmer



## 08. Microsoft Project (16<sup>th</sup> Batch)

<b>Duration</b>	: 10 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Date</b>	: 03.02.2019 to 24.02.2019
<b>Nomination deadline</b>	: 27.01.2019
<b>No. of Course</b>	: 01
<b>No. of Participants</b>	: 25
<b>Course fee</b>	: Tk. 10,000.00 (Ten thousand only) per participant
<b>Participant's Level</b>	: 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.
<b>Course Objectives</b>	: <ol style="list-style-type: none"><li>To acquaint the participants with compute aided software tools of project appraisal, monitoring and evaluation; and</li><li>To help the participant for the preparation of development project proposal within shortest possible time.</li></ol>
<b>Course Contents</b>	: <b>Module-01: Project Scheduling and Network Analysis</b> <ol style="list-style-type: none"><li>Overview of Microsoft project</li><li>Network analysis PERT/CPM</li><li>Project management tools, terminology</li><li>Project scheduling with Gantt Chart &amp; network diagram using Microsoft project</li></ol> <b>Module-02: Project costing &amp; reporting</b> <ol style="list-style-type: none"><li>Creating and allocating resources</li><li>WBS, EVM using Microsoft project</li><li>Project report using Microsoft project</li></ol>
<b>Training Methods</b>	: Classroom lecture, individual exercise, group work, case study, hands on learning
<b>Evaluation System</b>	: Attendance, class participation & overall performance
<b>Facilities</b>	: <ul style="list-style-type: none"><li>• One person one computer</li><li>• Acoustic &amp; air-conditioned class room</li><li>• Multimedia presentation system</li><li>• Network based computer lab</li></ul>
<b>Course Advisor</b>	: Director General
<b>Course Co-Advisor</b>	: Additional Director General
<b>Course Director</b>	: Md. Nurul Islam, Chief Instructor
<b>Course Coordinator</b>	: Md. Nurul Amin, Assistant Programmer

## 09. Web page Development and Deployment (10<sup>th</sup> Batch)

<b>Duration</b>	:	25 working days (03 days in a week. Sunday, Tuesday, Wednesday)
<b>Date</b>	:	03.03.2019 to 28.04.2019
<b>Nomination deadline</b>	:	24.02.2019
<b>No. of Course</b>	:	01
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk. 20,000.00 (Twenty thousand only) per participant
<b>Participant's Level</b>	:	Officers grade-9 and above working in government, semi- government, autonomous bodies and agencies those are involved in website development and maintenance.
<b>Course Objective</b>	:	<ol style="list-style-type: none"><li>i. To acquaint the participants with about basic web technologies;</li><li>ii. To enable the participants on client and server-side scripting language and integrate with web server and database technologies; and</li><li>iii. To acquaint the participants with the Content Management Systems (CMS), web technologies and cross-cutting issues;</li></ol>
<b>Course Content</b>	:	<p>Module – 1: Basic web technologies; Module – 2: Client side scripting; Module – 3: Server side scripting; Module – 4: Database driven dynamic website with PHP &amp; 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>
<b>Training Methods</b>	:	Class room lecture, practical exercises, assignments, lab practices, projects/ case studies, report writing and presentations.
<b>Evaluation System</b>	:	Written test, attendance, project work and overall performance
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Mohammad Anwar Hossain, Instructor
<b>Course Coordinator</b>	:	Dipayan Chakraborty Partha, Research Officer

## **10: Introduction to Statistical Package for Social Science (SPSS) (2<sup>nd</sup> Batch)**

<b>Duration</b>	:	10 working days
<b>Date</b>	:	17.03.2019 to 09.04.2019
<b>Nomination deadline</b>	:	10.03.2019
<b>No. of Course</b>	:	1
<b>No. of Participants</b>	:	25
<b>Course fee</b>	:	Tk. 10,000 (Ten thousand only) per participant
<b>Participants' Level</b>	:	Officers grade-9 and above of Govt., semi-Govt., autonomous bodies and agencies involved in project preparation and planning
<b>Course Objective</b>	:	<ol style="list-style-type: none"><li>i. To orient the participants about the basics of SPSS</li><li>ii. To enhance participants managerial ability to apply different statistical tools, interpret and use the result using SPSS</li></ol>
<b>Course Content</b>	:	<ol style="list-style-type: none"><li>1. Introduction to statistical techniques and SPSS</li><li>2. Preparing the data file in SPSS</li><li>3. Descriptive statistics, using graph and explore the data</li><li>4. Correlation and regression analysis in SPSS</li><li>5. Statistical techniques to compare groups (T-test and non-parametric tests)</li></ol>
<b>Training Methods</b>	:	Classroom lecture, individual exercise, group work and assignments.
<b>Evaluation System</b>	:	Attendance, class participation and overall performance
<b>Course Advisor</b>	:	Director General
<b>Course Co-Advisor</b>	:	Additional Director General
<b>Course Director</b>	:	Md. Hasan Tarik, Director (R&P)
<b>Course Coordinator</b>	:	Md. Emamul Hafiz Nadim, Research Officer

# Request Course: Special Foundation Training for BCS (Health) Cadre

## Officers

<b>Name of the Course</b>	:	Special Foundation Training for BCS (Health) Cadre Officers
<b>Duration</b>	:	2 Months
<b>Date</b>	:	08 July – 05 September, 2018 (1 <sup>st</sup> & 2 <sup>nd</sup> Batch) 09 September – 07 November, 2018 (3 <sup>rd</sup> & 4 <sup>th</sup> Batch) 11 November, 2018 – 09 January, 2019 (5 <sup>th</sup> & 6 <sup>th</sup> Batch) 13 January – 13 March, 2019 (7 <sup>th</sup> & 8 <sup>th</sup> Batch) 17 March – 15 May, 2019 (9 <sup>th</sup> & 10 <sup>th</sup> Batch)
<b>No. of Course</b>	:	10
<b>Total Days</b>	:	60 (for each batch)
<b>No. of Participants</b>	:	40 in each batch
<b>Participant's Level</b>	:	BCS (Health) Cadre Officers
<b>Course Objectives</b>	:	<ol style="list-style-type: none"><li>i. Create corps of skilled, well groomed public administrators</li><li>ii. Develop decision making ability and analytical skills;</li><li>iii. Build-up physical and mental fitness;</li><li>iv. Build positive attitude among the officers so that they can create a congenial environment for people's participation in all development activities;</li><li>v. Include a uniform perception in officers through imparting theoretical and</li><li>vi. Practical knowledge on administration and development of Bangladesh as a whole.</li></ol>
<b>Course Contents</b>	:	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
5. Md. Hasan Tarik, Director (Research & Publication)
6. Engr. Md. Abdur Rashid, Director (Admin & Finance)
7. Syama Afroz, Chief Instructor
8. Md. Nurul Islam, Chief Instructor
9. Dr. Md. Nuruzzaman, Director (Training)
10. Md. Hasan Tarik, Director (Research & Publication)


**Course Coordinators**

1. Md. Helal Uddin Akanda, Deputy Director  
Md. Ziaur Rahaman, Associate Instructor
2. Md. Ramjan Ali Associate Instructor  
Md. Nurul Amin, Assistant Programmer
3. Mouful Nahar, Instructor  
Md. Sirajul Islam, Research Officer
4. Thouhidur Rahman Chowdhury  
Deputy Director (Research & Pub.)  
Md. Abul Hossain, Training Officer
5. Mohammad Anwar Hossain, Instructor  
Md. Matiur Rahman Molla,  
Audio Visual Officer.
6. Most: Abeda Sultana Associate Instructor  
Md. Emamul Hafiz Nadim, Research Officer
7. Moynul Hasan Chowdhury, Instructor  
Mirza Noor Islam, Assistant Director
8. Mohammad Anwar Hossain, Instructor  
Most. Lipia Khatun Evaluation Officer
9. Moynul Hasan Chowdhury, Instructor  
Faria Zafreen Librarian
10. Mouful Nahar, Instructor  
Dipayan Chakraborty Partha,  
Research Officer

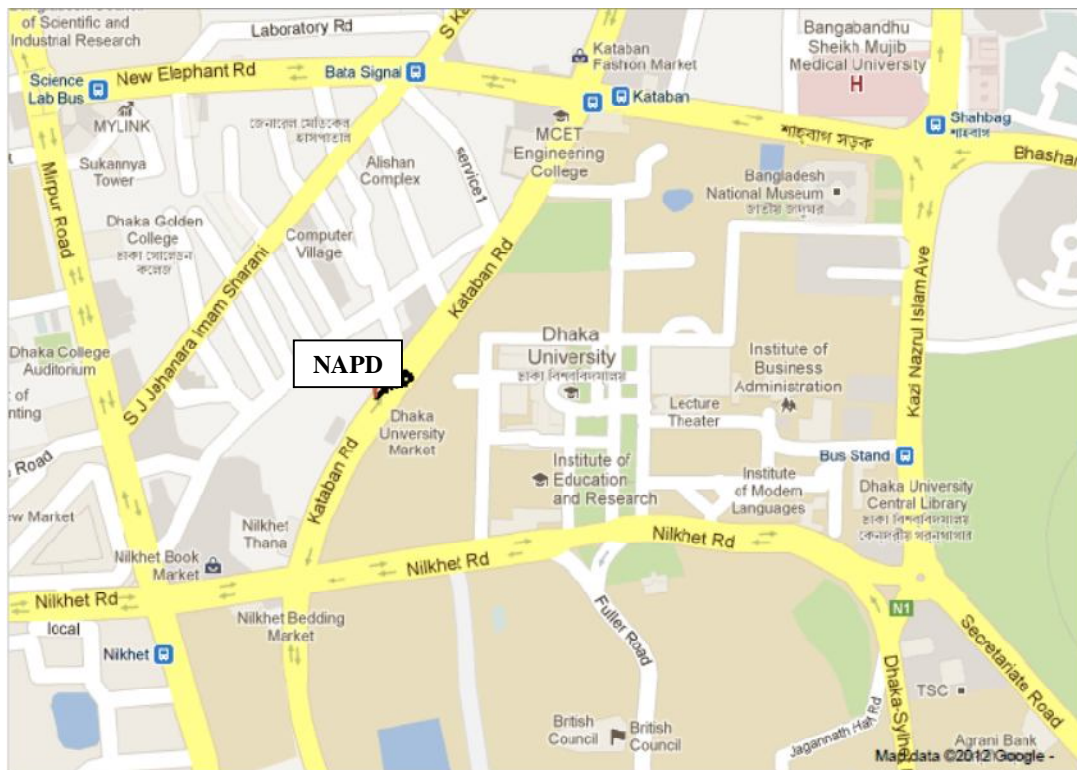
## LIST OF FACULTY MEMBERS/OFFICERS

Photo	Name & Designation	Phone /Mobile Number
	Md. Kamal Uddin Talukder Director General (Secretary in Charge to the Government)	9615642 (O) 58614705-6/210 (O)
	A A M Nasihul Kamal <sup>ndc</sup> 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 Salatuzzaman System Analyst	9675024 /272 (O) 01712-342305(M)
	Md. Nurul Islam Chief Instructor	58611260 (O) 58614705-6/222 (O) 9669832(R)c 01552-363381 (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 Instructor	58614705-6/256 (O) 01711-311933 (M)

<b>Photo</b>	<b>Name &amp; Designation</b>	<b>Phone /Mobile Number</b>
	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)
	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. Emamul Hafiz Nadim Research Officer	58614705-6/278(O) 01670-764094 (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	58614705-6/242 (O) 01913-756758 (M)

<b>Photo</b>	<b>Name &amp; Designation</b>	<b>Phone /Mobile Number</b>
	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)
	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)
	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: <a href="http://www.napd.gov.bd">www.napd.gov.bd</a></p>		





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

## Training Flow Chart 2018-2019

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Regular Day Course</b>													
1.	Project Appraisal, EIA and Formulation of DPP (17 <sup>th</sup> Batch)	15	2										
2.	Human Resource Management (20 <sup>th</sup> Batch)	29	2										
3.	Public Financial Management (18 <sup>th</sup> Batch)		5 - 9										
4.	Development Planning and Project Management (52 <sup>nd</sup> Batch)			09 - 27									
5.	Office Management (21 <sup>st</sup> Batch)			16 - 27									
6.	IMED Monitoring & Reporting Procedure (12 <sup>th</sup> Batch)				7 - 11								
7.	Microsoft Project (2 <sup>nd</sup> Batch)				14 - 18								
8.	Public Procurement Management (19 <sup>th</sup> Batch)				21	8							
9.	Environmental Issues of Project Management (3 <sup>rd</sup> Batch)					4	8						
10.	Management Skills for Project Executives (18 <sup>th</sup> Batch)					11	15						
11.	Human Resource Management (21 <sup>st</sup> Batch)					25 - 29							
12.	Transparency, Accountability & Good Governance (8 <sup>th</sup> Batch)						2 - 6						
13.	Leadership and Strategic Planning (9 <sup>th</sup> Batch)						9 - 13						
14.	Financial and Economic Appraisal of Projects (3 <sup>rd</sup> Batch)							06 - 10					
15.	Monitoring and Evaluation of Development Projects (21 <sup>st</sup> Batch)							13 - 24					
16.	Public Financial Management (19 <sup>st</sup> Batch)								3 - 7				
17.	Research Methodology (11 <sup>th</sup> Batch)								3 - 14				
18.	E-Governance for Sustainable Development (15 <sup>th</sup> Batch)								10 - 14				
19.	Departmental Training for BCS (Economic) Cadre Officer (27 <sup>th</sup> Batch)								24		25		
20.	Public Procurement Management (19 <sup>th</sup> Batch)									3 - 21			
21.	Office Management (22 <sup>nd</sup> Batch)										31	11	
22.	Innovation and Change Management (1 <sup>st</sup> Batch)											14 - 18	

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	
<b>Regular Evening Course</b>														
1.	Post Graduate Diploma in Development Planning (31 <sup>st</sup> Batch)	January – December, 2019												
2.	Post Graduate Diploma in ICT for Development (PGDICT4D) (9 <sup>th</sup> Batch)	January – December, 2019												
3.	Advanced Microsoft Excel (9 <sup>th</sup> Batch)		28	19										
4.	Diploma in Project Planning, Development and Management (DPPDM) (11 <sup>th</sup> Batch)			4	_____				20					
5.	English Language Proficiency (33 <sup>rd</sup> batch)			4	_____			12						
6.	Computer Basics (25 <sup>th</sup> Batch)			16	17									
7.	Oracle based Database Application Design (9 <sup>th</sup> Batch)				21	_____		4						
8.	English Language Proficiency (34 <sup>th</sup> batch)							6	_____		17			
9.	Microsoft Project (15 <sup>th</sup> Batch)								03 - 24					
10.	Web page Development and Deployment (10 <sup>th</sup> Batch)									3	_____		28	
11.	Introduction to SPSS (2 <sup>nd</sup> Batch)									17	_____		9	

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
<b>Request Course</b>													
1.	Foundation Training for BCS (Health) Cadre Officers (1 <sup>st</sup> & 2 <sup>nd</sup> batch)	08	_____		06								
2.	Foundation Training for BCS (Health) Cadre Officers (3 <sup>rd</sup> & 4 <sup>th</sup> batch)			9	_____			7					
3.	Foundation Training for BCS (Health) Cadre Officers (5 <sup>th</sup> & 6 <sup>th</sup> batch)					11	_____		9				
4.	Foundation Training for BCS (Health) Cadre Officers (7 <sup>th</sup> & 8 <sup>th</sup> batch)							13	_____		13		
5.	Foundation Training for BCS (Health) Cadre Officers (9 <sup>th</sup> & 10 <sup>th</sup> batch)									17	_____		15