Training Calendar

2022-2023

For Developing Knowledge, Skills

and

Changing Attitudes

National Academy for Planning and Development (NAPD)
Ministry of Public Administration
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 for achieving Sustainable Development Goals (SDGs) by 2030 and to materialize the national vision of transforming Bangladesh into a developed nation by 2041.

The training calendar of 2022-2023 has been prepared by NAPD in order to meet the challenges of twenty first century and demands of quality training. Updating course curriculum is a regular phenomenon. This calendar reflects the contribution of NAPD faculty members incorporating contemporary development issues in line with the national and international best practices. In addition to regular day and evening courses, NAPD offers different tailor-made (request) training courses to meet the organizations' needs. Recently it has started Development Administration Training Course for BCS (Administration) cadre officers. Besides, NAPD organizes national and international conferences, seminars and workshops on contemporary development issues round the year. NAPD also provides consultancy services on the feasibility study of development projects, preparation of development project proposals etc.

It is expected that NAPD along with its competent faculties and experienced resource persons from different 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 would like to keep on record my words of appreciations to the secretaries of different ministries, divisions and heads of various government departments and non-government organizations for extending their continuous support by nominating their officers to the various training courses of NAPD.

M Badrul Arefin
Secretary to the Government &
Director General, NAPD

CONTENTS

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 and a Post Graduate Diploma in ICT for development are also offered by the Academy. Since its inception, NAPD has been providing quality training to the officials to orient them with development policies of the Government as well as developing themselves into human resource of the country. NAPD, by the time, has touched a number of milestones. It started its journey as a development project back in 1980. Later, it became a Body-Corporate on 3rd February, 1985. Then, onwards it embodies a tale of achievements, persistent experiences, learning processes and the inevitable outcomes of the organization. It observed 25th year of services as the 'Silver Jubilee' in 2010. Now the academy is being administrated by an act passed by the parliament named National Academy for Planning and Development Act, 2018. Now NAPD is working under the Ministry of Public Administration since 17 February 2022.

VISION
Established as one of the country's leading training institutes on planning and development by 2025.

MISSION
Creating skilled and ethically strong manpower in planning and development through training, research and consultancy (advice).

Objectives
The objectives of the academy are to:

i.   provide training on development planning, project management and capacity building;

ii. conduct basic / departmental training for cadre / non-cadre officers on request;

iii. conduct specialized training for different organizations on request;

iv. implement evaluation and research on development planning, project management and contemporary development issues;

v.   provide consultancy services to different ministries and agencies;

vi. continue the practice of exchanging new knowledge and experiences on planning, development economics, project management, etc. through workshops, seminars, publications and trainings.

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 47,610 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 18000 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 six 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. NAPD is now using smart classroom system like interactive board, kiosk machine and online campus display system.

DORMITORY

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

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

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

CAFETERIA

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

COMPUTER AND LANGUAGE LAB

Academy has recently established three modern computer labs and one well equipped language lab cum multimedia lab. Each of these labs can accommodate 25 - 50 participants. Academy has recently established Cyber Café for participants. The whole academy including dormitory is covered by Wi-Fi network. Video conferencing system is in operation. NAPD has an interactive dynamic web site which can be accessed by: **www.napd.gov.bd**

FACULTY

NAPD has a team of interdisciplinary faculties engaged in training, research & consultancy services to meet the objectives of the Academy. The faculties consist of a Director General, an Additional Director General, three Directors, three Chief Instructors, a System Analyst, three Instructors, three Associate Instructors, two Deputy Directors and an Assistant Director. Besides, there are three Research Officers, two Training Officers, an Evaluation Officer, a Librarian and an Assistant Programmer.

GUEST SPEAKER

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

LINKAGES

National Academy for Planning and Development has signed MoU with world leading relevant organizations to offer international training programs on respective discipline and conduct collaborative research works.

Name of the MoU signing organizations:

- International Malaysian education center @ University Malaysia Sarawak, Kualalumpur learning center (IMEC@UNIMASLCKL), Malaysia;
- Southeast Asian Ministers of Education Organization Regional Centre for Educational Innovation and Technology (SEAMEO INNOTECH), Philippines;
- Administrative Staff College of India (ASCI), Hyderabad, India
- Executive Centre for Development Programs (ECDP), Office of the Extension and Training (OET), Kasetsart University, Thailand
- The WB National University of Juridical Sciences Bidhannagar, Kolkata, West Bengal, India
- Department of Law, University of North Bengal, West Bengal, India

BREATHING SPACE

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

MOSQUE

NAPD has a mosque for prayer on the 2nd floor of Cafeteria Building where male & female participants have separate prayer facilities.

AT A GLANCE DATE WISE TRAINING PROGRAMS: 2022-2023
Day Courses

Sl. No.	Course Title	Course Duration	Working day	No. of participants	Details in page no.
1.	Project Appraisal, EIA and Formulation of DPP (21st Batch)	24.07.2022 11.08.2022	15	25	9
2.	Human Resource Management (26th Batch)	21.08.2022 to 25.08.2022	05	25	10
3.	Public Financial Management (26th Batch)	28.08.2022 to 01.09.2022	05	25	11
4.	Office Management (28th Batch)	04.09.2022 to 15.09.2022	10	25	12
5.	Monitoring and Evaluation of Projects with IMED Formats (24th Batch)	18.09.2022 to 29.09.2022	10	25	13-14
6.	Management Skills for Project Executives (22nd Batch)	16.10.2022 to 20.10.2022	05	25	15-16
7.	Public Procurement Management (26th Batch)	23.10.2022 to 10.11.2022	15	25	16-17
8.	Innovation and Change Management (5th Batch)	13.11.2022 to 17.11.2022	05	25	18
9.	Project Feasibility Study and EIA (1st Batch)	20.11.2022 to 01.12.2022	10	25	19-20
10.	Leadership and Strategic Planning (13th Batch)	04.12.2022 to 08.12.2022	05	25	21
11.	Sustainable Development Goals(SDGs) and Bangladesh (4th Batch)	11.12.2022 to 15.12.2022	05	25	22
12.	Research Methodology (15th Batch)	18.12.2022 to 29.12.2022	10	25	23
13.	Development Planning and Project Management (56th Batch)	01.01.2023 to 19.01.2023	15	25	24-25
14.	E-Governance for Sustainable Development (19th Batch)	22.01.2023 to 26.01.2023	05	25	26
15.	Blue Economy (3rd Batch)	29.01.2023 to 02.02.2023	05	25	27
16.	Good Governance and Relevant Tools (NIS, APA and GRS) (11th Batch)	26.02.2023 to 02.03.2023	05	25	28

Evening Courses

Sl. No.	Name of the Course	Duration	Working day	No. of participants	Details in page no.
1.	Post Graduate Diploma in Development Planning (35th Batch)	January-December, 2023	130	25	29
2.	Post Graduate Diploma in ICT for Development (PGD ICTD) (13thBatch)	January-December, 2023	130	25	30
3.	Public Procurement Management (11th Batch)	24.07.2022 to 18.10.2022	35	25	39-40
4.	Advanced Microsoft Excel (13th Batch)	31.07.2022 to 23.08.2022	10	25	33
5.	English Language Proficiency (41st Batch)	21.08.2022 to 06.12.2022	45	25	31-32
6.	Advance Office Application (3rd Batch)	28.08.2022 to 28.09.2022	15	25	38
7.	Project Planning and Management (12th Batch)	04.09.2022 to 27.11.2022	35	25	31-32
8.	Oracle based Database Application Design(13rd Batch)	11.09.2022 to 30.10.2022	20	25	41
9.	Diploma in Project Planning, Development and Management (DPPDM) (15th Batch)	16.10.2022 to 11.04.2023	75	25	34-35
10.	Public Procurement Management (12th Batch)	04.12.2022 to 22.02.2023	35	25	28-29
11.	English Language Proficiency (42th Batch)	04.12.2022 to 12.03.2023	45	25	36-37
12.	Web page Development and Deployment (13thBatch)	11.12.2022 to 05.02.2023	25	25	43
13.	Microsoft Project (20th Batch)	13.11.2022 to 04.12.2022	10	25	42
14.	Introduction to SPSS(5th Batch)	18.12.2022 to 10.01.2023	10	25	44
15.	Cyber Security (2nd batch)	01.01.2023 to 25.01.2023	12	25	45

DAY COURSES
1. Project Appraisal, EIA and Formulation of DPP (21st Batch)

Duration	:	15 Working days
Date	:	24.07.2022 11.08.2022
Nomination Deadline	:	14.07.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 26,000.00 (Twenty six thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.

Course Objectives :

    i. To familiarize the participants about the key concepts of project appraisal and EIA

    ii. To provide the technical competencies for PA & EIA

    iii. To acquaint the participants terms and concepts used in the DPP

Course Contents :

Module-1: Planning and Development Issues in Bangladesh
- a. Planning and Development: concept & relations
- b. SDGs, vision 2041 and 8th five year plan
- c. Budgetary framework of Bangladesh with MTBF
- d. Preparation of Annual Development Program (ADP)

Module-2: Project Appraisal/ Feasibility Study
- a. Importance of feasibility study
- b. Demand forecasting
- c. Cash flow of project
- d. Discounting technique: NPV, B/C ratio & IRR
- e. Financial appraisal
- f. Economic appraisal
- g. Technical appraisal
- h. Service sector project appraisal
- i. Project sensitivity and risk analysis
- j. Stakeholder analysis
- k. Gender equity planning tools
- l. Case Study on feasibility study of Padma Bridge/Metro Rail

Module-3: Environmental Impact Assessment
- a. Environmental clearance process in Bangladesh
- b. Climate change and its related impact on development projects
- c. Economic evaluation of environmental impact of development project
- d. Environmental and Social Impact Assessment (EIA& SIA) of Development Project
- e. Environmental Management Plan (EMP) of development project
- f. Preparation of project with EIA & EMP components exercise
- g. Case study on EIA of Bangabandhu/Padma Multi purpose Bridge

Module-4: Project Planning, Financing and Formulation
- a. Project cycle
- b. Project design with logical framework
- c. Explanation of DPP, TPP, etc.
- d. Preparation of DPP
- e. Delegation of financial power & fund release procedure
- f. Procurement management: PPA-2006, PPR-2008, procurement plan & e-procurement
- g. Use of CPM, PERT in project implementation
- h. MS project

Training Methods	:	Classroom lecture, individual exercise, group work for DPP preparation & presentation, case study and field visit.
Evaluation System	:	Attendance, Class participation, module based class test& overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Hasan Tarik, Director (Training)
Course Coordinators	:	Mohammad Ziaur Rahman, Associate Instructor,
		Most. Jannatul Ferdosi, Asst. Librarian

2. Human Resource Management (26th Batch)

Duration	:	5 working days
Date	:	21.08.2022 to 25.08.2022
Nomination deadline	:	11.08.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
Course Objectives	:	To develop participants' understanding on conceptual issues of HRM & HRD; To acquaint them with legal framework in relation to HRM in Bangladesh; To share the HRM practices along with tools and techniques used across the sectors in Bangladesh.

Course Contents

Module-1: Conceptual Issues of HRM
HRM & HRD: concept and issues
Ethical issues in HRM
Motivation and human relations
Job analysis: Job description & job specification
Team building for HRM
Leadership in HRM
Human resource information system
Importance of recruitment, selection and training
Office etiquette

Module-2: Legal Framework and Managerial Issues of HRM
Legal Frameworks of HRM
The Government Servants Conduct Rules, 1979
Performance Appraisal Measurement System (APA, KPI)
Labor laws
Problem solving & decision making process
Self-analysis with exercise
Conflict resolution & Grievance Readdress System (GRS)
Gender perspectives of HRM

Module-3: HRM practices in Bangladesh
HRM practices in Bangladesh with exercise
Techniques of fair promotion and posting/placement
Compensation management, employee benefit and   compliance
Good governance and NIS

Training Methods	:	Class-room lecture, individual exercise, group discussion and case study
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Directors	:	Engr. Md. Abdur Rashid, Director (Admin and Fin.)
Course Coordinators	:	Tahmidur Rahman, Research Officer

3. Public Financial Management (26th Batch)

Duration	:	05 working days
Date	:	28.08.2022 to 01.09.2022
Nomination deadline	:	17.08.2021
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers grade-9 or above of public offices or executives of private organizations and NGOs who are dealing with financial management and are interested in building a career in this field.

Course Objectives :

    i.   To enhance participants' understanding on fiscal and monetary policy, budget and auditing system;

    ii.   To enable them to perceive, interpret, analyze and apply financial, treasury and other related rules correctly in day to day works. (Should be delete)

Course Contents : **Module-1: Economic Policy, National Budget and Statutory Audit**

    a. Fiscal policy and the macro-economic framework of Bangladesh;
    b. Monetary policy of Bangladesh and its relationship with fiscal policy;
    c. Fiscal deficit and deficit financing
    d. Public debt management in Bangladesh;
    e. Preparation of non-development and development budget;
    f. Accounting and auditing system in Bangladesh;
    g. External audit and accountability;
    h. IBAS++

Module-2: Financial and Treasury Rules

    a. General financial rules and treasury rules
    b. Public Finance and Budget Management Act 2009
    c. Financial Reporting Act 2015
    d. Role and responsibilities of drawing and disbursing officer;
    e. Delegation of financial powers and fund release procedures;
    f. Pay fixation; pension and gratuity;
    g. General Provident Fund (GPF), Contributory Provident Fund (CPF), Benevolent fund and group insurance rules;
    h. Traveling allowances rules;
    i. Public Procurement Rules-2008:
    j. Anti-corruption Act;
    k. Vission of Bangabandhu and Anti-corruption

Training Methods	:	Classroom lecture, individual exercise, question-answer and group work
Evaluation System	:	Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Thouhidur Rahman Chowdhury, Deputy Director (Research and Publication)
Course Coordinator	:	Md. Abul Hossain, Training Officer

4. Office Management (28th Batch)

Duration	:	10 working days
Date	:	04.09.2022 to 15.09.2022
Nomination Deadline	:	25.08.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 20,000.00 (Twenty thousand only) per participant
Participant's Level	:	Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.

Course Objectives :
  i. To equip the participants with concepts and theories of office management
  ii. To familiarize with the administrative, financial rules and procedure relevant for office management in Bangladesh.
  iii. To develop the participants' understanding about the tools and techniques of office management

Course Contents :

Module-1: Concepts and Theories
  a. Concept of modern office management
  b. Human Resource Management (HRM)
  c. Human Resource Information System (HRIS)

Module-2: Administrative and Financial Rules
  a. Rules of business
  b. Delegation of financial powers and fund release procedures;
  c. Role and responsibilities of DDO;
  d. Pension, gratuity, GPF & CPF rules etc.;
  e. Travelling allowances rules;
  f. Public Procurement Rules-2008
  g. The Govt. Servants (Conduct) Rules, 1979
  h. The Govt. Servants (Discipline and Appeal) Rules, 2018
  i. Leave Rules
  j. Public Servant and Anti-Corruption Commission Act;
  k. Right to Information Act-2009.
  l. National Integrity & Strategy (NIS)

Module-3: Tools for Office Management
  a. Office procedures, distribution of works in the office
  b. Recruitment, training and promotion/posting;
  c. Leadership and team building;
  d. Job Analysis: Job description and job specification;
  e. Noting, summary writing and preparation of drafts;
  f. Different forms of written communication;
  g. Conducting meeting, preparation of working paper & writing minutes of meeting;
  h. Office inspection, office layout and office securities;
  i. Store management
  j. Annual Confidential Report (ACR) writing and evaluation;
  k. Public Service Innovation (PSI)
  l. APA

Training Methods	:	Class room lecture, individual exercise, group work, case study, question answer, visit in related field (Private/Public office).
Evaluation System	:	Attendance, class participation, pre-test, post-test & overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Syama Afroz, Chief Instructor (Joint Secretary)
Course Coordinator	:	Most. Lipia Khatun, Evaluation Officer

5. Monitoring and Evaluation of Projects with IMED Formats (24th Batch)

Duration	:	10 Working days
Date	:	18.09.2022 to 29.09.2022
Nomination deadline	:	08.09.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk.20,000.00 (Twenty thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.

Course Objectives :

i. To acquaint the participants with the role and importance of monitoring and evaluation in the proper formulation and successful implementation of development projects

ii. To impart knowledge about various tools and techniques of monitoring and evaluation in different stages of projects.

iii. To enhance their knowledge about how to select and use appropriate tools and techniques of monitoring and evaluation of projects;

iv. To familiarize the participants with monitoring and evaluation procedure of IMED and its different forms to equip them for proper project reporting.

Course Contents :

Module 1: Concepts of Monitoring and Evaluation

a. Planning for monitoring and evaluation

b. Concepts of monitoring and evaluation

c. Different types of monitoring and evaluation

d. Developing indicators for monitoring and evaluation

Module 2: Designing for Monitoring and Evaluation framework

a. Monitoring and evaluation design

b. Sampling for monitoring and evaluation

c. Different data collection methods

d. Questionnaire preparation

e. Data processing, analysis and interpretation

f. Evaluation reporting

g. Developing indicators for M and E

Module 3: Different Monitoring and Evaluation Models and Tools

a. RBM model

b. Logical framework approach

c. Use of CPM as monitoring tools

d. Earned Value Method (EVM) as monitoring tools

e. Microsoft project as a monitoring tool

f. Procurement monitoring

Module 04: IMED Monitoring and Evaluation Procedure
    a.   Role of IMED in project monitoring and evaluation
    b.   Explanation of IMED Forms like quarterly report 01, 02, 03. project completion form 04 and form 05.
    c.   Exercise on form 01, 02, 03, 04 and 05.
    d.   Case Study on Project Evaluation Procedure
    e.   Project Management Information System (PMIS)

Training Methods	:	Classroom lecture, case study, individual exercise, group discussion, report preparation and presentations, field visit
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Md. Nuruzzaman, Director (R & P)
Course Coordinators	:	Most. Abeda Sultana, Associate Instructor Md. Zinnarul Islam, Documentation Officer

6. Management Skills for Project Executives (22nd Batch)

Duration	:	5 Working days
Date	:	16.10.2022 to 20.10.2022
Nomination deadline	:	06.10.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization
Course Objectives	:	i. To develop participants' understanding about project planning and formulation along with related rules and procedures; and ii. To equip them with applied tools and techniques of project management.

Course Contents :

Module 1: **Planning and Formulation of Project Documents**

    a. Strategic planning & project formulation
    b. Implementation plan of a project
    c. Concessionary contents and PPP
    d. Duties & responsibilities of project executives
    e. Delegation of financial power and fund release procedure;
    f. Procurement in development project;

Module 2: Project Management Skills

    a. Monitoring and evaluation techniques;
    b. Negotiation technique and conflict resolution;
    c. Collaboration skill with stakeholders;
    d. Effective leadership & team building;
    e. Time and risk management;
    f. Organizational behavior;
    g. Communication skills;
    h. Personal skills & self-development;
    i. Innovation and change management
    j. Motivation and Human Relation in Project management

Training Methods	:	Class-room lecture, individual exercise, case study, group discussion
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Ramjan Ali, Instructor
Course Coordinator	:	Ullash Chowdhury, Research Officer

7. Public Procurement Management (26th Batch)

Duration	:	15 working days
Date	:	23.10.2022 to 10.11.2022
Nomination deadline	:	13.10.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 26,000.00 (Twenty six thousand only) per participant
Participant's Level	:	Officers of grade-9 or above from different ministries, departments, directorates and autonomous bodies involved in procurement management.
Course Objectives	:	i. To acquaint participants with the legal framework of procurement in public sector;
		ii. To familiarize the participants with the procedure and standard tender documents for procurement of goods and works;
		iii. To provide a comprehensive coverage of the overall spectrum of intellectual and professional service procurement;
		iv. To familiarize the participants with e-GP and other cross-cutting issues

Course Contents

Module-1 : Conceptual and Legal Framework for Public Procurement

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

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

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

Module-3 : Procurement of Intellectual and Professional Services
a. Methods for procurement of intellectual and professional services
b. Expression of Interest (EOI)
c. Terms of Reference (TOR)
d. Request for Proposal (RFP) Document
e. Proposal Data Sheet (PDS)
f. Evaluation of proposals
g. Negotiations under the methods of QCBS, FBS and LCS
h. Approval, signing, completion of the process

Module-4: e-GP and other Cross-cutting Issues
a. Introduction of e-GP

		b.	Roles of PE user, PE admin, organization admin, authorized users.
		c.	Approval procedures and delegation of financial powers
		d.	Right to Information Act 2009
		e.	Anti-corruption Act
		f.	National Integrity Strategy (NIS)
		g.	Vision of Bangabondhu for a corruption and exploitation free Bangladesh.

Training Methods : Class-room lecture, individual exercise, group work on STD preparation, case study, study tour.

Evaluation System : Attendance, class participation, pre-test, post-test and overall performance

Course Advisor : Director General

Course Co-Advisor : Additional Director General

Course Director : Mohammad Anwar Hossain, Chief Instructor

Course Coordinators : Faria Zafreen, Librarian
Md. Al -Amin, Training Officer

8. Innovation and Change Management (5th Batch)

Duration	:	05 working days
Date	:	13.11.2022 to 17.11.2022
Nomination deadline	:	03.11.2022
No. of Course		01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above from public, private and autonomous bodies.

Course Objectives :
i. To understand innovation, its type and application in organization development;
ii. To gather knowledge about public service innovation (PSI)
iii. To describe change and to identify the obstacles to change.

Course Contents :

Module 1: Concept of Innovation
a. Key Concept of Innovation
b. Innovation Cycle
c. Innovation Types
d. Public Service Innovation
e. Comparison of Private and Public Service Innovations
f. Global Innovation Index
g. Innovation, Competitiveness and Development
h. Business Process Re-engineering
i. Ranking of Innovation and Competitiveness
j. Innovation and Government Policy

Module 2: Concept, Model and current practice of change management
a. Types of Change and the Objectives of Change Management
b. Phases of Change Management
c. Development Strategy to Adopt Change
d. Monitoring and Evaluation of Changes
e. Recognizing and Managing Distress
f. Resistance to Change and Barriers to Change
g. Change Case Studies

Training Methods	:	Classroom lecture, group discussions, group work, case study, self-assessments etc.
Evaluation System	:	Attendance, class participation and overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mouful Nahar, Instructor
Course Coordinator	:	Md. Abul Hossain ,Training Officer

9. Project Feasibility Study and EIA (1st Batch)

Duration	:	10 Working days
Date	:	20.11.2022 to 01.12.2022
Nomination Deadline	:	10.11.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 20,000.00
Participant's Level	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.

Course Objectives	:	i.	To familiarize the participants about the key concepts of project appraisal and EIA;
		ii.	To share different environmental issues in project management;
		iii.	To acquaint the participants with different techniques of economic and financial appraisal.

Course Contents :

Module-1: Key Concepts of Feasibility study
a) Project Background: Rationale and genesis (The sources of information through reviewing the relevant documents);
b) Objectives of the feasibility study;
c) Approach and methodology of the feasibility study; and
d) Organization of the feasibility study.

Module-2: Market/Demand Analysis
a) Problem Statement
b) Relevance of the Project Idea
c) Proposed Project Interventions
d) Stakeholder Analysis
e) Demand Analysis
f) SWOT Analysis

Module-3: Technical/Technological & Engineering analysis
a) Location
b) Technical design
c) Output plan
d) Costs estimates
e) Implementation timeline

Module-4: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis
a) Environmental, Climate Change and Disaster Risk Analysis
b) Assessment of Disaster Resilience of the Project

Module-05: Cost Benefit Analysis

a. Financial Analysis
i) Identification of the components of cost & benefit;
ii) Transferring them in monetary value;
iii) Constructing the cash flow;
iv) Identifying the Key Assumptions considered in exercises; then
v) Computing the following indicators and interpreting the results;
vi) Financial Net Present Value (FNPV)
vii) Financial Benefit Cost Ratio (FBCR)
viii) Financial Internal Rate of Return (FIRR)

b. Economic Analysis
i) Identifing the direct, indirect and associated cost and benefit components;
ii) Adjusting them where necessary;
iii) Converting the value of cost and benefit components into economic price by using Standard Conversion Factor (SCF) determined by the Government;
iv) Constructing the cash flow;
v) Mentioning the Assumption;
vi) Computing the following indicators and interpreting the results;
vii) Economic Net Present Value (ENPV)

viii)   Economic Benefit Cost Ratio (EBCR)

ix)   Economic Internal Rate of Return (EIRR)

Module-6: Human Resources, Administrative Support and Legal Analysis

a. Human Resources and Administrative Support Analysis (During Implementation and Post Implementation of the project)

b. Institutional and Legal Analysis

Module-7: Risk Sensitivity and Alternate Analysis

a. Risk (Uncertainty) and Sensitivity Analysis

b. Alternative/Options Analysis

Training Methods	:	Classroom lecture, individual exercise, group work for DPP preparation & presentation, case study and field visit.
Evaluation System	:	Attendance, Class participation, module based class test& overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Hasan Tarik, Director (Training)
Course Coordinator	:	Md. Ramjan Ali, Instructor

10. Leadership and Strategic Planning (13th Batch)

Duration	:	05 working days
Date	:	04.12.2022 to 08.12.2022
Nomination deadline	:	24.11.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.

Course Objectives :

    i.   To develop participants understanding on conceptual issues of strategic planning;

    ii.   To acquaint the participants with various leadership skills.

Course Contents : **Module - 1 : Skills for Leadership**

    a.   Leadership theories and core competencies;
    b.   Leadership skills;
    c.   Leadership and decision making;
    d.   Negotiation and conflict management;
    e.   Leadership and strategic planning: unlocking leadership potential;
    f.   Challenges in leadership and change;
    g.   Developing and empowering other as leaders;
    h.   Leadership behaviors and practices and their impact on strategic process.
    i.   Bangabondhu and Leadership.

Module – 2: Concept and current practice of Strategic Planning

    a.   Context of strategic planning;
    b.   Strategic planning process;
    c.   Strategic Planning: from vision to action;
    d.   Strategic planning for good governance
    e.   Principles of strategic planning for leadership teams;
    f.   Impact of strategic planning on leadership;

Training Methods	:	Classroom lecture, individual exercise, group and panel discussion
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Syama Afroz, Chief Instructor (Joint Secretary)
Course Coordinator	:	Md. Sirajul Islam, Associate Instructor

11. Sustainable Development Goals (SDGs) and Bangladesh (4th Batch)

Duration	:	05 Working days
Date	:	11.12.2022 to 15.12.2022
Nomination deadline	:	01.12.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000 (Eleven thousand) per participant
Participant's Level	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.
Course Objectives	:	After completion of the course, the Participants will be able to

    i. explain the background, context, concepts and overview of SDGs 2030

    ii. Analyze the issues, challenges and way forward regarding SDGs 2030; and

    iii. Play role in implementing SDGs 2030 in own organization.

Course Contents :

Module 1 : Conceptual Issues of Sustainable Development Goals
  a. Sustainable Development Concept, Issues and Strategy for achieving sustainable Development
  b. Aligning SDGs with National Development Plan

Module 2 : Goals and Targets
  a. GOAL 01: End Poverty- Achievement, Challenges and Way Forward
  b. GOAL 02: Zero Hunger Achievement, Challenges and Way forward
  c. GOAL 03: Good Health and Well-being- Achievement, Challenges and Way forward
  d. GOAL 04: Quality Education- Achievement, Challenges and Way forward
  e. GOAL 05: Gender Equality- Achievement, Challenges and Way forward
  f. GOAL 06: Clean Water and Clean Energy- Achievement, Challenges and Way forward
  g. GOAL 07: Affordable and Clean Energy- Achievement, Challenges and Way forward
  h. GOAL 08: Decent Work and Economic Growth- Achievement, Challenges and Way forward
  i. GOAL09:Industry, Innovation and Infrastructure- Achievement, Challenges and Way forward
  j. GOAL 10: Reduced Inequality- Achievement, Challenges and Way forward
  k. GOAL 11: Sustainable Cities (urban management) and Communities-Achievement, Challenges and Way forward
  l. GOAL 12: Responsible Consumption and production-Achievement, Challenges and Way forward
  m. GOAL 13: Climate Action (Climate change and Disaster Risk Reduction)- Achievement, Challenges and Way forward
  n. GOAL 14: Life below Water and GOAL 15: Life on Land-Achievement, Challenges and Way forward
  o. GOAL 16: Peace, Justice and Strong Institutions- Achievement, Challenges and Way forward
  p. GOAL 17: Partnerships to achieve the Goal- Achievement, Challenges and Way forward

Module 3 : Achievements and Challenges of SDGs
  a. Localizing SDGs in Bangladesh
  b. Implementation challenges of SDGs:
  c. Institutions/ Organizations responsible for implementing of different Goals
  d. M & E of SDGs

Training Methods	:	Classroom lecture, case study, Panel Discussion, group discussion, report preparation and presentations, field visit
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mohammad Anwar Hossain, Chief Instructor
Course Coordinator	:	Dipayan Chakroborty Partha, Research Officer

12. Research Methodology (15th Batch)

Duration	:	10 Working days
Date	:	18.12.2022 to 29.12.2022
Nomination deadline	:	08.12.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk.20,000.00 (twenty thousand only) per participant
Participant's Level	:	Officers of grade-9 and above of public, private offices, Banks and NGO's dealing with research and development activities
Course Objectives	:	i. To acquaint the participants with preparatory research works related to research including different methodology and data collection techniques ii. To familiarize participants with the tools and techniques of data processing and to develop their skills in writing a research report.

Course Contents

Module 01: Introduction to Research
   a. Introduction to research and research process
   b. Literature review finding the knowledge gap
   c. Funding for the research project
   d. Collaborative research and work distribution
   e. Selection and formulation of research problems and hypothesis
   f. Choosing appropriate methodology: quantitative, qualitative or mixed
   g. Ethical approval

Module 2: Data Types and Collection Methods
   a. Types of Data: Primary vs. secondary
   b. Primary collection tools: Survey, FGD, Interview
   c. Designing the tools: Drafting questionnaire for survey or interview
   d. Sources of secondary data
   e. Measurement and scaling techniques

Module 3: Data Analysis and Report Writing
   a. Processing and analysis of data
   b. Testing hypothesis
   c. Using SPSS for data analysis
   d. Techniques of writing research proposal,
   e. Presentation of research findings
   f. Writing research reports.

Training Methods	:	Classroom lecture, individual exercise, group work, report preparation and presentation
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mouful Nahar, Instructor
Course Coordinator	:	Md. Sirajul Islam, Associate Instructor

13. Development Planning and Project Management (56th Batch)

Duration	:	15 Working days
Date	:	01.01.2023 to 19.01.2023
Nomination deadline	:	23.12.2022
No. of Course	:	01
No. of Participants		25
Course fee	:	Tk. 26,000.00 (Twenty-six thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working in development projects, Government, semi-govt., autonomous bodies & non-government organization.

Course Objectives :
i. To acquaint the participants with conceptual and administrative framework of planning with reference to Bangladesh;
ii. To familiarize them with existing procedures, practices, rules and methods of project planning and management;
iii. To update the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation.

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 8th five year plan
f. Local level planning
g. Delta Plan 2100
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 NGOs and 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/ Feasibility Study

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. EIA and EMP 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.   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)

Module 5: Project Monitoring and Evaluation

      a.   Concepts and types of monitoring and evaluation
      b.   Tools and Techniques of Monitoring and Evaluation
      c.   Earned value management
      d.   Role of IMED in project monitoring and evaluation
      e.   Explanation and exercise of IMED formats
      f.   IMED forms (PMIS): online submission
      g.   Result based management
      h.   Sustainability of development projects
      i.   Project completion report

Training Methods	:	Classroom lecture, individual exercise, group work for DPP preparation and presentation, film show, case study , report writing and study tour.
Evaluation System	:	Attendance, class participation, pre-test, post-test, module test and overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Engr. Md. Abdur Rashid, Director (Admin and Fin.)
Course Coordinators	:	Most: Abeda Sultana, Associate Instructor Most. Jannatul Ferdosi, Asst. Librarian

14. e-Governance for Sustainable Development (19th Batch)

Duration	:	05 working days
Date	:	22.01.2023 to 26.01.2023
Nomination deadline	:	12.01.2023
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above working public, private and autonomous bodies with basic computer literacy.

Course Objectives :

    i. To develop skills in understanding about strategic issues related to e-Governance.

    ii. To acquaint the participants' on different e-Governance initiatives for sustainable development.

Course Contents :

Module – 1: Concepts and Tools of e-Governance
- a. Introduction to concepts of e-Governance
- b. Policies and Strategies for ICT development
- c. National ICT Policy-2009
- d. Technical and legal issues of e-governance
- e. E-administration
- f. Enterprise Resource Planning (ERP)
- g. Challenges of e-governance
- h. Right to Information Act-2009

Module – 2: Management of e-Governance for Sustainable Development
- a. Sustainable Development Goals (SDGs)
- b. Public Service Innovation (PSI)
- c. Service process simplification
- d. e-Learning

Training Methods	:	Classroom lecture, exercise, case study, demonstration etc.
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Moynul Hasan Chowdhury, DD (Admin)
Course Coordinator	:	Mirza Noor Islam, Asst. Director

15. Blue Economy (3rd Batch)

Duration	:	05 working days
Date	:	29.01.2023 to 02.02.2023
Nomination Deadline	:	19.01.2023
No. of Course	:	01
No. of Participants	:	25 in each batch
Course fee		Tk. 11,000.00 (Eleven thousand only) per participant
Participant's Level	:	Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.
Course Objectives	:	i. To have a better idea on Blue Economy and it's potentiality;
		ii. To explain how countries can be benefited from the Marine Environment;
		iii. To aware of the regulatory framework of Blue Economy .

Course Contents : **Module-1: Conceptual Issues of Blue Economy**

     a. Concepts and Approaches of Blue Economy
     b. Background to the Blue Economy
     c. The Marine Environment
     d Renewable Marine Energy
     e. Sectors of the Blue Economy
     f. Marine Biotechnology
     g. The challenges to the Blue Economy

     Module-2: Managerial Aspects of Blue Economy

     a. Marine Pollution
     b. Costal and Marine Tourism
     c. Ocean based renewable sources of energy
     d. Maritime Transport, Ports and Related Services
     e. Environmental Management Plan (EMP)
     f. Waste Disposal Management

Training Methods	:	Classroom lecture, case study, individual exercise, group discussion
Evaluation System		Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Md. Nuruzzaman, Director (R & P)
Course Coordinator	:	Md. Nurul Amin, Asst. Programmer

16. Good Governance and Relevant Tools (NIS, APA and GRS) (11th Batch)

Duration	:	05 working days
Date	:	26.02.2023 to 02.03.2023
Nomination Deadline	:	15.02..2023
No. of Course	:	01
No. of Participants	:	25 in each batch
Course fee		Tk. 11,000.00 (Eleven thousand only) per participant

Participant's Level : Officers of grade-9 and above from government, semi-government, autonomous bodies, bank, executives of private sector and NGO's.

Course Objectives :
   i. To aware the participants about the conceptual issues of Good Governance;
   ii. To acquaint the participants with the tools and techniques of ensuring transparency, accountability and good governance ;
   iii. To familiarize the participants with integrity institutes and tools currently operating and practiced in Bangladesh.

Course Contents :

Module-01: Conceptual and Cross-cutting Issues of Good Governance
   a. Good Governance: conceptual issues
   b. Democracy and good governance
   c. Ethical leadership in governance
   d. Moral and religious education in prevention of corruption
   e. Public service delivery system and governance practices

Module-02: Tools and Techniques of Good Governance
   a. Social accountability as a tool of good governance
   b. Citizen participation and accountability
   c. Parliamentary oversee and accountability
   d. Civil service ethics

Module-03: Current Practices of Good Governance in Bangladesh
   a. Role of integrity institutes to establish good governance
   b. National Integrity Strategy (NIS)
   c. Right to Information Act
   d. Anti-Corruption Act
   e. Grievance Redress System (GRS)
   f. Public procurement act and rules
   g. Procurement monitoring
   h. Role of media and civil society in combating corruption and establishing good governance
   i. Annual performance agreement
   j. Case study on best practices of Good Governance in Bangladesh

Training Methods	:	Class room lecture, case study, individual exercise, group discussion
Evaluation System		Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Moynul Hasan Chowdhury Deputy Director (Admin) & System Analyst (in charge)
Course Coordinator	:	Dipayan Chakraborthy Partha, Research Officer

EVENING COURSES

1. Post Graduate Diploma in Development Planning (35th Batch)

Duration	:	10 Months, Each module: 12-15 days
Date	:	January–December, 2023
		(03 days in a week. Sunday, Tuesday, Wednesday)
Nomination Deadline	:	15 December, 2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 65,000/- (Tk. Sixty five thousand only) for all the ten modules is to be paid by crossed cheque in favor of the DG, NAPD at the time of registration.
Participant's Level	:	Officers grade-9 and above who deal with planning, development projects and willing to building career in the field of planning and economic development.
Course Objectives	:	i. To create efficient workforce for successful attainment of socio-economic development objectives of the country.
		ii. To equip the participants with most recent techniques of planning, project management as well as theoretical and practical knowledge of basic economics & research; and
		iii. To orient them with recent issues of the global economy.
Course Contents	:	Module-01: Basic Economics;
		Module-02: Theories and Models of Economic Development;
		Module-03: Economy of Bangladesh;
		Module-04: Development Planning in Bangladesh;
		Module-05: Mathematics & Statistics for Planners;
		Module-06: Research Methodology;
		Module-07: Special Issues Relating to Development;
		Module-08: Appraisal & Formulation of Development Project;
		Module-09: Financial Management of Development Project;
		Module-10: Implementation Monitoring and Impact Evaluation of Development Projects
Training Methods	:	Class-room lecture, individual exercise, group work for DPP preparation and presentation, report writing, film show, case study, study tour in home & abroad,
Admission Requirement	:	Second class post–graduate degree with honours in any discipline from a recognized university or bachelor degree with 2 years of executive level job experience.
Evaluation System	:	Written examination, assignment, group work, report writing and presentation, attendance, class participation & overall performance.
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Syama Afroz (Joint Secretary)
Course Coordinators	:	Thouhidur Rahman Chowdhury, Deputy Director (Research & Publication)
		Md. Al-Amin, Training Officer

2. Post Graduate Diploma in ICT for Development (13th Batch)

Duration	:	10 Months, Each module: 12-15 days
Date	:	January- December, 2023
		(03 days in a week. Sunday, Tuesday, Wednesday)
Nomination Deadline	:	15 December, 2022
No. of Course		01
No. of Participants	:	25
Course fee	:	Tk. 75,000.00 (Seventy five thousand) for all the ten modules is to be paid by crossed cheque in favor of the DG, NAPD at the time of registration.
Participant's Level	:	Officers grade-9 and above executives from government, semi-government, autonomous bodies, companies, banks, NGO's, Researchers, MIS personals. It is recommended that the learners have basic knowledge on computer operation.
Course Objectives	:	i. To increase the theoretical and practical knowledge of participants about information and communication technology for development; ii. To build ICT skilled manpower in order to achieve digital Bangladesh; iii. To build ICT capable workforce to meet up the national demand for development planning;
Course Contents	:	Module-1: Fundamentals of Information and Communication Technology and Programming Language Module 2 : Multimedia System Design Module-3: Networking and Data Communication Module-4: System Analysis and Design (SAD) Module-5: Database Management System & Design Module-6: Web Technology and Cyber Security Module-7 : e-Governance, e-Commerce & ICT Project Management Module-8: Emerging Technology in ICT Module-9: Software Engineering and Quality Management Module-10: Final Project Preparation and Presentation.
Training Methods	:	Class room lecture, exercises, assignments, lab practices, projects and case studies, report writing and presentations, lab/ sessional, field visit in home /abroad.
Admission Requirement	:	Minimum educational qualification for admission is a bachelor degree with honors/pass course or equivalent in any subjects. Experienced candidates will get preference. At least 2nd division/ class or equivalent grade up to bachelor degree level.
Evaluation System	:	Written Examination, individual exercise, group work, report preparation and presentation, research, essay writing, attendance, viva (comprehensive), class participation & overall performance.
Facilities	:	• One person one computer • Acoustic & air conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Engr. Md. Abdur Rashid, Director (Admin & Finance)
Course Coordinator	:	Md. Sirajul Islam, Associate Instructor
		Technical Coordinator: Solaiman Gazi, Computer Operator

3. Public Procurement Management (11th & 12th Batch)

Duration	:	35 working days
Date	:	24.07.2022 to 18.10.2022 & 04.12.2022 to 22.02.2023
		(03 days in a week. Sunday, Tuesday, Wednesday)
Nomination deadline	:	14.07.2022 & 24.11.2022
No. of Course	:	01
No. of Participants	:	25 in each batch
Course fee	:	Tk. 26,000.00 (Twenty six thousand only) per participant
Participant's Level	:	Officers of grade-9 or above from different ministries, departments, directorates and autonomous bodies involved in procurement management.

Course Objectives	:	i. To acquaint participants with the legal framework of procurement in public sector;
		ii. To familiarize the participants with the procedure and standard tender documents for procurement of goods and works;
		iii. To provide a comprehensive coverage of the overall spectrum of intellectual and professional service procurement;
		iv. To familiarize the participants with e-GP and other cross-cutting issues

Course Contents

Module-1 : Conceptual and Legal Framework for Public Procurement

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

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

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

Module-3 : Procurement of Intellectual and Professional Services
a. Methods for procurement of intellectual and professional services
b. Expression of Interest (EOI)
c. Terms of Reference (TOR)
d. Request for Proposal (RFP) Document
e. Proposal Data Sheet (PDS)
f. Evaluation of proposals
g. Negotiations under the methods of QCBS, FBS and LCS

h. Approval, signing, completion of the process

Module-4: e-GP and other Cross-cutting Issues
    a. Introduction of e-GP
    b. Roles of PE user, PE admin, organization admin, authorized users.
    c. Approval procedures and delegation of financial powers
    d. Right to Information Act 2009
    e. Anti-corruption Act
    f. National Integrity Strategy (NIS)

Training Methods	:	Class-room lecture, individual exercise, group work on STD preparation, case study, study tour.
Evaluation System	:	Attendance, class participation, pre-test, post-test and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Directors	:	Mohammad Anwar Hossain, Chief Instructor (11th & 12th Batch)
Course Coordinators	:	Most. Lipia Khatun, Evaluation officer (11th Batch) Faria Zafreen, Librarian (12th Batch)

4. Advanced Microsoft Excel (13thBatch)

Duration & Time	:	10 Working Days (03 days in a week: Sunday, Tuesday, Wednesday)
Date	:	31.07.2022 to 23.08.2022
Nomination deadline	:	21.07.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 15,000.00 (Fifteen thousand only) per participant
Participant's Level	:	Officers grade-9 and above from Govt./Semi-Govt. autonomous bodies, executives of private organization and NGOs. It is recommended that the learners have basic knowledge on computer operation.
Course Objectives	:	i. To orient the participants about use of MS excel in accounts, budget, billing and other areas; and ii. To increase capability on analyze data by using MS excel
Course Contents	:	a. Travelling around new excel interface; b. Essential formula knowledge; c. Intermediate formula knowledge; d. Optimizing data; e. Data analysis; f. Presenting and reporting;
Training Methods	:	Classroom lecture, group work, individual exercise, assignment, hands on training
Evaluation System	:	Practical test, attendance, class room participation and overall performance
Facilities	:	• One person one computer • Acoustic& air-conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Moynul Hasan Chowdhury, Deputy Director (Admin)
Course Coordinator	:	Md.Nurul Amin, Assistant Programmer

5. Diploma in Project Planning, Development and Management (DPPDM) (15th Batch)

Duration	:	75 Working days
		(03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	16.10.2022 to 11.04.2023
Nomination deadline	:	09.10.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 50,000.00 (Fifty thousand only) per participant
Participant's Level	:	Project managers and officers if grade-9 and above working in development projects, government, semi-govt., autonomous bodies & non-government organization.

Course Objectives :

 i. To acquaint the participants with the conceptual framework of planning with reference to Bangladesh
 ii. To familiarize them with existing procedures, practices, rules and methodology of project planning and management
 iii. To increase the technical competence of the participants in project formulation, appraisal, implementation, monitoring and evaluation

Course Contents

Module 1: Conceptual and Administrative Framework of Development Planning

 a. Planning and development: concept & relations
 b. Leadership and Vision of Bangabandhu
 c. Planning Process of Bangladesh: Delta Plan 2100, Perspective Plan and Five Year Plan
 d. Strategic planning
 e. Achievements of MDGs and Sustainable Development Goals (SDGs)
 f. Recent trends in Bangladesh economy
 g. Strategies and approaches for 8th five year plan
 h. Local level planning
 i. Role of NGOs in economic development
 j. Role and responsibilities of planning commission, ERD and line ministries
 k. Budgetary framework of Bangladesh with MTBF
 l. Preparation of Annual Development Program (ADP)
 m. 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/ Feasibility Study

 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. EIA of development projects
 i. Project sensitivity and risk analysis
 j. 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)

Module 5: Project Monitoring and Evaluation

    a. Different concepts of monitoring and evaluation
    b. Methods and tools for monitoring and evaluation
    c. Earned value management
    d. Role of IMED in project monitoring and evaluation
    e. Explanation and exercise of IMED formats
    f. IMED forms (PMIS): online submission
    g. Result based management
    h. Sustainability of development projects
    i. Project Completion Report (PCR)

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

6. English Language Proficiency (41th & 42th Batch)

Duration	:	45 Working Days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	21.08.2022 to 06.12.2022 & 04.12.22 to 12.03.23
Nomination deadline	:	14.08.2022 & 24.11.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 32,000.00 (Thirty two thousand only) per participant
Participant's Level	:	Officers grade-9 and above from Govt./Semi-Govt. autonomous bodies, executives of private organization and NGOs.
Course Objectives	:	To improve the participants' English language proficiency (listening, speaking, reading and writing) and to develop their competence in using English for both oral and written communication.
Course Contents	:	**Module – 1: Language and Basic Grammar**

      a. How to study
      b. How to develop the skills of English
      c. Tense
      d. Modals
      e. Conditionals
      f. Comparison
      g. Preposition
      h. Sentence correction

Module – 2: Speaking skill
      a. Speaking about myself
      b. Speaking on topic
      c. Speaking role playing
      d. Speaking presentation
      e. Speaking on topic
      f. Developing pronunciation- right pronunciation of alphabets, 44 phonemes/ sounds
      g. Developing pronunciation- consonant sounds, aspiration
      h. Developing pronunciation- vowel sounds Monophthongs, Diphthongs, checking words from the dictionary with sounds, stress mark
      i. News presentation

Module – 3: Writing skill

      a. Basic writing: subject- verb agreement
      b. Writing practice – on topic
      c. Writing application
      d. Report writing
      e. Official writing

Module – 4: Listening skill

      a. Movie show
      b. Listening practice (Beginner)
      c. Listening practice (Intermediate)
      d. Listening practice (Advance)

Module – 5: Reading skill

a. Reading practice
b. Reading practice by solving comprehension (Beginner)
c. Reading practice by solving comprehension (Intermediate level)
d. Reading practice solving by comprehension (Advance level)

Training Methods	**:**	Each lesson will be presented through a participatory approach, i.e. individual exercise, group work and presentation, assignment, debate and excursion.
Evaluation System	**:**	Written examination, attendance, class participation & overall performance
Course Advisor	**:**	Director General
Course Co-Advisor	**:**	Additional Director General
Course Directors	**:**	Syama Afroz, Chief Instructor (41th Batch)
		Dr. Md. Nuruzzaman, Director (Research and Publication) (42th Batch)
Course Coordinators	**:**	Most. Abeda Sultana, Associate Instructor (41th Batch)
		Md. Matiur Rahman Molla, Audio Visual Officer (41th Batch)
		Most. Abeda Sultana, Associate Instructor (42th Batch)
		Dipayan Chakroborty Partha, Research Officer (42th Batch)

7. Advanced Office Application (3rd Batch)

Duration & Time	:	15 Working Days
		(03 days in a week: Sunday, Tuesday, Wednesday)
Date	:	28.08.2022 to 28.09.2022
Nomination Deadline	:	17.08.2022
No. of Course	:	01
No. of Participants	:	25 in each batch
Course fee	:	Tk.22,000.00 (Twenty two thousand only) per participant
Participant's Level	:	Officers grade-10 and above from government, semi-government, autonomous bodies, banks, executives of private sector and NGO's.
Course Objectives	:	To enhance knowledge and skill of the participants operating computer in office.
Course Contents	:	a. Fundamentals of computer
		b. Operating system (Windows 10)
		c. Computer typing (Software base, Bangla, English)
		d. Microsoft word (Office- 2010)
		e. ICT devices, network and internet
		f. MS Excel (Office- 2010)
		g. Printer, virus, antivirus
		h. MS power point (Office-2010)
Training Methods	:	Classroom lecture, individual exercise, assignments, group work, hands on learning
Evaluation System	:	Written test, assignment, attendance, practice on computer and overall performance
Facilities	:	• One person one computer
		• Acoustic & air condition class room
		• Multimedia presentation system
		• Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mouful Nahar, Instructor
Course Coordinator	:	Zakia Begum, Documentation Officer

8. Project Planning and Management (PPM) (12th Batch)

Duration	: 35 working days
Date	: 04.09.2022 to 27.11.2022
Nomination deadline	: 25.08.2022
No. of Course	: 01
No. of Participants	: 25
Course Fee	: Tk. 26,000/-(Tk. Twenty Six thousand only)

Course Objectives :
- iv. To acquaint the participants with the conceptual framework of planning with reference to Bangladesh
- v. To familiarize them with existing procedures, practices, rules and Methodology of project planning and management
- vi. To increase the technical competence of the trainees in project formulation, appraisal, implementation, monitoring and evaluation

Designed for : Officers of grade-9 and above and other officers working in development projects, class-1 officers of the Government, semi-govt. autonomous bodies and Non-government organization.

Course Contents : **Module 1: Planning, Formulation and Financing of Projects**
- l. Planning Process of Bangladesh: Delta Plan 2100, Perspective Plan and Five Year Plan
- m. Annual Development Program
- n. Budgetary framework with MTBF
- o. Project cycle
- p. Project design with logical framework
- q. Explanation of DPP, TPP formats and exercise
- r. Gender responsive planning and budgeting
- s. Mainstreaming climate change in development planning
- t. Project Financing : concept and techniques
- u. Sources of project financing
- v. Domestic resource mobilization
- w. Foreign aid and its use
- x. Public Private Partnership (PPP)

Module 2: 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 3: Project Implementation
- a. Explanation of DPP and TPP
- b. Exercise on DPP and TPP
- c. Role of a project manager/ project directors
- d. Managing project team / team building and leadership
- e. Implementation plan of a project
- f. Total quality management
- g. Project risk management
- h. Procurement management: PPA-2006, PPR-2008
- i. Procurement plan & e-GP
- j. MS Project for managing project
- k. Management Information System (MIS)

Module 4: Project Monitoring and Evaluation

a. Different concepts of monitoring and evaluation
b. Earned value management
c. Role of IMED in project monitoring and evaluation
d. Explanation and exercise of IMED formats
e. IMED forms (PMIS): online submission
f. Result based management
g. Sustainability of development projects
h. Project Completion Report (PCR)

Training Methods	: Classroom lecture, video presentation, group discussions, group work, case study, self-assessments etc.
Evaluation System	: Attendance, class participation and overall performance.
Course Advisor	: Director General
Course Co-Advisor	: Additional Director General
Course Director	: Md. Ramjan Ali ,Instructor
Course Coordinator	: Md. Zakir Hossain, Accounts Officer

9. Oracle Based Database Application Design (13th Batch)

Duration	:	20 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	11.09.2022 to 30.10.2022
Nomination Deadline	:	04.09.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 23,000.00 (Twenty three thousand only) per participant
Participant's Level	:	Officers grade-9 and above from government, semi-government, autonomous bodies, companies, banks, NGO's having basic knowledge in computer applications.
Course Objectives	:	i. To acquaint with Oracle database and data access techniques ii. To build capacity on Oracle schema definition and CRUD operation iii. To build capacity on pl/sql program writing iv. To build capacity on web application development using oracle application express (APEX)
Course Contents	:	Module 1 – Database overview and oracle data access Module 2 – Introduction to SQL (DDL and DML) Module 3 – PL/SQL Module 4 – Application development with oracle APEX
Training Methods		Classroom lecture, individual exercise, assignments, group work, case study, hands on learning, project preparation, field visit
Evaluation System	:	Written test, assignment, attendance, practice on computer and overall performance
Facilities	:	• One person one computer • Acoustic & air-conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Moynul Hasan Chowdhury, Deputy Director (Admin)
Course Coordinator	:	Md. Nurul Amin, Assistant Programmer

10. Microsoft Project (20th Batch)

Duration	:	10 Working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	13.11.2022 to 04.12.2022
Nomination deadline	:	03.11.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 15,000.00 (Fifteen thousand only) per participant
Participant's Level	:	Officers grade-9 and above of Govt./Semi-Govt. and Autonomous bodies and Agencies involved in project preparation and planning having basic knowledge in computer operation.

Course Objectives :

    i.   To acquaint the participants with compute aided software tools of project appraisal, monitoring and evaluation; and

    ii. To help the participant for the preparation of development project proposal within shortest possible time.

Course Contents :

Module-01: Project Scheduling and Network Analysis

    a. Overview of Microsoft project
    b. Network analysis PERT/CPM
    c. Project management tools, terminology
    d. Project scheduling with Gantt Chart & network diagram using Microsoft project

Module-02: Project costing & reporting

    a. Creating and allocating resources
    b. WBS, EVM using Microsoft project
    c. Project report using Microsoft project

Training Methods	:	Classroom lecture, individual exercise, group work, case study, hands on learning
Evaluation System	:	Attendance, class participation & overall performance
Facilities	:	• One person one computer • Acoustic & air-conditioned class room • Multimedia presentation system • Network based computer lab
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Engr. Md. Abdur Rashid, Director (Admin & Finance)
Course Coordinator	:	Mrs. Faria Zafreen, Librarian

11. Web page Development and Deployment (13th Batch)

Duration	:	25 working days (03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	11.12.2022 to 05.02.2023
Nomination deadline	:	04.12.2022
No. of Course	:	01
No. of Participants	:	25
Course fee	:	Tk. 30,000.00 (Thirty thousand only) per participant
Participant's Level	:	Officers grade-10 and above working in government, semi-government, autonomous bodies and agencies those are involved in website development and maintenance.
Course Objective	:	i. To acquaint the participants with about basic web technologies; ii. To enable the participants on client and server-side scripting language and integrate with web server and database technologies; and iii. To acquaint the participants with the Content Management Systems (CMS), web technologies and cross-cutting issues;
Course Content	:	Module – 1: Basic web technologies; Module – 2: Client side scripting; Module – 3: Server side scripting; Module – 4: Database driven dynamic website with PHP & MySQL; Module – 5: Content Management Systems (CMS); Module – 6: Web page deployment and web security; Module – 7: Public Service Innovation (PSI), Service Process Simplification (SPS) and e-Learning platform;
Training Methods	:	Class room lecture, practical exercises, assignments, lab practices, projects/ case studies, report writing and presentations.
Evaluation System	:	Written test, attendance, project work and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Md. Hasan Tarik, Director (Training)
Course Coordinator	:	Mirza Noor Islam, Assistant Director

12. Introduction to Statistical Package for Social Science (SPSS) (4th Batch)

Duration	:	10 working days
		(03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	18.12.2022 to 10.10.2023
Nomination deadline	:	11.12.2022
No. of Course	:	1
No. of Participants	:	25
Course fee	:	Tk. 15,000 (fifteen thousand only) per participant
Participants' Level	:	Officers grade-10 and above of Govt., semi-Govt., autonomous bodies and agencies involved in project preparation and planning

Course Objective :
  i. To orient the participants about the basics of SPSS
  ii. To enhance participants managerial ability to apply different statistical tools, interpret and use the result using SPSS

Course Content
  1. Introduction to statistical techniques and SPSS
  2. Preparing the data file in SPSS
  3. Descriptive statistics, using graph and explore the data
  4. Correlation and regression analysis in SPSS
  5. Statistical techniques to compare groups (T-test and non-parametric tests)

Training Methods	:	Classroom lecture, individual exercise, group work and assignments.
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Mouful Nahar, Instructor
Course Coordinator	:	Ullash Chowdhury, Research Officer

13. Cyber Security (2nd Batch)

Duration	:	12 working days
		(03 days in a week. Sunday, Tuesday, Wednesday)
Date	:	01.01.2023 to 25.01.2023
Nomination deadline	:	26.12.2022
No. of Course	:	1
No. of Participants	:	25
Course fee	:	Tk. 12,000 (twelve thousand only) per participant
Participants' Level	:	Officers grade-10 and above of Govt., semi-Govt., autonomous bodies and agencies involved in project preparation and planning

Course Objective :

i. To prepare participants with the technical knowledge and skills needed to protect and defend cyber-attacks.

ii. To enhance participants by informing policy, laws and rules regarding cyber security accepted standards

iii. To develop organizational capacity that can plan, implement, and monitor cyber security mechanisms to help ensure the protection of information technology assets

Course Content

Module-1: Individual Security

a. Fundamentals of Cyber security & Types of Cyber Attacks
b. Network Security, Cloud Security, and Web Application Security, OS security
c. Mobile security and common vulnerabilities
d. Social Engineering with example
e. Case Study for Cyber security (Malware attack etc)
f. Response after Cyber incident and rescue / Cyber Incident Management

Module-2: Cyber Security Law, Rules and Strategy

a. Cyber Security Strategy 2021-2025 (Draft)
b. Digital Security Act, 2018, Digital Security Rules – 2020 (Cyber Security Related)
c. Cloud Policy 2020 (Cyber Security Related)
d. Email policy 2019 (Cyber Security Related), Social Media Uses Guidelines

Module-3: Organizational Security

a. Digital forensics / Computer Forensics
b. Malware analysis
c. Best practices in preventing Cyber-attacks,
d. Artificial Intelligence In Cyber security
e. Critical security components to prevent
f. Privilege Access Management,
g. Physical security and its importance
h. Enforcing Confidentiality with Encryption, Certificates and PKI
i. Intrusion Detection and Prevention
j. Cyber Audit / Digital Audit
k. Cyber Risk Management and its assessment
l. Incident management: Cyber risk and cyber insurance
m. Business Case for Cyber security (Cyber Investment)

Training Methods	:	Classroom lecture, individual exercise, group work and assignments.
Evaluation System	:	Attendance, class participation and overall performance
Course Advisor	:	Director General
Course Co-Advisor	:	Additional Director General
Course Director	:	Dr. Md. Nuruzzaman, Director (R & P)
Course Coordinator	:	Md. Nurul Amin, Assistant Programmer

LIST OF FACULTY MEMBERS/OFFICERS

Photo	Name & Designation	Phone /Mobile Number
	M Badrul Arefin Secretary to the Government & Director General, NAPD	9615642 (O) 58614705-6/210(O)
	Shamsuddin Ahmed Bhuiyan Additional Secretary to the Govt. & Additional Director General,NAPD	9615639 (O) 58614705-6/211 (O) 8333094(R)
	Syama Afroz Joint Secretary & Chief Instructor, NAPD	58611261 58614705-6/216 (O) 9635241 (R) 01717-025954(M)
	Md. Nuruzzaman, Ph.D. Director (Research & Publication)	58611259 (O) 58614705-6/213 (O) 9126427 (R) 01730-092179 (M)
	Engr. Md. Abdur Rashid Director (Admin & Finance)	02223365351 8432573 (R) 01780-114499 (M)
	Md. HasanTarik Director (Training)	02223360357 9008048 (R) 01715327817 (M)
	Kazi Muhammad Salatuzzaman System Analyst (on higher Study)	9675024 (O) 9675024 /272 (O) 01712-342305(M)
	Md. Helal Uddin Akanda Chief Instructor (on higher Study)	02223363569 (O) 58614705-6/218 (O) 9615244 (R) 01819163654 (M)
	Mohammad Anwar Hossain Chief Instructor	9672356 (O) 58619705-6/267(O) 01913-009202 (M)
	Md. Moynul Hasan Chowdhury Deputy Director (Admin) & System Analyst (in charge)	02223360355 (O) 58614705-6/267 (O) 01711-311933 (M)
	Mouful Nahar Instructor	58614705 01916-861597 (M)
	Thouhidur Rahman Chowdhury Deputy Director (R & P)	9611065 (O) 58614705-6/238 (O) 01716-550855 (M)

Photo	Name & Designation	Phone /Mobile Number
	Md. Ramjan Ali Instructor	022233665024 (O) 58614705-6/263 (O) 58614705-6/269 (R) 01816-264046 (M)
	Mirza Noor Islam Assistant Director	58611362 (O) 58614705-6/224 (O) 01813-588660 (M)
	Most: Abeda Sultana Associate Instructor	58614705-6/266 (O) 58614705-6/301(R) 01816-207201 (M)
	Mohammad ZiaurRahman Associate Instructor	9675392 (O) 58614705-6/277 (O) 01717-160408 (M)
	Md. Sirajul Islam Associate Instructor	8614705-6/234 (O) 01688-738283 (M)
	Md. Nurul Amin Assistant Programmer	58614705-6/217 (O) 01818-357782 (M)
	Dr. Nadia Afrin Medical Officer	58614705-6/253 (O) 01711-186560
	Faria Zafreen Librarian	02223367392 (O) 58614705-6/270 (R) 01720-531083 (M)
	Dipayan Chakraborthy Partha Research Officer	58614705-6/220 (O) 01716-636296 (M)
	Most Lipia Khatun Evaluation Officer	58614705-6/249 (O) 8619705-6/269 (R) 01816264047 (M)
	Md. Abul Hossain Training Officer	02223367392 (O) 58614705-6/277 (O) 01913-756758 (M)
	Md. Al-Amin Training Officer	9666304 (O) 01710-069380 (M)
	Tahmidur Rahman Research Officer	58614705-6/266 (O) 01552-468856
	Ullas Chowdhury Research Officer	58614705-6/237 (O) 0167-3265199
	Md. Matiur Rahman Molla Audio Visual Officer	58614705-6/240 (O) 9663803 (R) 01819-163684 (M)

Photo	Name & Designation	Phone /Mobile Number
	Md. Zinnarul Islam Documentation Officer	58614705-6/246 (O) 01716-931722 (M) 01931149650 (M)
	Md. Rajeur Rahman Care Taker	58614705-6/236 (O) 01717-920110 (M) 58614705-6/261 (R)
	Zakia Begum Dormitory Superintendent	58614705-6/248 (O) 58614705-6/255 (R) 01552437952 (M)
	Md. Motaher Hossain Executive Officer	58614705-6/221 (O) 58614705-6/233 (R) 01815-706954 (M)
	Md. Zakir Hossain Accounts Officer	58614705-6/257 (O) 01739-869398 (M)
	Most. Jannatul Ferdousi Assistant Librarian	58614705-6/276 (O) 01789-009810 (M)
	Md. Sultan Salauddin Cafeteria Supervisor	01712-110933 01863-334040 02223366304 (O)

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TRAINING FLOW CHART 2022-2023

Sl. No.	Name of the Course	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
	Regular Day Course												
1.	Project Appraisal, EIA and Formulation of DPP (21st Batch)	24	11										
2.	Human Resource Management (26th Batch)		21 25										
3.	Public Financial Management (26th Batch)		28	01									
4.	Office Management (28th Batch)			04 15									
5.	Monitoring and Evaluation of Projects with IMED Formats (24th Batch)			18 29									
6.	Management Skills for Project Executives (22nd Batch)				16 20								
7.	Public Procurement Management (26th Batch)				23	10							
8.	Innovation and Change Management (5th Batch)					13 17							
9.	Project Feasibility Study and EIA (1st Batch)					20	01						
10.	Leadership and Strategic Planning (13th Batch)						04 08						
11.	Sustainable Development Goals(SDGs) and Bangladesh (4th Batch)						11 15						
12.	Research Methodology (15th Batch)						18 29						
13.	Development Planning and Project Management (56th Batch)							01 19					
14.	E-Governance for Sustainable Development (19th Batch)							22 26					
15.	Blue Economy (3rd Batch)							29	02				
16.	Good Governance and Relevant Tools (NIS, APA and GRS) (11th Batch)								26	02			
	Regular Evening Course												
1.	Post Graduate Diploma in Development Planning (35th Batch)	January – December, 2023											
2.	Post Graduate Diploma in ICT for Development (PGD ICTD) (13thBatch)	January – December, 2023											
3.	Public Procurement Management (11th Batch)	24			18								

		July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	
4.	Advanced Microsoft Excel (13th Batch)	31	23											
5.	English Language Proficiency (41st Batch)			21				06						
6.	Advance Office Application (3rd Batch)			28	28		06							
7.	Project Planning and Management (12th Batch)				04		27							
8.	Oracle based Database Application Design(13rd Batch)				11	30								
9.	Diploma in Project Planning, Development and Management (DPPDM) (15th Batch)					16						11		
10.	Web page Development and Deployment (13thBatch)					06		11		05				
11.	Microsoft Project (20th Batch)						13	04						
12.	Introduction to SPSS(5th Batch)							18	10					
13.	Cyber Security (2nd Batch)							01 25						
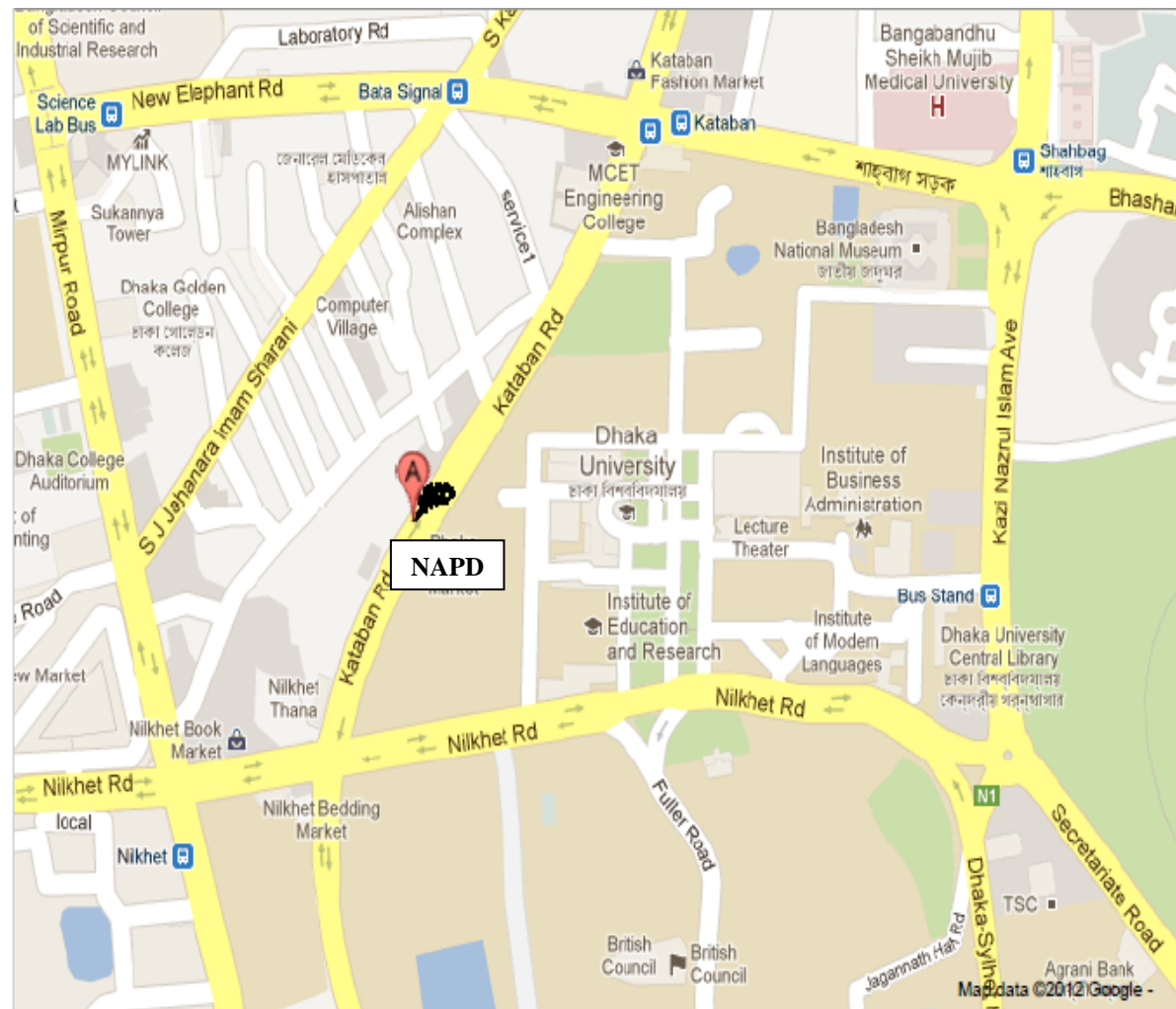
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