

# **TRAINING CALENDAR**

## **2012-2013**



**Bangladesh Public Administration Training Centre**

**Savar, Dhaka**

Website : [www.bpatc.org.bd](http://www.bpatc.org.bd)

# BPATC

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Bangladesh Public Administration Training Centre  
Savar, Dhaka

## Vision and Mission of BPATC

### Vision

By the year 2021, BPATC will establish itself as a centre of excellence and a regional hub for development of competent, innovative and morally sound public servants and a 'think tank' of knowledge-based governance.

### Mission

We commit ourselves to:

- developing human resources with competence and strong moral values through state-of-the-art training;
- promoting a culture of continuous learning in the public service to foster a knowledge society;
- conducting research and publications on public sector management;
- networking with reputed institutions of home and abroad to enrich training, research and consultancy; and
- extending consultancy services for enhancing organisational performance.

## Preface

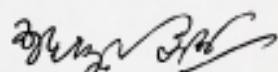
Bangladesh Public Administration Training Centre (BPATC), the apex national training institution in the field of Public Administration in Bangladesh, is mandated under the BPATC Ordinance, 1984 to provide career development trainings to the civil service officers of the country. In addition, besides organising short training courses, seminars and workshops on various development and management issues, BPATC also organises courses in collaboration with different Governmental and Non-Governmental Institutes. Since its inception, BPATC has organised around 696 courses; under which 31114 officers of diverse categories and status have been trained. BPATC has also organised around 204 seminars/ workshops/conferences in which a total number of 9705 participants have attended.

BPATC has prepared its training calendar for the training year 2012-2013. The calendar has accommodated 47 training programmes (including 02 seminars and 02 workshops). The Courses are divided into three major categories: Core Courses, Special Courses and Short Courses. Of the Core Courses of the Centre, the Foundation Training Course (FTC) occupies the central position. Mandated to arrange training programmes for civil servants of all strata, BPATC, since its inception, has been arranging three types of core courses like 4(Four) months long Foundation Training Course(FTC) for the inducting officers, Advanced Course on Administration (ACAD) for mid level and Senior Staff Course(SSC) for senior level officers of the civil service of Bangladesh. While FTC aims at orienting the new entrants of civil service with the rules, regulations, culture etc. of civil service, ACAD and SSC are rather targeted at facilitating the officers realise the complex governance issues in an ever-changing environment and thus make them at least prepared, if not well equipped, to encounter the challenges ahead. To that end and for realising its seemingly ambitious stride for making the centre a brand name in the arena of training and human resource development, BPATC regularly updates its syllabi pertaining to various courses. Any remarkable change in the state of art in the field of administration, management, governance, policy etc. is supposed to have its place in the curricula. In the ensuing training year BPATC is arranging 3 FTCs, 2 SFTCs, 5ACADs and 5SSCs.

'Special Courses' are designed to meet the special needs of the government. BPATC conducts half-day long training course for the Secretaries to the government known as 'Lunch time/Dinner Time Training Course'. The Policy Planning and Management Course (PPMC), another special course designed for the Additional Secretaries, aims to provide intellectual input and to develop skills of the top bureaucrats of the country. BPATC also organises special training for the Senior Assistant Secretaries and equivalents known as Competency Enhancement Course (CEC), the objective of which is to extend the knowledge and skills of the semi-mid level officers working in different institutes. Special FTC for the promoted class I officers of the government is also conducted by BPATC. The objective of the course is to equip the promoted officers with requisite skills, knowledge and attitude.

'Short Courses' occupy a significant portion in BPATC's training calendar. The Centre runs various short courses on issues like Human Resource Planning, Modern Office Management, Project Management, Financial Management, Environment & Disaster Management, Gender & Development, Conflict Management & Negotiation Techniques, Total Quality Management (TQM), Communicative English, and E-governance Management. These courses are designed to meet the multiplicity of training needs of officers from government, non governmental and private sectors. The duration of these courses vary from one week to one month. Besides, BPATC has also planned to conduct four workshops/seminars at its own cost in the upcoming training year.

By the year 2021, BPATC aims at emerging as a centre of excellence and a regional hub for the development of both public and private sector executives. The Centre is in line with the 'Vision 2021: Digital Bangladesh' of the government. We believe the training calendar of BPATC will guide all the interested persons to find the solution of respective training needs.



A.Z.M. Shafiqul Alam

Rector

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Bangladesh Public Administration Training Centre

## 1. Introducing BPATC

Bangladesh Public Administration Training Centre (BPATC) has been at the forefront of the development of public sector executives of the country. The prime objective of BPATC is to develop a corps of well-groomed and dynamic civil servants by equipping them with requisite knowledge and skills and inculcating moral values as well as leadership qualities for their role in a dynamic and developing society through providing quality training. To this end, BPATC uniquely blends management, development, consultancy, research and information and communications technology to prepare the government officers to confront development and management challenges. In the present-day world characterised by unprecedented economic activities, rapidly changing technology and fiercely competitive globalised markets triggering rapid socio-political as well as environmental changes, the government executives are required to cope with the ever-changing circumstances and meet the escalating public demands with diminishing resources. Besides preparing the government executives to successfully anticipate and address the governance challenges of the 21<sup>st</sup> century, the Centre provides consultancy services to the government on administration and development issues.

### 1.1 Background

Bangladesh Public Administration Training Centre (BPATC), emerged as an autonomous institution in 1984 under the Ordinance No. XXVI of 1984 by merging the following four organizations:

- Bangladesh Administrative Staff College (BASC);
- National Institute of Public Administration (NIPA);
- Civil Officers' Training Academy (COTA); and
- Staff Training Institute (STI).

The Rector, a Secretary to the Government heads the Centre. Below the Rector, there are six Members Directing Staff (MDS) of the rank of Additional Secretary/ Joint Secretary to the Government. They supervise the following six divisions of the Centre:

- ❖ Management and Public Administration (MPA)
- ❖ Programmes and Studies (P&S)
- ❖ Development Economics (DE)
- ❖ Research and Consultancy (R&C)
- ❖ Development Projects (DP) and
- ❖ Management and Development (M&D)

Each division consists of a number of departments, which are headed by Directors holding the rank of Deputy Secretary to the Government. Under them there are Deputy Directors, Senior Research Officers, Assistant Directors, Evaluation Officers and Research Officers. BPATC's personnel comprise a balanced mix of both directly recruited professionals and members of the civil service deputed by the government. This has enabled BPATC to design and organise need-based and pragmatic training programme for its clientele.

BPATC has four regional centres called Regional Public Administration Training Centre (RPATC) at four divisional headquarters of the country—Dhaka, Chittagong, Rajshahi and Khulna. These regional Centres are meant for training the field-level officers and support staffs in specific need-based programmes. Each RPATC, headed by a Deputy Director, has 26 staff of different categories.

## **1.2 BPATC Campus**

BPATC is located in a serene natural environment at a distance of 28 kilometres north-west from the capital city Dhaka. It has an aesthetic beauty with verdant surrounding creating the perfect environment for study, discussion, reflection and introspection. Excellent library, recreational, medical and sports facilities are available in the campus. The Centre has single and double-bedded rooms with attached bathrooms for participants. It has full-fledged facilities for organising non-residential short programmes, conferences, seminars and workshops. The Centre has a good number of well equipped classrooms, conference rooms and syndicate rooms for conducting academic sessions, syndicate/group discussions. Since the Centre emphasises the physical fitness of the participants of every course, adequate facilities are available for such activities. Moreover, herbal garden with plants are recognised for their medicinal value has added more values to BPATC.

## **1.3 International Training Complex**

BPATC has a state-of-the-art International Training Complex (ITC) with superb infusion of modern art and architecture. Located away from the hustle and bustle of the city life, the complex building stands on the eastern side of BPATC campus overlooking Dhaka-Aricha highway. This complex has world class accommodation facilities for all types of training programme. ITC offers facilities for comprehensive programmes on management, skill development, research and information technology. International Seminars, Workshops, Training Programmes participated by foreign and local participants usually take place at the ITC. It also has a computer lab with broadband internet connection.

## **1.4 Focus and Range of Programme**

Executive Development Programmes form the primary focus of BPATC's activities. As such, utmost attention is given to designing and developing the programmes. Training programmes are designed to equip the executives of corporate as well as the government sectors in the areas of management and development. Programmes are also set to simultaneously offer a number of functional and fundamental skill building training courses. Since its inception on 28 April 1984, BPATC has been providing training for officials from government, autonomous and non-government organisations. The core courses conducted by the Centre include Foundation Training Course for the new entrants of Bangladesh Civil Service, Advanced Course on Administration and Development (ACAD) for the Deputy Secretaries and their equivalents and Senior Staff Course (SSC) for the Joint Secretaries and their equivalents. BPATC is also arranging twelve-day Policy, Planning and Management Course (PPMC) for the Additional Secretaries to the government and half-day Lunch Time/Dinner Time Training for the Secretaries to the government. In addition, the Centre conducts a number of short specialised courses. The prime objectives of these courses are to make officers aware of the policies of the Government, familiarise them with the governmental Rules and Regulations and orient them with contemporary issues of Public Administration and Management. The wide range and utility of management development programmes for the senior executives have made BPATC a popular institution with its clientele.

## **1.5 Institutional Linkages**

BPATC, in collaboration with national and international agencies, has been conducting workshops, seminars, training courses, research and case study programme. Major areas of

collaboration include Poverty Alleviation, Human Resource Development, Management, Development Economics, Right to Information and Gender Issues. BPATC has established international collaboration with the World Bank (WB); United Nations Development Programmes (UNDP); United Nations Fund for Population Activities (UNFPA); UK Department for International Development (DFID); National Institute of Public Administration (INTAN), Malaysia; Commonwealth Fund for Technical Cooperation (CFTC); Asian Institute of Technology (AIT), Thailand; Civil Service College, Singapore; Japan International Cooperation Agency (JICA); Korea International Cooperation Agency (KOICA); The Network of Asia Pacific Schools and Institutes of Public Administration and Governance (NAPSIPAG); Bradford University, UK and Australian National University (ANU); Beijing Administrative College (BAC), China; National School of Public Administration, Rome, Italy; Netherlands Organisation for International Cooperation in Higher Education (NUFFIC); Besides, BPATC has collaboration with local Government and Non-Government Institutes like Bangladesh Election Commission (EC), Anti-Corruption Commission (ACC), BRAC University, Bangladesh Enterprise Institute (BEI) and Manusher Jonno Foundation (MJF) and Central Procurement Technical Unit (CPTU). The Centre is pursuing a wide search to develop further collaboration with other internationally and nationally reputed institutions.

### **1.6 Inter-Disciplinary Faculty**

BPATC has a team of rich interdisciplinary faculty engaged in management development training, research and consultancy programme. A good number of faculty members have received both short and long-term training in USA, UK, France, Germany, Japan, the Netherlands, Denmark, Sweden, Malaysia, Singapore, Thailand, Australia, India, Pakistan, New Zealand, Vietnam and China. Research of the Centre is oriented towards exploring contemporary issues in management and inter-linked with training and consultancy. Thus, it is contributing to the synergy of theory and practice in response to constantly changing environmental dynamics. Since the BPATC faculty members are grouped in specialised functional and sectoral areas, assignments draw them into interdisciplinary teams. Currently, these areas are: Rural Development, Economics, Environment, Information and Communication Technology, Communicative Skills in English Language, Finance, Human Resource Management, Human Resource Development, Human Resource Planning, Performance Management, Disaster Management, Training and Development, Public Policy, Social Services and Strategic Management, Project Management, New Public Management, Change Management Governance, E-government Management etc. BPATC regularly invites eminent guest speakers who interact with the faculty and participants.

### **1.7 Digital BPATC**

BPATC emphasises the digitisation of its services. Registration of the participants, management of the courses, record keeping and evaluation through online is under way in this regard. Online registration has been made mandatory for all core courses. BPATC has also launched E-library services. Access to the e-books will be available to the participants. Establishment of an E-desk is also on the move. Besides, BPATC has installed Wi-Fi technology in the campus to enable the faculty members, participants and the guest speakers for easy access to the internet.

### **1.8 Library**

The BPATC Library is considered as one of the richest libraries in the country. It has an impressive collection of over one hundred thousand books and bound journals from home and

abroad. The Library also offers bibliographical information services. The Centre has its own publications. Apart from various research works BPATC publications include a Biannual English Journal namely "Bangladesh Journal of Public Administration", an Annual Bangla Journal "The Bangladesh Lok Proshashan Patrika", a Quarterly bi-lingual Journal "Lok Proshashan Samoyikee" and the BPATC Newsletter called "BPATC Barta". Recently BPATC has established connectivity for e-journal access.

### **1.9 Computer Centre**

The Computer Centre of BPATC is fully equipped with brand PCs with broad-band internet connection. Participants and faculty members are eligible for using the computer lab.

### **1.10 Language Laboratory**

The Centre has two language laboratories equipped with modern apparatus to facilitate language training for the participants as well as the members of faculty. The laboratories can accommodate 80 persons at a time.

### **1.11 Physical Training and Games**

The Centre emphasises the physical fitness of the participants of every course. BPATC has a 2.2 km jogging track around the campus. The participants use it for morning and/or afternoon walking and jogging. Those who are interested in physical exercises and games can participate in football, lawn tennis, volleyball, basket-ball, badminton, handball etc. The sports department extends full cooperation in this connection. Recently a swimming pool and a wooden floor gymnasium have been constructed. These facilities have added to the variety of modes of physical training for the participants. In the indoor games hall sports like volleyball, badminton, and table tennis can be played while about 500 people can enjoy games sitting in the gallery inside the hall.

### **1.12 Medical Facilities**

The centre, with three medical officers, maintains a clinic with limited medical facilities. Participants are given free medical consultation, prescriptions and limited items of medicine. The clinic also provides ambulance service in case of emergency. Recently, the centre has launched a Physiotherapy Unit where participants and employees regularly receive therapy services by a qualified physiotherapist in order to heal sports injuries and other problems.

### **1.13 Telephone Facilities**

In the case of emergency, the participants may use telephone facilities at the dormitory on payment. The price of each local call is Tk. 3.00 only while the price of NWD calls is determined basing on the BTCL revenue policy.

### **1.14 Prayer Facilities**

The Centre has a beautiful mosque within its premises where Muslim participants may offer their daily prayers.

## 2. Training Programme: 2012-2013

Sl. No.	Name of the Course	Duration (Days)	Total course	Desired No. of Participants	Minimum acceptable number of Participants	Maximum acceptable number of Participants (each course)	Total number of desired participants
1.	Senior Staff Course (SSC)	45	5	25	15	30	125
2.	Advanced Course on Administration & Development (ACAD)	45	5	25	15	35	125
3.	Foundation Training Course (FTC)	120	3	200	50	250	600
4.	Special FTC	45	2	30	20	40	60
5.	Lunch Time/Dinner Time Training Course	½	1	20	10	25	20
6.	Policy Planning and Management Course (PPMC)	12	1	20	15	25	20
7.	Competency Enhancement Course (CEC)	30	2	25	15	30	50
8.	Training of Trainers Course (TOT)	15	2	25	15	30	50
9.	Project Management Course	15	3	25	15	30	75
10.	Financial Management Course	15	3	25	15	30	75
11.	Human Resource Planning Course	05	1	25	15	30	25
12.	Modern Office Management Course	15	2	25	15	30	50
13.	Foundation Refresher Programme	05	2	160	50	200	320
14.	Course on Conflict Management & Negotiation Techniques	12	2	25	15	30	50
15.	Gender and Development Course	05	1	25	15	30	25
16.	Course on Communicative English	15	1	25	15	30	25
17.	e-Government Management Course	28	2	25	15	30	50
18.	Course on Improving Public Services Through TQM	05	1	25	15	30	25
19.	Course on Environment & Disaster Management	15	2	25	15	30	50
20.	Course on Research Methodology	14	2	25	15	30	50
A	Total	-	43	-	-	-	1870
B	Seminars	-	2	40	25	50	80
	Workshops	-	2	40	25	80	
<b>A+B</b>	<b>Grand Total</b>	-	47	-	-	-	2030

### 3. Gantt Chart of the Training Programme of BPATC for the Training Year 2012-2013

## 4. Core Courses

### 4.1 Senior Staff Course (SSC)

1. Duration : 45 days
2. Date : 59<sup>th</sup> Course: 01 July - 14 August 2012  
60<sup>th</sup> Course: 28 August - 11 October 2012  
61<sup>st</sup> Course: 20 November 2012 - 03 January 2013  
62<sup>nd</sup> Course: 22 January- 07 March 2013  
63<sup>rd</sup> Course: 16 April 2013- 30 May 2013
3. Number of Participants : The desired number of participants is 25, but in special cases, the number may vary from 15 to 30. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : Joint Secretaries to the Government and their equivalent officers of the equal rank of Defence Services/ Executives of equal status from non-government & private sector organisations.
5. Course Fee : Tk. 36,000/- (Taka Thirty Six Thousand only) per participant payable to the Rector, BPATC, Savar, Dhaka by bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is compulsory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives : The broad objectives of the Course are:
- i) To provide with an opportunity for deeper understanding of the dynamics of socio-cultural, politico-economic and natural environment of the country.
  - ii) To improve the problem solving, decision making and communicating skills.
  - iii) To facilitate the participants understanding the roles of policy makers and implementers of development programme; and
  - iv) To create a congenial atmosphere of intellectual pursuit.
9. Course Contents : New Public Management and Administrative Reforms; Policy Formulation; Policy Analysis; Development Partners and Issues of National Concern; Globalisation and International Trade; Leadership Development and Negotiation Techniques; Change in the Role of Government; Understanding Macroeconomic Indicators for Policy Analysis; International Economic Relations; Disaster Management and Sustainable Development; Financial Management; Computer Skills; English Language Skills; Sharing Ideas on Important National & Global Issues, Study Tour, and field visit etc.
10. Evaluation : Participants will be evaluated out of 800 marks. Mode of evaluation will be syndicate work, individual assignment, seminar paper and exercise. Evaluation for games is rationally distributed among participation in jogging, games and impression created by etiquette and discipline.

## 4.2 Advanced Course on Administration & Development (ACAD)

1. Duration : 45 days
2. Date : 85<sup>th</sup> Course: 01 July - 14 August 2012  
86<sup>th</sup> Course: 27 August - 10 October 2012  
87<sup>th</sup> Course: 30 October - 13 December 2012  
88<sup>th</sup> Course: 18 December 2012 - 31 January 2013  
89<sup>th</sup> Course: 05 March - 18 April 2013
3. Number of Participants : The desired number of participants is 25. In special cases, the number may vary from 15 to 35. Participants are accepted to the course on **First come first served basis**.
4. Level of Participants : Deputy Secretaries to the government and their equivalent officers of Defense Services/Executives of equal status from non-government & private organisations.
5. Course Fee : Tk. 36,000/- (Taka thirty six thousand only) per participant payable to the Rector, BPATC, Savar, Dhaka, by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is compulsory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives : The main Objectives are-
  - i) To facilitate the participants to analyse and present data & information effectively in order to take proper decisions;
  - ii) To enhance participants' capability of taking proper decision and implementation of those decisions;
  - iii) To develop participants' interpersonal, intra-institutional and trans-border negotiation skills;
  - iv) To improve their ability to deliver better services and to work in a team;
  - v) To improve their capacity to think strategically and to manage changes;
  - vi) To facilitate them to identify development needs, design development projects and manage them properly; and
  - vii) To enhance skills of handling undue influences effectively and courageously.
9. Course Contents : Poverty Reduction: Issues, Policies and Strategies, Gender and Development, Environmental Management, Public Administration, Ethics and Morality in Administration, Land Management, Development Economics and Globalisation, Project Management, Language Skills, ICT, Individual Action Plan, Physical Conditioning and Games.
10. Evaluation : Participants are evaluated out of 1200 marks. Participants will be evaluated through individual arrangement workshop/syndicate works and group exercises. Marks are also allotted for games, attendance, manners/etiquettes, classroom performance and overall conduct and discipline.

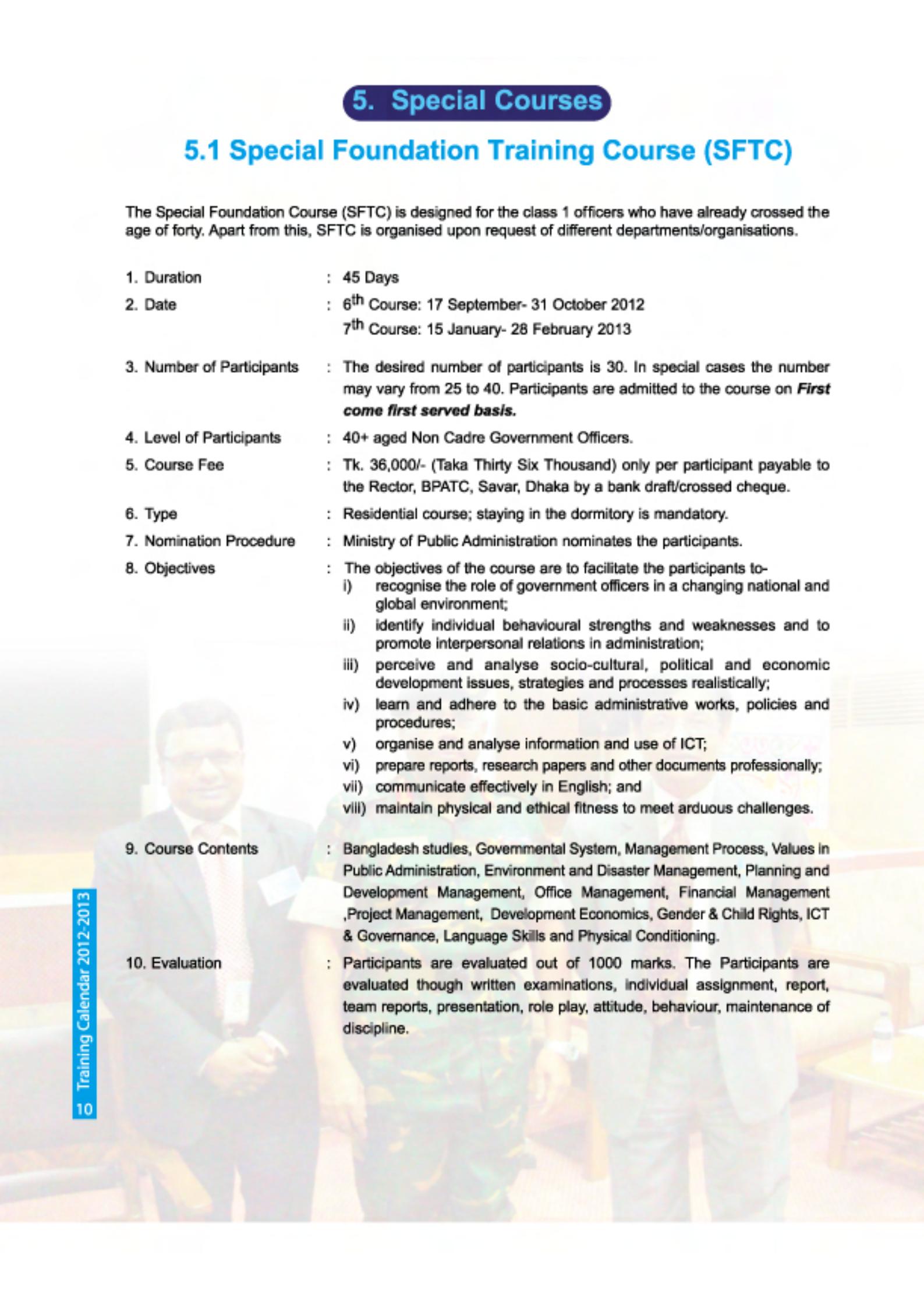
## 4.3 Foundation Training Course (FTC)

- |                           |   |
|---------------------------|---|
| 1. Duration               | : 4 months (120 days)   |
| 2. Date                   | : 51 <sup>st</sup> Course: 20 May- 16 September 2012<br>52 <sup>nd</sup> Course: 01 October 2012- 28 January 2013<br>53 <sup>rd</sup> Course: 25 February- 24 June 2013   |
| 3. Number of Participants | : The desired number of participants is 200. In special cases, the number may vary from 50 to 240. Participants are admitted to the course on <b>First come first served basis</b> .  |
| 4. Level of Participants  | : New entrants to different cadres of Bangladesh Civil Service.   |
| 5. Course Fee             | : No course fee is charged. The expenditure is met from the budget of the Centre.   |
| 6. Type                   | : Residential course; staying in the dormitory is mandatory.  |
| 7. Nomination Procedure   | : Ministry of Public Administration nominates the participants.   |
| 8. Objectives             | : General objective is- To create a strong foundation of new entrants for developing a corps of well groomed scholar civil servants, committed to the welfare and development of the people in a changing global context. Specific objectives are to facilitate the participants -<br><ul style="list-style-type: none"><li>i) to recognise the role of civil servants in a changing national and global perspective;</li><li>ii) to enhance capability of identifying individual behavioural strengths and weaknesses and to promote interpersonal relations in administration;</li><li>iii) to improve their capability to perceive and analyse socio-cultural, political and economic development issues, strategies and processes realistically;</li><li>iv) to learn and adhere to the basic administrative works, policies and procedures;</li><li>v) to organise and analyse information and use of ICT;</li><li>vi) to prepare reports, research papers and other documents professionally;</li><li>vii) to communicate effectively in English;</li><li>viii) to develop esprit de corps, empathy, common perception and understanding among diverse stakeholders; and</li><li>ix) to maintain physical and ethical fitness to meet arduous challenges.</li></ul> |
| 9. Course Contents        | : Contents of FTC cover seven broad areas of public administration and development management. The broad areas are Bangladesh studies; Public Administration; Management Process, Development Economics; Skill Development; Ethics and Human Rights; and Special Training Activities. Under the seven broad areas there are 22 modules including Exploring Bangladesh, Basics of Research and Village Study, Term Paper on Bangladesh Issues, Ecology of Rural Development in Bangladesh, Governmental System & Essential Laws, Public Management, Organization and HRM, Leadership and Change Management, Total Quality Management, Office Management and Service Rules, Financial Rules and Procedure, Basics of Economics, Bangladesh Economy: Development Perspective, Project Management, Environmental Management and Sustainable Development, Language Skills, ICT and e-Governance, Book Review and Presentation, Physical Conditioning and Games, Ethics in Public Administration, Women and Child Rights Important Contemporary Issues.   |
| 10. Evaluation            | : Participants are evaluated out of 1500 marks. Participants are evaluated through written examinations, individual assignment, report, team reports, presentation, role play, attitude, behaviour, maintenance of discipline.  |

## 5. Special Courses

### 5.1 Special Foundation Training Course (SFTC)

The Special Foundation Course (SFTC) is designed for the class 1 officers who have already crossed the age of forty. Apart from this, SFTC is organised upon request of different departments/organisations.

- 
1. Duration : 45 Days
2. Date : 6<sup>th</sup> Course: 17 September- 31 October 2012  
7<sup>th</sup> Course: 15 January- 28 February 2013
3. Number of Participants : The desired number of participants is 30. In special cases the number may vary from 25 to 40. Participants are admitted to the course on **First come first served basis**.
4. Level of Participants : 40+ aged Non Cadre Government Officers.
5. Course Fee : Tk. 36,000/- (Taka Thirty Six Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives : The objectives of the course are to facilitate the participants to-  
i) recognise the role of government officers in a changing national and global environment;  
ii) identify individual behavioural strengths and weaknesses and to promote interpersonal relations in administration;  
iii) perceive and analyse socio-cultural, political and economic development issues, strategies and processes realistically;  
iv) learn and adhere to the basic administrative works, policies and procedures;  
v) organise and analyse information and use of ICT;  
vi) prepare reports, research papers and other documents professionally;  
vii) communicate effectively in English; and  
viii) maintain physical and ethical fitness to meet arduous challenges.
9. Course Contents : Bangladesh studies, Governmental System, Management Process, Values in Public Administration, Environment and Disaster Management, Planning and Development Management, Office Management, Financial Management, Project Management, Development Economics, Gender & Child Rights, ICT & Governance, Language Skills and Physical Conditioning.
10. Evaluation : Participants are evaluated out of 1000 marks. The Participants are evaluated through written examinations, individual assignment, report, team reports, presentation, role play, attitude, behaviour, maintenance of discipline.

## 5.2 Lunch Time/Dinner Time Training Course (10 Course)

1. Duration : Half day.
2. Date : Suitable date and time will be selected later.
3. Number : The desired number of participants is 20, but in special cases the number may vary from 10 to 25.
4. Level of Participants : Senior Secretaries/Secretaries to the Government / Public Representatives.
5. Type : Half day Non-Residential Course.
6. Nomination Procedure : Ministry of Public Administration nominates the participants.
7. Objectives :
  - i) To provide intellectual inputs on current issues of national and international importance to widen the vision of senior civil servants to enable them to contribute to pro-people policy formulation.
  - ii) To create an opportunity to exchange views of the top officials of the administration so that national policy formulation and implementation become easier and well coordinated.
8. Course Contents : Paper presentation, discussion, question and answer, sharing knowledge and experience.

## 5.3 Policy Planning and Management Course (PPMC) (6<sup>th</sup> Course)

1. Duration : 12 days
2. Date : 30 December 2012- 10 January 2013
3. Number of Participants : The desired number of participants is 20, but in special cases, the number may vary from 15 to 25. Participants are admitted to the course on **First come first served basis**.
4. Level of Participants : Additional Secretaries to the Government & their equivalents/ Executives of equal status from non-government & private sector organisations.
5. Course Fee : Tk. 12,000/- (Twelve Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course. Staying in the dormitory is mandatory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives :
  - i) To provide intellectual inputs to widen the vision of senior civil servants to enable them to contribute to pro-people policy formulation.
  - ii) To provide inputs for self-equipping with advanced management tools to lead, guide and monitor the entire process of development.
  - iii) To develop skills of communication for involving, informing and influencing people.
  - iv) To develop leadership qualities for driving changes and reforms.
  - v) To create knowledge-based leadership in a globalised world, enabling the civil servants to take a Government-wide view, articulate national interest, take proactive decisions and play appropriate role at the national and international forums.
9. Course Contents : Change Management; Knowledge-based Leadership and Governance; Communication and Negotiation skills; WTO; FTA; PRS; Politics and Bureaucracy; Separation of Judiciary; Bangladesh Development Issues; Issues on Organisational Reforms and Institutional Capacity Building; Handling Foreign Aid & Assistance; Field Level Experiences Sharing; Dialogue Between Bureaucrats and Politicians; ICT; Managing Crisis and Managing Stress; Trade Diplomacy and External Relations; Public-Private Partnership for Development.
10. Evaluation : Participants are evaluated out of 200 marks. The methods of evaluation are syndicate works, role-play, case study, group exercise etc.

## 5.4 Competency Enhancement Course (CEC)

1. Duration : 30 Days
2. Date : 5<sup>th</sup> Course: 18 September -17 October 2012  
6<sup>th</sup> Course: 07 May -05 June 2013
3. Number of Participants : The desired number of participants is 30. In special cases, the number may vary from 15 to 35. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Senior Assistant Secretaries/ Equivalent Officers.
5. Course Fee : Tk. 30,000/- (Thirty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Objectives
- i) To equip the officers with latest knowledge of management and development economics.
  - ii) To apprise the officers about recent national and global issues;
  - iii) To share the experience of the trainees in the field offices.
  - iv) To enhance managerial skills.
9. Course Contents : Modern Office Management, Role of Public Sectors, Ethics and Morality, Leadership Behaviour, Negotiation Techniques and Crisis Management, Project Planning and Management, Financial Management, Development Economics, Globalisation and Bangladesh Economy, Poverty studies, Environmental Issues, Gender and Development, Computer and ICT, English Language Skill, Field Visit, Physical Conditioning and Games.
10. Evaluation : Participants are evaluated out of 700 marks. The mode of evaluation includes written examination, syndicate/group work, paper presentation, attendance and overall discipline.

## 6. Short Courses

### 6.1 Training of Trainers (TOT) Course

1. Duration : 15 days
2. Date : 33<sup>rd</sup> Course: 11-25 March 2013  
34<sup>th</sup> Course: 07-21 May 2013, Venue: Dhaka RPATC
3. Number : The desired number of participants is 25. In special cases the number may vary from 20 to 30. Participants are admitted to the course on **First come first served basis**.
4. Level of Participants : Class-I officers serving at training institutions and officers from other organisations who are/may be related to training activities.
5. Course Fee : Tk. 15,000/- (Taka Fifteen Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organisations nominate the participants for the course.
8. Deadline for Nomination : At least 20 days before the commencement of the course.
9. Objectives :
  - i) To make the participants aware of the most recent concepts, principles and methods of training;
  - ii) To enable the participants to improve their instructional skills, enhance training management capacity and apply those to their respective job situations; and
  - iii) To provide opportunities to the participants to share their individual experiences and views or ideas for the promotion of quality training with an aim of development of skilled manpower in Bangladesh.
10. Course Contents : Theoretical Concepts of Training and Training Management; Identification of Training Needs; Techniques of Designing a Training Course and Evaluation of Training.
11. Evaluation : Participants are evaluated out of 300 marks. Written test, individual assignment will be applied for evaluating the performance of participants.

## 6.2 Project Management Course

1. Duration : 15 days
2. Date : 13<sup>th</sup> Course: 04 -18 September 2012  
14<sup>th</sup> Course: 28 January-11 February 2013, Venue: Dhaka RPATC  
15<sup>th</sup> Course: 07 -21 May 2013, Venue: Chittagong RPATC
3. Number : The desired number of participants is 25. In special cases the, number may vary from 20 to 30. Participants are admitted to the course on **First come first served basis**.
4. Level of Participants : Project Directors of various development projects, Class-I officers of government, autonomous and non-government organisations whose responsibility is to look after development projects.
5. Course Fee : Tk. 15,000/- (Taka Fifteen Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque..
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organisations nominate the participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
  - i) To provide conceptual overview of a project and project cycle;
  - ii) To make the participants understand the use and application of the tools and techniques of project appraisal and project design;
  - iii) To enable the participants to understand DPP & TPP, their approval and revision procedures;
  - iv) To equip the participants with the knowledge of using tools and techniques of project implementation; and
  - v) To enable the participants to identify the problems of project implementation and their remedial actions.
10. Course Contents : Overview of planning process in Bangladesh; Concepts of Project; Tools and Techniques of Project Appraisal and Project Design; Preparation of DPP & TPP and their Approval and Revision Procedure; Environmental Impact Assessment; ADP Fund Release Procedure, Programme Evaluation and Review Techniques, Critical Path Analysis; Formalities of Handing over Projects.
11. Evaluation : Participants are evaluated out of 500 marks. The training performance of participants will be evaluated though written test, group/individual assignments, preparation of project proposal (DPP/TPP), and reports.

## 6.3 Financial Management Course

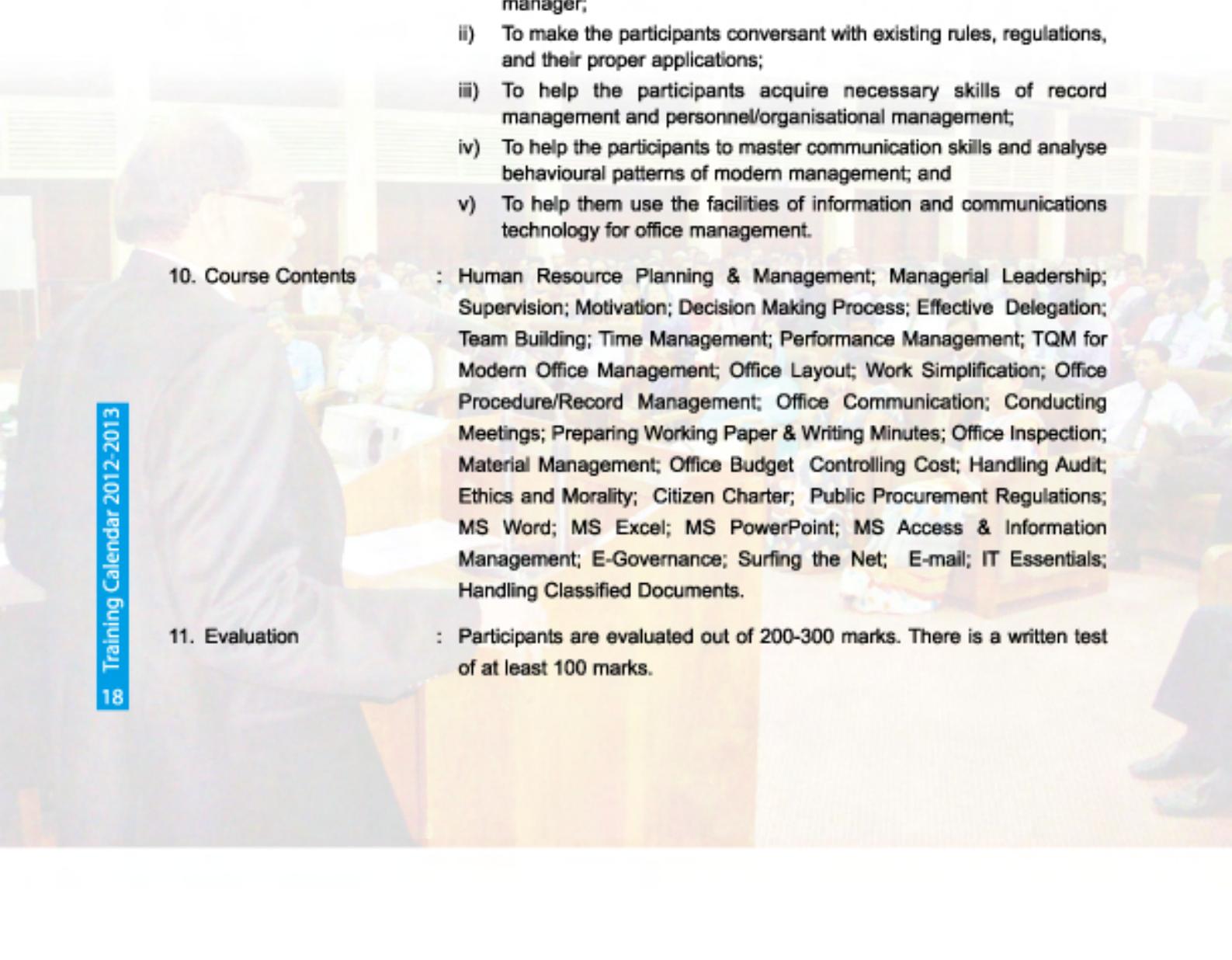
1. Duration : 15 days
2. Date : 29<sup>th</sup> Course: 11-25 September 2012  
30<sup>th</sup> Course: 06-20 November 2012, *Venue: Dhaka RPATC*  
31<sup>st</sup> Course: 07-21 May 2013, *Venue: Khulna RPATC*
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 to 30. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Class-I officers concerned with financial management activities of government, semi-government, autonomous and private sector organisations.
5. Course Fee : Tk. 15,000/- (Taka Fifteen Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organisations nominate their officers for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
  - i) To develop participants' skills in preparing and analysing national and organisational financial plans;
  - ii) To enhance participants' understanding and ability to realise their role in financial management more realistically and accurately;
  - iii) To enhance the capacity to maintain financial discipline. and
  - iv) To enable the participants perceive, interpret, analyse and apply financial rules correctly in day-to-day works.
10. Course Contents : Financial Planning and Control; Budget: Nature, Types and Process; Preparation of Organisational Budget, Accounting System of the Government of Bangladesh; Handling Audit and Settlement of Audit Objections; Financial Rules and Procedures: General Financial Rules; Duties and Responsibilities of a Drawing and Disbursing Officer; Fund Release Procedures; Store Management; Bangladesh Service Rules; Leave Rules; TA/DA Rules; General Provident Fund; Benevolent Fund and Group Insurance; Pension and Gratuity Rules; Loans and Advances; Computer Operations: Operating System; Spread Sheet Analysis (MS Excel); Use of Internet: E-mail, Web Page, etc.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

## 6.4 Human Resource Planning Course

### (12<sup>th</sup> Course)

1. Duration : 05 days
2. Date : 07-11 October 2012
3. Number : The desired number of participants is 25, but in special cases the number may vary from 20 to 30. Participants are admitted to the course on **First come first served basis**.
4. Level of Participants : Class-I officers of government/semi-government/autonomous and non-government organisations dealing with human resource planning, management and development.
5. Course Fee : Tk. 5,000/- (Taka five thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque..
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organisations nominate the officers for the course.
8. Deadline for Nomination : At least 20 days before the commencement of the course.
9. Objectives :
  - i) To make the participants aware of the nature and quality of available human resources;
  - ii) To give the participants comprehensive idea about human resource planning;
  - iii) To enable the participants to plan proper utilisation of human resource under changing socio-economic conditions for economic growth;
10. Course Contents : Human Resource Development: Human Development Index; Gender Perspective in HRD with Reference to Bangladesh; Superior-Subordinate Relationship; Human Resource Management and Planning; Job Analysis; Job Description and Job Specification; Understanding Organisations: Theoretical Aspects; Organisation Design and the Problems in Bangladesh; Human Resource Management: Conceptual Issues; Human Resource Planning: Correlation and Regression; Performance Appraisal: Conceptual Issues; Human Resource Planning at Macro Level; Human Resource Information Requirement in the Context of Bangladesh; Human Resource Planning at National Level with Reference to Bangladesh.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

## 6.5 Modern Office Management Course

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1. Duration : 15 days
  2. Date : 10<sup>th</sup> Course: 02-16 October 2012 Venue: Dhaka RPATC  
11<sup>th</sup> Course: 05-19 March 2013
  3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 to 30. Participants are admitted to the course on **First come first served basis**.
  4. Level of Participants : Class-I officers of government, autonomous and other public sector organisations. Executives from non-government organisations are also encouraged to participate.
  5. Course Fee : Tk. 15,000/- (Fifteen Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque.
  6. Type : Residential course; staying in the dormitory is mandatory.
  7. Nomination Procedure : Respective organisations nominate the participants for the course.
  8. Deadline for Nomination : 20 days before the commencement of the course.
  9. Objectives :
    - i) To give participants ideas on the duties and responsibilities of a manager;
    - ii) To make the participants conversant with existing rules, regulations, and their proper applications;
    - iii) To help the participants acquire necessary skills of record management and personnel/organisational management;
    - iv) To help the participants to master communication skills and analyse behavioural patterns of modern management; and
    - v) To help them use the facilities of information and communications technology for office management.
  10. Course Contents : Human Resource Planning & Management; Managerial Leadership; Supervision; Motivation; Decision Making Process; Effective Delegation; Team Building; Time Management; Performance Management; TQM for Modern Office Management; Office Layout; Work Simplification; Office Procedure/Record Management; Office Communication; Conducting Meetings; Preparing Working Paper & Writing Minutes; Office Inspection; Material Management; Office Budget Controlling Cost; Handling Audit; Ethics and Morality; Citizen Charter; Public Procurement Regulations; MS Word; MS Excel; MS PowerPoint; MS Access & Information Management; E-Governance; Surfing the Net; E-mail; IT Essentials; Handling Classified Documents.
  11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

## 6.6 Foundation Refresher Programme

1. Duration : 05 days
2. Date : 24<sup>th</sup> Course: 23-27 September 2012  
25<sup>th</sup> Course: 10-14 February 2013
3. Number of Participants : The desired number of participants is 160, but in special cases, the number may vary from 50 to 200. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : Participants of previous Foundation Training Courses.
5. Course Fee : No course fee is charged. The expenditure is met from the budget of the Centre.
6. Type : Residential course. Staying in the dormitory is mandatory.
7. Nomination Procedure : Ministry of Public Administration nominates the participants.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives of the Course :
  - i) To assess the effectiveness of the Foundation Training Course in careers of the officers;
  - ii) To identify new subjects to be included in the regular Foundation Training Course;
  - iii) To orient the participants with a few important programmes of the government;
  - iv) To make the participants aware of the crucial national and international issues; and
  - v) To share the experience of the trainees in the field offices;
10. Training Methodology : Lecture, panel discussion, group discussion, preparation and presentation of group reports.
11. Evaluation : Participants are not evaluated as such rather they evaluate the course.

## 6.7 Conflict Management & Negotiation Techniques Course

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1. Duration : 05 days
  2. Date : 9<sup>th</sup> Course: 04-08 November 2012 Venue: Dhaka RPATC  
10<sup>th</sup> Course: 21-25 April 2013
  3. Number of Participants : The desired number of participants is 25. In special cases, the number may vary from 20 to 30. Participants are admitted to the course on **First come first served basis**.
  4. Level of Participants : All class-I officers from both Government and Non-Government offices. Executives of similar levels from NGOs and private sector organisations.
  5. Course Fee : Tk. 5,000/- (Five Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
  6. Type : Residential course; staying in the dormitory is mandatory.
  7. Nomination Procedure : Respective organisations nominate the participants for the Course.
  8. Deadline for Nomination : 20 days before the commencement of the course.
  9. Objectives : After completing the Course, the participants will be able to-explain the concepts and issues of conflict and negotiation; understand the nature and complexity of multi-level conflicts and negotiations; apply effectively and efficiently essential skills and techniques for managing conflict and negotiation; and handle difficult negotiations with full confidence.
  10. Course Contents : Understanding Conflict Management, Conflict Assessment, Conflict Resolution Process, Introduction to Negotiation, The Dual Concern model of Negotiation, Negotiation Techniques, Preparation for Negotiation, Managing Difficult Negotiation , Case Study and Simulation on Negotiation, Case Study on International Negotiation (Camp David Accord), Dealing with Trade Union and Collective Bargaining Process (Role of CBA), Concept of Alternative Dispute Resolution (specially on Civil Litigations).
  11. Evaluation : Participants are divided into groups to prepare papers on different issues of trade negotiation and the economy of Bangladesh. Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

## 6.8 Gender and Development Course (8th Course)

1. Duration : 05 days
2. Date : 03-07 March 2013
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 to 30. Participants are admitted to the course on **First come first served basis**.
4. Level of Participants : Class-I officers concerned with gender training and gender related development activities. Women executives of similar level from public and private sectors are especially encouraged.
5. Course Fee : Tk. 5,000/- (Five Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organisations nominate the officers for the course.
8. Deadline for Nomination : At least 20 days before the commencement of the course.
9. Objectives are :
  - i) To give ideas on the conceptual framework of gender from global perspective;
  - ii) To enable participants to understand and conceptualize gender from Bangladesh perspective;
  - iii) To develop participants' capability to deal with gender related matters in their place of work; and
  - iv) To patronise gender parity at all levels.
10. Course Contents : Gender; Concept and Issues; Evolution of Gender: Global and Bangladesh Perspectives; Situation Analysis; Literature Search; International Conventions, Charter and Documents; Gender Analysis; Individual Assignment/Group Work on Gender Related Issues; Violence against Women in Bangladesh; Legal Framework for Gender Parity in Bangladesh; Nari O Shishu Nirjatan Daman Ain 2003; Women's Human Rights; Reproductive Health Rights; National Policy on Women and Children: NPAW, NAP; Gender Mainstreaming in Development and Its Challenges.
11. Evaluation : Participants are evaluated out of 200-300 marks. There is a written test of at least 100 marks.

## 6.9 Communicative English Course

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

1. Duration : 15 days
2. Date : 20 November – 04 December 2012
3. Number of Participants : The desired number of participants is 25. In special cases, the number may vary from 20 to 30. Participants are admitted to the course on **First come first served basis**.
4. Level of Participants : Class-I officers of Government, Non-Government, autonomous and private sector organisations.
5. Course Fee : Tk.15,000/- (Fifteen Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque.
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organisations nominate participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives :
  - i) To develop skills of free writing and overcome the stylistic flaws or weaknesses commonly noticeable in writing;
  - ii) To recognise British and American conversations through listening to audio-visual recordings;
  - iii) To enable participants to use common conversational fillers and forms of dialogues appropriately;
  - iv) To enable participants to speak English with reasonable fluency and accuracy;
  - v) To recognise different forms of reading and develop reading skills through practice ; and
  - vi) To improve participants' ability to grasp wide range of vocabulary.
10. Course Contents :
  - a) Common mistakes in English; Writing Techniques; Writing Practice in the Form of Paragraphs, Letter, Report and Summary Writing;
  - b) Basic Principles of Effective Listening; Listening Practice Sessions Based on IELTS & TOEFL along with Video Projection.
  - c) Guidelines for Effective Speaking: Basic Rules of Pronunciation, Conversational Fillers, Social Expressions, Debate.
  - d) Review of Basic Grammar; Rules of Effective Speaking.
11. Evaluation : Participants are evaluated out of 300 marks. There is a written test of at least 100 marks.

## 6.10 E-Government Management Course

1. Duration : 28 days
2. Date : 9<sup>th</sup> Course: 04 September- 01 October 2012  
10<sup>th</sup> Course: 07 May - 03 June 2013
3. Number : The desired number of participants is 25. In special cases, the number may vary from 20 to 30. Participants are admitted to the course on **First come first served basis**.
4. Level of Participants : Class-I officers of government, non-government, autonomous and private sector organisations.
5. Course Fee : Tk. 28,000/- (Twenty Eight Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque..
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organisations nominate the participants for the course.
8. Deadline for Nomination : At least 20 days before the commencement of the course.
9. Objectives : The main objectives are to facilitate the participants to-
  - a) understand the nature of e-Government and key issues relevant to public sector ICT management;
  - b) recognise opportunities for using IT and web-base systems in e-Government;
  - c) participate in strategic planning for e-Government systems, with the understanding that investment in ICT should be aimed at getting clear and identifiable benefits;
  - d) understand the nature of poor ICT systems in e-Government;
  - e) appropriate governance procedures in planning for ICT, managing ICT projects, monitoring, controlling and reviewing the use of ICT resources in e-Government;
  - f) communicate and negotiate with ICT professional and vendors as the public sector counterpart;
  - g) be engaged in discussion and debate on key issues relating to e-Government, including ethical and social issues; and
  - h) understand the global and Bangladesh perspective of e-Governance.
10. Course Contents : Introduction to e-Government, e-Government Architecture and Systems, Networked Government, Data Management, Enterprise Systems, e-Procurement, Supply Chain Management, Financial Services, Enterprise Resource Planning Systems (ERP), Citizen Services, Implementing e-Government Systems, Systems Building IT Project Management & Acquisition, Managing e-Government, IT Governance, People and Organisational Issues, Essential ICT Skills, Operating System, ICT Policy, Digital Signature in Bangladesh, Browsing website, searching, advanced searching, creating, opening an e-mail account, composing, sending, receiving mail, attachments & other advanced options, Database Management System (MS Access), Data types, data insertion and validation Database Design, PC Hardware and Troubleshooting, Basic networking hardware and software, Data sharing.
11. Evaluation : Participants are evaluated out of 300 marks. There is a written test of at least 100 marks.

## 6.11 Improving Public Services Through Total Quality Management (IPSTQM) Course

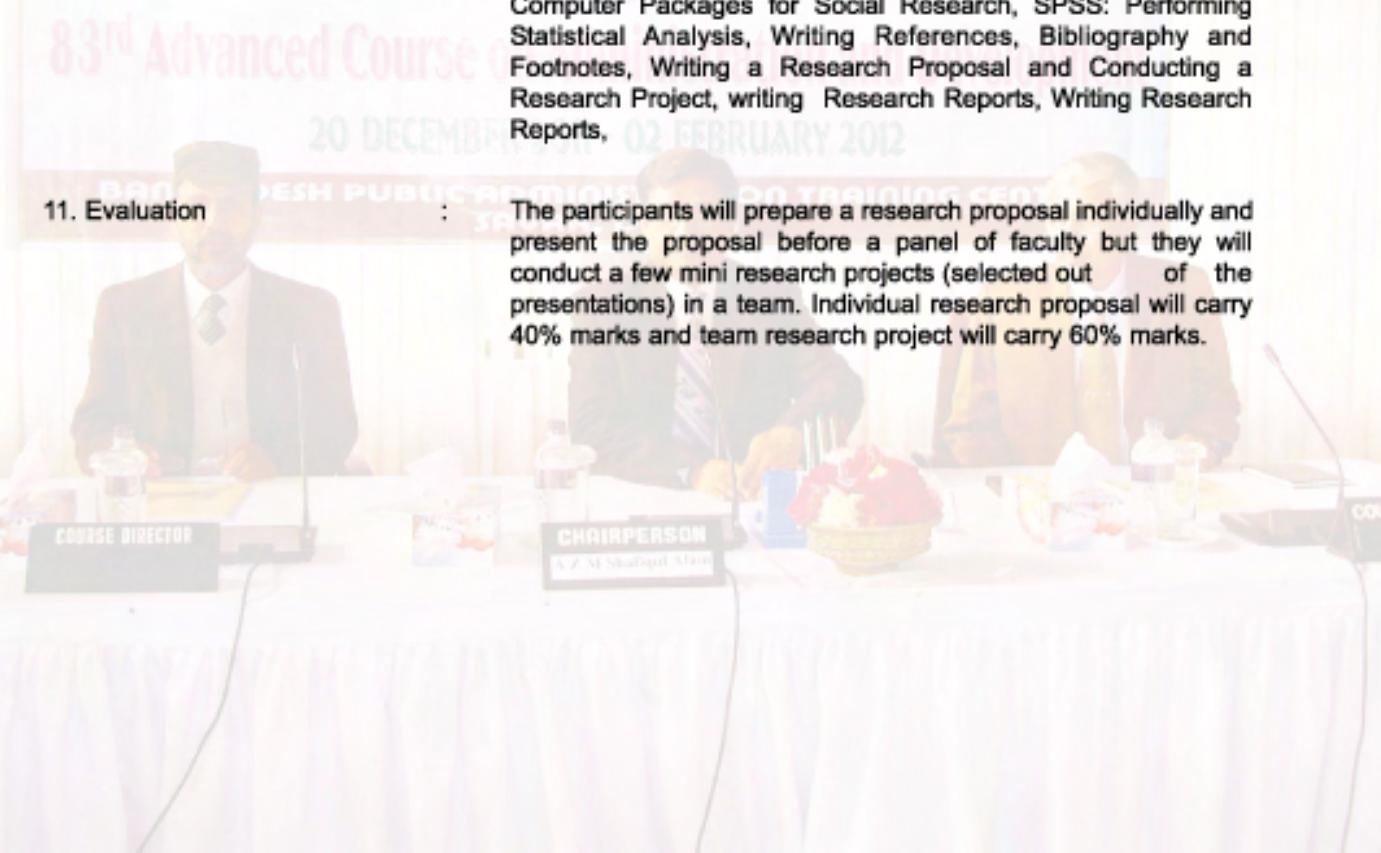
### (10<sup>th</sup> Course)

1. Duration : 05 days
2. Date : 27-31 January 2013
3. Number of Participants : Desired number of participants 25. In special cases, the number may vary. Participants are admitted to the course on **First come first served basis**.
4. Level of Participants : Officers of the government in managerial positions at different levels.
5. Course Fee : Tk. 5,000/- (Five Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque..
6. Type : Residential course; staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organisations nominate the participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objective : The main objectives are to facilitate the participants-
  - i) to understand the basic concepts, principles, methods and tools of TQM.
  - ii) to develop the skills of formulating Work Improvement Action Plan for service improvements in the workplace; and
  - iii) to promote a KAIZEN (Continual Improvement) mindset among the trainee officers.
10. Course Contents : Basic principles of TQM, Concepts of Clients, KAIZEN & PDCA, KAIZEN Action Plan, Daily Management, Policy Management, Visualization & Standardization of Daily Services, Assuring Quality of Services, 5S, TQM tools (Numerical & Verbal), TQM model projects, and QC Audit.
11. Evaluation : Participants will be evaluated on 100 marks.

## 6.12 Environment and Disaster Management Course

1. Duration : 12 days
2. Date : 12<sup>th</sup> Course: 02-13 September 2012  
13<sup>th</sup> Course: 13-24 January 2013, Venue: Dhaka RPATC
3. Number of Participants : The desired number of participants is 25. In special cases, the number may vary from 20 to 30. Participants are admitted to the course on ***First come first served basis***.
4. Level of Participants : Class-I officers concerned with environmental management and sustainable development activities of government, semi-government, autonomous and private sector organisations.
5. Course Fee : Tk. 12,000/- (Twelve Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/ crossed cheque.
6. Type : Residential course. Staying in the dormitory is mandatory.
7. Nomination Procedure : Respective organisations nominate the officers for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objectives : The course on Environment & Disaster Management will help the participants
  - a. To recognise the role of environment management in sustainable development process;
  - b. To understand the key concepts and principles of disaster management with special reference to Bangladesh;
  - c. To know about regulatory and institutional framework of disaster Management and comprehensive disaster management model of Bangladesh;
  - d. To predict and assess environmental impact on development plans and programme;
  - e. To design environment friendly plans and programme to avoid development related disasters;
  - f. To comply with national and multilateral environmental agreements in sustainable development process;
  - g. To understand the importance of Conservation of bio-diversity;
  - h. To develop skills on disaster preparedness, prevention, mitigation, response, and recovery.
10. Course Contents : Environmental Issues: Link of Environment with Sustainable Development; Environmental Impact Assessment; Key Concepts of Disaster Management, Policies, Programme, Strategies and Techniques for Environment & Disaster Management in Bangladesh; Major Natural and Human Induced Hazards; Environment & Disaster Regulatory and Institutional Framework; Rehabilitation of the Displaced Persons, Effluent and Industrial Waste Management, Conservation of Bio-diversity, International Agreements & Conventions, Strategies of Disaster Management and Field Visit.
11. Evaluation : Participants are evaluated on 300 marks. There is a written test of at least 100 marks.

## 6.13 Research Methodology Course

1. Duration : 15 days
2. Date : 2<sup>nd</sup> Course: 04-18 December 2012  
3<sup>rd</sup> Course: 02-16 April 2013, Venue: Dhaka RPATC
3. Number of Participants : Desired number of participants 25. Participants are admitted to the course on ***First come first served basis.***
4. Level of Participants : Class-I officers of government, non-government, autonomous and private sector organisations.
5. Course Fee : Tk. 15,000/- (Taka Fifteen Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a bank draft/crossed cheque.
6. Type : Residential/ Non-residential course; staying in the dormitory is mandatory/Optional.
7. Nomination Procedure : Respective organisations nominate the participants for the course.
8. Deadline for Nomination : 20 days before the commencement of the course.
9. Objective : Research Methodology Course will help the participants:  
To acquaint with the basic concepts, techniques, methods and process of social research that includes research design, development of research questions, conducting research and writing research proposal and research reports.
10. Course Contents : Understanding Basic Concepts of Research, Research Design, Methods and Methodology, Methods of Data Collection and Data Processing, Data and its Sources: Primary & Secondary, Computer Packages for Social Research, SPSS: Performing Statistical Analysis, Writing References, Bibliography and Footnotes, Writing a Research Proposal and Conducting a Research Project, writing Research Reports, Writing Research Reports,
11. Evaluation : The participants will prepare a research proposal individually and present the proposal before a panel of faculty but they will conduct a few mini research projects (selected out of the presentations) in a team. Individual research proposal will carry 40% marks and team research project will carry 60% marks.
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## 7. Seminars/Workshops

The Centre will conduct at least four seminars/workshops in the calendar year of 2012-2013. Topics of the seminars/workshops will be selected later on. The number of participants of each of the seminars/workshops will vary from 25 to 50. Experience shows that recommendations of these seminars/workshops have made valuable contribution towards the identification and solution of many important national issues. A few more seminars/workshops may also be held in collaboration with UNICEF, UNDP, CFTC, JICA, KOICA, NAPSIPAG, CDMP, SBPATC, MJF, CPTU, NUFFIC, ANU, MATT-2 etc in addition to the above-mentioned seminars/workshops. PPR Department of the Centre will appoint Seminar/Workshop management and nominate the in-house participants of the seminars/workshops according to the theme of the seminars/workshops. In case of participants from outside, nomination to the seminars/workshops will be sought from the organisations concerned by the seminar/workshop management teams. Duration of the seminars/workshops may vary from one day to five days.

## 8. Other Activities

Rector of the Centre on request from both national and international organisations may allow seminars/ workshops to be held at the Centre from time to time in order to ensure the maximum utilisation of the physical facilities of the Centre. He can fix rent of the physical facilities of the Centre for the purpose and also pay honouraria to the officers and staff of the Centre as incentive for performing additional duties in this connection. "Managing At The Top" (MATT-2) programme to train the senior government officials and develop reformed human resource management systems within Bangladesh Civil Service as an important building block for incremental administrative reform is also running at the ITC of the Centre. MATT-2, funded by DFID, commenced in January 2006 and will continue up to January 2013. programme and workshops on Right to Information will also take place in the 2012-2013 training year of the Centre.

## 9. Course Management Team (CMT) of Senior Staff Courses for the Training Year 2012-2013

Course 2012-2013	Proposed CMT 2012-2013
<b>59<sup>th</sup> Senior Staff Course</b> 01 July- 14 Aug 2012	CA: Mr. A.Z.M. Shafiqul Alam, Rector CD: Mr. Md. Nur Uddin Ahmed, MDS CC: Mr. Md. Abul Basher, SRO CC: Mr. Md. Abdul Mannan, DD
<b>60<sup>th</sup> Senior Staff Course</b> 28 Aug-11 Oct 2012	CA: Mr. A.Z.M. Shafiqul Alam, Rector CD: Dr. Md. Mahmudul Hassan, MDS CC: Ms. Mahbuba Farjana, DD CC: Mr. AFM Amir Hussain, DD
<b>61<sup>st</sup> Senior Staff Course</b> 20 Nov- 03 Jan 2012	CA : Mr. A.Z.M. Shafiqul Alam, Rector CD : Ms. Shahin Ahmed Chowdhury, MDS CC : Syed Mizanur Rahman, Director CC : Mr. Md. Rokon-Ul-Hasan, DD
<b>62<sup>nd</sup> Senior Staff Course</b> 22 Jan- 07 March 2013	CA: Mr. A.Z.M. Shafiqul Alam, Rector CD: Ms. Ferdous Akhter, MDS CC: Mr. Md. Shafiqul Haque, DD CC: Mr. Md. Mokhtar Ahmed, DD
<b>63<sup>rd</sup> Senior Staff Course</b> 16 April- 30 May 2013	CA: Mr. A.Z.M. Shafiqul Alam, Rector CD: Ms. Hosne Ara Begum ndc, MDS CC: Kazi Hasan Imam, DD CC: Mr. Md. Alam Mostafa, DD

## 10. Course Management Team (CMT) of Advanced Course on Administration and Development for the Training Year 2012-2013

Course 2012-2013	Proposed CMT 2012-2013
<b>85<sup>th</sup> ACAD</b> 01 July – 14 Aug 2012	CA: Dr. Md. Mahmudul Hassan, MDS CD: Mr. AFM Hayatullah, Director CC: Dr Mohammad Raju Ahmed, DD CC: Mr. Md. Atikuzzaman, AD
<b>86<sup>th</sup> ACAD</b> 27 Aug -10 Oct 2012	CA: Mr. Md. Akram Husain, MDS CD: Mr. Md. Sanwar Jahan Bhuiyan, Director CC: Ms. Fahmida Sultana, DD CC: Mr. Mohammad Shaiful Islam, AD
<b>87<sup>th</sup> ACAD</b> 30 Oct –13 Dec 2012	CA: Ms. Ferdous Akhter, MDS CD: Mr. Md. Abul Kalam Azad, Director CC: Dr. Sk. Muslima Moon, DD CC: Mr. K M Abdul Kader, AD
<b>88<sup>th</sup> ACAD</b> 18 Dec 2012-31 Jan 2013	CA: Ms. Hosne Ara Begum ndc, MDS CD: Mr. Md. Afzal Hossain, Director CC: Ms. Munira Sultana, DD CC: Mr. Md. Sharif Hasan, AD
<b>89<sup>th</sup> ACAD</b> 05 March -18 April 2013	CA: Ms. Shahin Ahmed Chowdhury, MDS CD: Ms. Kanka Jamil, Director CC: Mr. Md. Moshiour Rahman, DD CC: Mr. M Rezaul Karim, AD

## 11. Course Management Team (CMT) of Foundation Training Course (FTC) for the Training Year 2012-2013

Course 2012-2013	Proposed CMT 2012-2013
<b>51<sup>st</sup> FTC</b> 20 May -16 Sept. 2012	CA : Ms. Hosne Ara Begum ndc, MDS CD : Mr. AKM Enamul Haque, Director CC : Mr. Md. Golam Mahede, Librarian CC : Mr. Md. Siddiqur Rahman, Deputy Director CC : Mr. B. M. Benojir Ahmed, Assistant Director CC : Mr. Md. Morshed Alom, Research Officer CC : Ms. Afia Rahman Mukta, Research Officer
<b>52<sup>nd</sup> FTC</b> 01 Oct 2012- 28 Jan 2013	CA : Mr. Md. Akram Husain, MDS CD : Banik Gour Sundar, Director CC : Mr. Md. Zakir Hossain, Librarian CC : Mr. Tanjur Ahmed Joader, AP CC : Ms. Rokeya Fahmida, EO CC : Mr. ATM Arif Hossain, AD CC : Mr. Mohammad Shawkat Osman, AD
<b>53<sup>rd</sup> FTC</b> 25 Feb – 24 June 2013	CA : Mr. Md. Nuruddin Ahmed, MDS CD : Kazi AKM Mohiul Islam, Director CC : Mr. Md. Saiful Islam, DD CC : Dr. M Arifur Rahman, DD CC : Dr. Md. Arafe Zawad, AD CC : Ms. Nasrin Sultana, AD CC : Mr. ABM Iftekharul Islam Khandker, AD

## 12. Special Courses

Course 2012-2013	Proposed CMT 2012-2013
<b>10<sup>th</sup> Lunch Time/Dinner Time</b> ( ½ day=date and time will be selected later)	CA: Mr. A.Z.M. Shafiqul Alam, Rector CD: Ms. Shahin Ahmed Chowdhury, MDS CC: Syed Mizanur Rahman, Director CC: Mr. A F M Amir Hussain, DD
<b>6<sup>th</sup> Policy Planning &amp; Management Course</b> 30 Dec 2012 - 10 Jan 2013	CA: Mr. A.Z.M. Shafiqul Alam, Rector CD: Mr. Mr. Md. Nur Uddin Ahmed, MDS CC: Mr. Md. Mokhtar Ahmed, DD CC: Mr. Md. Siddiqur Rahman, DD
<b>5<sup>th</sup> Competency Enhancement Course</b> 18 Sept-17 Oct 2012	CA: Ms. Ferdous Akhter, MDS CD: Ms. Kanka Jamil, Director CC: Mr. ASM Obaidullah, DD CC: Mr. Md. Abul Basher, SRO
<b>6<sup>th</sup> Competency Enhancement Course</b> 07 May- 05 June 2013	CA: Ms. Shahin Ahmed Chowdhury, MDS CD: Mr. AFM Hayatullah, Director CC: Dr. Mohammad Razu Ahmed, DD CC: Mr. ATM Arif Hossain, AD
<b>6<sup>th</sup> Special Foundation Training Course</b> for 40+ Aged Officers 17 Sep-31 Oct 2012	CA: Mr. Md. Nur Uddin Ahmed, MDS CD: Mr. Md. Afzal Hossain, Director CC: Mr. AFM Amir Hussain, DD CC: Mr. Md. Atikuzzaman, AD
<b>7<sup>th</sup> Special Foundation Training Course</b> for 40+ Aged Officers 15 Jan-28 Feb 2013	CA: Dr. Md. Mahmudul Hassan, MDS CD: Mr. Md. Abul Kalam Azad, Director CC: Mr. Md. Morshed Alom, RO CC: Mr. Tanjur Ahmed Joarder, Assistant Programmer

## 13. Short Courses

Course 2012-2013	Proposed CMT 2012-2013
<b>33rd Training of Trainers Course (TOT)</b> 11-25 March 2013	CA: Dr Md. Mahmudul Hassan, MDS CD: Mr. AKM Enamul Haque, Director CC: Mr. Md. Shafiqul Haque, DD CC: Mr. KM Abdul Kader, AD
<b>34th Training of Trainers Course (TOT)</b> 07-21 May 2013	CA: Mr. Md. Akram Husain, MDS CD: Mr. Md. Abul Kalam Azad, Director CC: Mr. Md. Shah Alam Ghazi, DD CC: Mr. Md. Abul Basher, SRO
<b>13th Project Management Course</b> 04-18 Sept 2012	CA: Ms. Ferdous Akhter, MDS CD: Kazi Hasan Imam, DD CC: Mr. Md. Atikuzzaman, AD CC: Mr. K. M. Abdul Kader, AD
<b>14th Project Management Course</b> 28 Jan- 11 Feb 2013 Dhaka RPATC	CA: MDS (R &C) CD: DD, RPATC, Dhaka CC: Mr. M Rezaul Karim, AD, BPATC CC: AD, RPATC, Dhaka
<b>15th Project Management Course</b> 07-21 May 2013 RPATC, Chittagong	CA: MDS (P &S) CD: DD, RPATC, Chittagong CC: Mr. Md. Abdul Mannan, DD, BPATC CC: AD, RPATC, Chittagong
<b>29th Financial Management Course</b> 11-25 Sept 2012	CA: Mr. Md. Akram Husain, MDS CD: Quazi A.K.M. Mohiul Islam, Director CC: Mr. Md. Sharif Hasan, AD CC: Mr. ABM Iftekharul I Khandker, AD
<b>30th Financial Management Course</b> 06 – 20 Nov 2012 RPATC, Dhaka	CA: MDS (D &E) CD: DD, RPATC, Dhaka CC: Mr. Md. Saliful Islam, DD, BPATC CC: AD, RPATC, Dhaka
<b>31st Financial Management Course</b> 07-21 May 2013 RPATC, Khulna	CA: MDS (R &C) CD: DD, RPATC, Khulna CC: Mr. Md. Abul Basher, SRO, BPATC CC: AD, RPATC, Khulna
<b>12th Human Resource Planning Course</b> 07-11 Oct 2012	CA: Ms. Ferdous Akhter, MDS CD: Quazi A.K.M. Mohiul Islam, Director CC: Mr. B.M. Benojir Ahmed, AD CC: Mr. Morshed Alom, Research Officer
<b>10th Modern Office Management Course</b> 02-16 Oct 2012 RPATC, Dhaka	CA: MDS (Project) CD: DD, RPATC, Dhaka CC: Mr. ASM Obaidullah, DD, BPATC CC: AD, RPATC, Dhaka
<b>11th Modern Office Management Course</b> 05-19 March 2013	CA: Ms. Hosne Ara Begum, MDS CD: Mr. Md. Sanwar Jahan Bhuiyan, Director CC: Ms. Fahmida Sultana, DD CC: Mr. ASM Obaidullah, DD
<b>24th Foundation Refresher Programme</b> 23-27 Sep 2012	CA: Ms. Hosne Ara Begum ndc, MDS CD: Ms. Kanka Jamil, Director CC: Mr. Md. Saiful Islam, DD CC: Dr. M. Arifur Rahman, DD CC: Ms. Munira Sultana, DD CC: Mr. ASM Obaidullah, DD CC: Mr. Md. Atikuzzaman, AD

Course 2012-2013	Proposed CMT 2012-2013
<b>25<sup>th</sup> Foundation Refresher Programme</b> 10-14 Feb 2013	CA: Mr. Md. Akram Husain, MDS CD: Syed Mizanur Rahman, Director CC: Mr. Md. Golam Mahede, Librarian CC: Mr. Md. Abdul Mannan, DD CC: Mr. Md. Siddiqur Rahman, DD CC: Mr. Md. Rokon-Ui-Hasan, DD CC: Ms. Afia Rahman Mukta, RO
<b>9<sup>th</sup> Course on Conflict Management and Negotiation Techniques</b> 04-08 Nov 2012 RPATC, Dhaka	CA: MDS (D &E) CD: DD, RPATC, Dhaka CC: Sk. Muslima Moon, DD, BPATC CC: AD, RPATC, Dhaka
<b>10<sup>th</sup> Course on Conflict Management and Negotiation Techniques</b> 21-25 Apr. 2013	CA: Mr. Md. Akram Husain, MDS CD: Mr. Md. Sanwar Jahan Bhuiyan, Director CC: Mr. S.M. Zobayer Enamul Karim, DD CC: Mr. Mohammad Shaiful Islam, AD
<b>8<sup>th</sup> Course on Gender &amp; Development</b> 03-07 March	CA: Dr. Md. Mahmudul Hassan, MDS CD: Banik Gour Sunder, Director CC: Ms. Mahbuba Farjana, DD CC: Mr. ATM Arif Hossain, AD
<b>11<sup>th</sup> Course on Communicative English</b> 20 Nov – 04 Dec 2012	CA: Ms. Hosne Ara Begum ndc, MDS CD: Mr. Sanwar Jahan Bhuiyan, Director CC: Mr. Md. Mokhtar Ahmed, DD CC: Ms. Munira Sultana, DD
<b>9<sup>th</sup> e-Government Management Course</b> 04 Sep - 01 Oct 2012	CA: Ms. Shahin Ahmed Chowdhury, MDS CD: Kazi AKM Mohiul Islamn, Director CC: Mr. AFM Amir Hossain, DD CC: Mr. Mohammad Ziaul Islam, ASA
<b>10<sup>th</sup> e-Government Management Course</b> 07 May-03 June 2013	CA: Ms. Ferdous Akhter, MDS CD: Mr. AKM Enamul Haque, Director CC: Mr. Mohammad Shawkat Osman AD CC: Mr. Tanjur Ahmed Joarder, AP
<b>10<sup>th</sup> Course on Improving Public Services Through TQM</b> 27-31 Jan 2013	CA: Dr. Md. Mahmudul Hassan, MDS CD: Mr. Md. Golam Rabbani, Director CC: Mr. AKM Aynul Hoque, DD CC: Mr. Mohammad Altab Hossain, AP
<b>12<sup>th</sup> Course on Environment &amp; Disaster Management</b> 02-13 Sep 2012	CA: Mr. Md. Nuruddin Ahmed, MDS (R&C) CD: Mr. Md. Afzal Hossain, Director CC: Mr. KM Abdul Kader, AD CC: Mr. M Rezaul Karim, AD

Course 2012-2013	Proposed CMT 2012-2013
<b>13th Course on Environment &amp; Disaster Management</b> 13-24 Jan 2013 RPATC, Dhaka	CA: MDS (M &PA) CD: DD, RPATC, Dhaka CC: Mr. Md. Atikuzzaman, AD, BPATC CC: AD, RPATC, Dhaka
<b>2nd Course on Research Methodology</b> 04-18 Dec 2012	CA: Mr. Md. Nuruddin Ahmed, MDS (R&C) CD: Mr. Kazi AKM Mohiul Islam, Director CC: Mr. Md. Morshed Alom, RO CC: Mr. Md. Amir Khasru, AD
<b>3rd Course on Research Methodology</b> 02-16 Apr 2013 RPATC, Dhaka	CA: MDS (M &D) CD: DD, RPATC, Dhaka CC: Mr. ANM Sajidul Ahsan, RO, BPATC CC: AD, RPATC, Dhaka





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