

| Participants | |
|--------------|----|
| Male | 28 |
| Female | 2 |
| Total | 30 |



Bangladesh Institute of Administration and Management (BIAM) Foundation

Regional Center, Cox's Bazar

Jhawtala Sea Beach Road, Cox's Bazar-4700, Bangladesh

www.biam-coxsabazar.gov.bd



Daily Schedule

25th Departmental Foundation Training Course for the Instructors of the Directorate of Technical Education (06 August - 04 October 2023)

Working Day: 16, Week No.: 3

Date: 24 August 2023 [Thursday]

25th DFTC Dress Code:- Male: White Shirt, Black Pant and Tie; Female: White Sharee/Salwar Kameez

| Time | Topic | Speaker/Organizer | Venue |
|---------------|--|--|-------------|
| 08:00 - 10:00 | Different forms of official communication (08:03) | Mr. Md. Mahbub-ul-Alam [Director General (Additional Secretary), BIAM Foundation, Dhaka] | Classroom-2 |
| 10:15 - 12:15 | Conflict Management process (03:02) | Mr. Md. Mahbub-ul-Alam [Director General (Additional Secretary), BIAM Foundation, Dhaka] | Classroom-2 |
| 12:30 - 14:30 | Dream trajectory of Bangladesh: vision 2021, 2041, 2071, 2100 (delta plan) (13:03) | Mr. Md. Mahbub-ul-Alam [Director General (Additional Secretary), BIAM Foundation, Dhaka] | Classroom-2 |

For 25th DFTC

| Time | Topic | Speaker/Organizer | Venue |
|-------------|-------------|-----------------------------|-------------|
| 07:30-07:55 | Breakfast | President of Mess Committee | Cafeteria-1 |
| 10:00-10:15 | Tea Break | Course Management Team | Cafeteria-1 |
| 14:30-15:00 | Lunch | President of Mess Committee | Cafeteria-1 |
| 16:30-17:15 | Refreshment | Course Management Team | Cafeteria-1 |
| 20:45-21:30 | Supper | President of Mess Committee | Cafeteria-1 |

This Schedule is subject to change

Copy to: 01. All Faculty Members & CMT
02. PA to Director for Director's Kind Information
03. Class Attendant/Notice Board/Office Copy

23 August 2023

Md. Lutfur Rahman (Director)

Course Director

25th Departmental Foundation Training Course