Courses For Grade 09 or Above Employees

01. Procurement Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	16 - 27 July 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh;
- To understand procurement rules and different stages of procurement of goods, works and services with e-GP system;
- To improve knowledge and skills on financial management; and
- To aware about primary health care and well-being.

Distribution of days

Duration	12 days	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/2 day
	Total	**2 days**

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

Total Session Hours of the Modules- 45

Course Contents

Module-01	:	Development Studies: Bangabandhu and Bangladesh
Evaluation Method	:	Group Presentation
Total Marks	:	25
Objective	:	To know the Life and Philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and smart Bangladesh.
Session Hours	:	05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	1	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	:	Procurement Management and Planning
Evaluation Method	:	Group Exercise
Total Marks	:	25
Objective	:	To enhance knowledge and skill in public procurement system
Session Hours	:	17

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	Overview of PPA-2005 & PPR-2008	Faculty/Guest Speaker	L&D
2.02	1	Annual Procurement Plan (APP)	Faculty/Guest Speaker	L&D
2.03	1	Formation of Different Procurement Related Committees	Faculty/Guest Speaker	L&D
2.04	1	Procurement Cycles Management	Faculty/Guest Speaker	L&D
2.05	1	Different Methods of Public Procurements	Faculty/Guest Speaker	L&D
2.06	1	Selection of Appropriate Methods and TD and Preparation of TD	Faculty/Guest Speaker	L&D
2.07	2	Procurement Methods of Goods & Works	Faculty/Guest Speaker	L&D
2.08	1	Procurement Methods of Services	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.09	1	Preparing Technical Specifications and Official Cost Estimate (OCE)	Faculty/Guest Speaker	L&D
2.10	2	Practice on How to Prepare TD	Faculty/Guest Speaker	Practice
2.11	1	Advertisement and Issuance of Tender	Faculty/Guest Speaker	L&D
2.12	1	Opening and Evaluation of Tender	Faculty/Guest Speaker	L&D
2.13	2	Notification of Award (NOA), Contract Administration and Management	Faculty/Guest Speaker	L&D

Module-03	:	**Electronic Government Procurement (e-GP)**
Evaluation Method	:	**Individual Exercise**
Total Marks	:	**25**
Objective	:	**To understand the government vision of introducing Electronic Government Procurement (e-GP) and its importance in judicious and prudent public financial management**
Session Hours	:	**10**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	Overview of Electronic Government Procurement (e-GP)	Faculty/Guest Speaker	D&P
3.02	1	Basic Software for e-GP, e-GP Login Logout, Creation of PE Office, Designation and Users	Faculty/Guest Speaker	D&P
3.03	1	Creation of TOC & TEC, Assigning Procurement Role and Profile Management	Faculty/Guest Speaker	Practical
3.04	1	Creation of APP in e-GP (Create APP, Create Workflow, Its Approval and Publication Procedure)	Faculty/Guest Speaker	Practical
3.05	2	Creation Tender Documents in e-GP (Creation of Tender, Formation of TOC and TEC	Faculty/Guest Speaker	Practical
3.06	1	Creation and Publication of e-Tender Notice	Faculty/Guest Speaker	Practical
3.07	1	Tender opening and Evaluation in e-GP	Faculty/Guest Speaker	Practical
3.08	1	Approval Procedure, Providing NOA and Singing Contract	Faculty/Guest Speaker	Practical
3.09	1	Electronic Contract Management System (e-CMS)	Faculty/Guest Speaker	Practical

Note: For conducting Session on 03.02 to 03.09 the Speaker/ facilitator must have access to the e-GP system.

Module-04	: Financial Management
Evaluation Method	: Group Exercise
Total Marks	: 25
Objective	: To improve knowledge and skill on financial management
Session Hours	: 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
4.02	1	Delegation of Financial Power	Faculty/Guest Speaker	L&D
4.03	1	Different Fees, Allowance and Honorarium	Faculty/Guest Speaker	L&E
4.04	1	Duties and Responsibilities of DDO	Faculty/Guest Speaker	L&D
4.05	1	VAT Rules	Faculty/Guest Speaker	L&D
4.06	1	Laws and Practices of Income Tax	Faculty/Guest Speaker	L&D
4.07	1	Audit, Audit Objections and Settlement Procedure	Faculty/Guest Speaker	L&D
4.08	1	Procedure of Acceptance of Goods & Works and its Management	Faculty/Guest Speaker	L&E
4.09	1	Store Management	Faculty/Guest Speaker	L&E

Module-05	: Good Health and Well-being
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To aware trainees about primary health care, nutrition management, sedentary lifestyle to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise

Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Individual Assignment / Report	25
b) Group Exercise/ Report/Presentation	100
c) Class Attendance and Overall Conduct & Discipline	25
Total	**150**

Closing Ceremony of Government Budgeting and Procurement Management Course, RPATC Chattogram

02. Financial Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	10 - 21 September 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices, and they send nomination letters directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To know the Economic Philosophy, and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Bangladesh;
- To understand Governance, Financial Management, Financial Rules and Procedures, Procurement Management; and
- To aware about Primary health care and well-being.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

Total Session Hours of the Modules- 43

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation
Total Marks	: 25
Objective	: To know the Economic Philosophy and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.
Session Hours	: 05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	2	Ten Special Initiatives of The Honourable Prime Minister and its impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Financial Rules and Procedures
Evaluation Method	: Group Exercise
Total Marks	: 25
Objective	: To enhance the knowledge and skills of financial rules and procedures
Session Hours	: 15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
2.02	1	Treasury Rules	Faculty/Guest Speaker	L&D
2.03	2	Public Procurement Act, 2006 and Public Procurement Rules 2008	Faculty/Guest Speaker	L&E
2.04	1	Delegation of Administrative and Financial Power	Faculty/Guest Speaker	L&E
2.05	1	Pay fixation	Faculty/Guest Speaker	D&E
2.06	1	VAT Rules	Faculty/Guest Speaker	L&D
2.07	1	Laws and Practices Income Tax	Faculty/Guest Speaker	L&D
2.08	2	Self-Tax Assessment and Income Tax Return Preparation	Faculty/Guest Speaker	L&E
2.09	1	Writing of Cash Book and other Financial Registers and their Preservation Procedures	Faculty/Guest Speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.10	1	Online Transactions: EFT, ibas++	Faculty/Guest Speaker	L&D
2.11	2	Overview of Project Management in Bangladesh	Faculty/Guest Speaker	L&D
2.12	1	Store Management	Faculty/Guest Speaker	L&D

Module-03	: **Governance and Financial Management**
Evaluation Method	: **Group Report/Exercise**
Total Marks	: **25**
Objective	: **To understand the governance and public financial system of Bangladesh**
Session Hours	: **10**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	4	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	Workshop
3.02	1	Total Quality Management: Kaizen & 5S	Faculty/Guest Speaker	L&D
3.03	1	Overview of Four sector of Bangladesh Economy:	Faculty/Guest Speaker	L&E
3.04	1	Public Financial Management System in Bangladesh	Faculty/Guest Speaker	L&D
3.05	2	Budgetary process in Bangladesh using MTBF	Faculty/Guest Speaker	L&E
3.06	1	Audit, Audit objections and settlement Procedure	Faculty/Guest Speaker	L&E

Module-04	: **Service Rules & Official Procedures**
Evaluation Method	: **Individual Exercise**
Total Marks	: **25**
Objective	: **To enhance knowledge and skills of service rules & official procedures**
Session Hours	: **09**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D
4.03	1	সরকারি কর্মচারি (নিয়মিত উপস্থিতি) বিধিমালা, ২০১৯	Faculty/Guest Speaker	L&D

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.04	1	TA & DA Rules and Preparation of Bills	Faculty/Guest Speaker	L&E
4.05	1	General Provident Fund, Benevolent Fund and Group Insurance Rules	Faculty/Guest Speaker	L&D
4.06	1	Bangladesh Staff Welfare Board Act & Rules	Faculty/Guest Speaker	L&D
4.07	1	Different fees, allowance and Honorarium	Faculty/Guest Speaker	L&E
4.08	2	Pension and Gratuity Rules	Faculty/Guest Speaker	L&D

Module-05	:	**Good Health and Well-being**
Evaluation Method	:	**Group Presentation**
Total Marks	:	**25**
Objective	:	**To aware about primary health care and well-being**
Session Hours	:	**04**

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise
- Study Visit
- Physical Exercise and Games

Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Individual Assignment / Report	25
b) Group Exercise/ Report	100
c) Class Attendance and Overall Conduct & Discipline	25
Total	**150**

03. Conduct and Discipline Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	05 days
Date	03 - 07 December 2023
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of Grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objective

- To make the participants understand the essential service rules, acts, regulations, disciplinary cases and their applications at offices.

Distribution of days

Duration	05 days	
Working days	05	
	a. Inauguration-	1/2 day
	b. Closing-	1/4 day
	c. Exam/Exercises	1/4 day
	Total	**1 day**

Available days for classroom session 4 x (6 sessions everyday) = 24 sessions are admissible. (Evening sessions may be arranged if required)

Total Session Hours of the Modules- 24

Course Contents

Module-01	:	Development Studies: Bangabandhu and Bangladesh
Evaluation Method	:	Group Presentation
Total Marks	:	25
Objective	:	To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and smart Bangladesh
Session Hours	:	04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Ten Special Initiatives of The Honourable Prime Minister and its impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	:	Official Rules and Regulations
Evaluation Method	:	Group Exercise
Session Hours	:	25
Objective	:	To enhance knowledge and skills about official rules and regulations
Session Hours	:	09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Constitutional Provisions Relating to Public Servants and Public Service Commissions	Faculty/Guest Speaker	L&D
2.02	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.03	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.04	1	The Government Servants (Punctual Attendance) Rules, 2019	Faculty/Guest Speaker	L&D
2.05	1	সরকারি চাকরি আইন, ২০১৮	Faculty/Guest Speaker	L&D
2.06	2	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	L&D
2.07	1	Use of Social Media: Guidelines	Faculty/Guest Speaker	L&D

Module-03	: Managing Disciplinary Cases
Evaluation Method	: Individual Assignment / Exercise/ Written Exam/ MCQ
Total Marks	: 25
Objective	: To understand departmental proceeding and its execution
Session Hours	: 08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	General Conditions of Service	Faculty/Guest Speaker	L&D
3.02	1	Techniques of Writing Statement of Allegations	Faculty/Guest Speaker	L&D
3.03	1	Framing of Charges Against the Accused	Faculty/Guest Speaker	L&D
3.04	1	Inquiry Procedure of Departmental Cases	Faculty/Guest Speaker	L&D
3.05	1	Writing of Inquiry Report	Faculty/Guest Speaker	L&E
3.06	1	Preparing Statement of Allegations and Framing of Charges Against the Accused	Faculty/Guest Speaker	Exercise
3.07	1	The Administrative Tribunal Act, 1980 (with Amendments)	Faculty/Guest Speaker	L&D
3.08	1	Bangladesh Service Rules (BSR) Part 1 & Part 2	Faculty/Guest Speaker	L&D

Module-04	: Good Health and Well-being
Evaluation Method	: Group Presentation
Total Marks	: 15
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 03

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
4.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
4.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D

Training Methods

- Lecture and Discussion
- Exercise

Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 100 marks. The breakdown of the marks will be as follows:

a) Individual Assignment/Written Examination/MCQ TEST	25
b) Group Report/ Exercise/Presentation	65
c) Class Attendance and Overall Conduct & Discipline	10
Total	**100**

Divisional Commissioner, Chattogram, Mr. Md. Ashraf Uddin is Addressing at Rector's Tea with Rector, BPATC, Mr. Ramendra Nath Biswas is in the Chair

04. ICT and e-Governance Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	21 April - 02 May 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To enhance ICT knowledge and skills of the participants for leveraging ICT at their official activities; and

- To understand e-Governance practices in Bangladesh.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

Total Session Hours of the Modules- 49

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Presentation / Report
Total Marks	: 25
Objective	: To know the life and philosophy of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Bangladesh.
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর জীবন ও দর্শন	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	2	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Essential ICT Skills
Evaluation Method	: Individual Practical TEST
Total Marks	: 25
Objective	: To enhance essential ICT knowledge and skills
Session Hours	: 15

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Introduction to Computer: Hardware and Software	Faculty/Guest Speaker	L&Practical
2.02	1	New Hardware and Software Installation	Faculty/Guest Speaker	Practical
2.03	2	Document Preparation	Faculty/Guest Speaker	Practical
2.04	2	Presentation Preparation		Practical
2.05	2	Spreadsheet Analysis	Faculty/Guest Speaker	Practical
2.06	2	Virtual Office Management: Online Training, Meeting and Seminar	Faculty/Guest Speaker	Practical
2.07	1	Uses of Unicode	Faculty/Guest Speaker	Practical
2.08	2	Usage of D-Nothi	Faculty/Guest Speaker	Practical
2.09	1	Cloud Computing: Concept and Usage	Faculty/Guest Speaker	L&D
2.10	1	How to Manage virtual meetings by using Zoom, Boithak	Faculty/Guest Speaker	Practical

Module-03	:	e-Governance and ICT for Development
Evaluation Method	:	Group Exercise/ Presentation
Total Marks	:	25
Objective	:	To understand e-Governance and ICT as tools for development
Session Hours	:	19

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	2	e-Governance: Concept, Architecture & Readiness and Challenges	Faculty/Guest Speaker	L&D
3.02	2	Digital Bangladesh to Smart Bangladesh: Challenges and Opportunities	Faculty/Guest Speaker	L&E
3.03	2	Office Automation: ERP, Digital Communication etc.	Faculty/Guest Speaker	L&E
3.04	2	Web Portal Management	Faculty/Guest Speaker	P
3.05	2	e-Services in Bangladesh	Faculty/Guest Speaker	L&E
3.06	2	Use of ICT in Public Procurement: Electronic Government Procurement (e-GP)	Faculty/Guest Speaker	L&E
3.07	1	Use of Social Media: Rules and Guidelines	Faculty/Guest Speaker	L&D
3.08	2	Cyber Security	Faculty/Guest Speaker	Practical
3.09	2	ICT Related Laws and Rules	Faculty/Guest Speaker	L&D
3.10	2	Fourth Industrial Revolution (4IR): Artificial Intelligence (AI), Internet of Things (IoT), Big Data, Robotics, Block Chain, Crypto Currency	Faculty/Guest Speaker	L&D

Module-04	:	Trouble Shooting: Hardware and Software
Evaluation Method	:	Individual Exercise/ Practical Demonstration/ Practice
Total Marks	:	25
Objective	:	To enhance knowledge and skills for trouble shooting
Session Hours	:	05

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	2	Identification and Solution of Hardware Related Problems	Faculty/Guest Speaker	L, D&P
4.02	2	Identification and Solution of Software Related Problems	Faculty/Guest Speaker .	L, D&P
4.03	1	Solution of Network and Internet Related Problems	Faculty/Guest Speaker	Practical

Module-05	: Good Health and Well-being
Evaluation Method	: Group Report/ Presentation
Total Marks	: 25
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
5.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
5.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
5.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

- Lecture and Discussion
- Practical Demonstration and Exercise
- Study Visit
- Physical Exercise and Games

Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Exercise/Individual Assignment	50
b) Group Report/Activity/Presentation	75
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

05. Language Learning Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	10 - 21 March 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To improve the listening, speaking, reading and writing skills of the participants to make them confident communicating in English; and

- To refresh the participants' knowledge about the basic grammatical issues to express English correctly.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

Available days for classroom session 8 x (6 sessions everyday) = 48 sessions are admissible. (Evening sessions may be arranged if required)

Total Session Hours of the Modules- 48

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Assignment/Presentation
Total Marks	: 25
Objective	: To know the political and administrative thoughts of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman, and Smart Bangladesh.
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর রাজনৈতিক ও প্রশাসনিক ভাবনা	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Bangladesh's LDC Graduation: Opportunities & Challenges	Faculty/Guest Speaker	L&D
1.04	1	Ten Special Initiatives of The Honourable Prime Minister	Faculty/Guest Speaker	L&D

Module-02	: Fundamentals of English
Evaluation Method	: Individual Exercise
Total Marks	: 15
Objective	: To refresh knowledge and skill for fundamental English
Session Hours	: 10

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	2	Building Vocabulary & Syntax	Faculty/Guest Speaker	L&D
2.02	1	Building Sentences	Faculty/Guest Speaker	L&D
2.03	1	Tense	Faculty/Guest Speaker	L&D
2.04	1	Use of Right form of Verbs	Faculty/Guest Speaker	L&D
2.05	1	Voice Change	Faculty/Guest Speaker	L&D
2.06	1	Direct Speech & Indirect Speech	Faculty/Guest Speaker	L&D
2.07	1	Use of Modal Auxiliaries & Prepositions	Faculty/Guest Speaker	L&D
2.08	2	Common Mistakes in English	Faculty/Guest Speaker	L&D

Module-03	: Speaking Skills
Evaluation Method	: Individual Speaking Test (Practical)
Total Marks	: 15
Objective	: To enhance speaking skills in English
Session Hours	: 09

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Art of Speaking	Faculty/Guest Speaker	L&D
3.02	1	Providing Welcome Address, Vote of thanks and Announcement	Faculty/Guest Speaker	L&P
3.03	1	Asking and Answering	Faculty/Guest Speaker	L&D
3.04	1	Introducing Oneself	Faculty/Guest Speaker	Practice
3.05	1	Greetings, Expressing Gratitude, Regret, Command, Request & Advice and Vote of Thanks	Faculty/Guest Speaker	L&D
3.06	1	Basic Rules of Pronunciation	Faculty/Guest Speaker	L&D
3.07	2	Extempore Speech	Faculty/Guest Speaker	Exercise
3.08	1	Dialogue Practice	Faculty/Guest Speaker	Exercise

Module-04	: Writing Skills
Evaluation Method	: Individual writing Test
Total Marks	: 20
Objective	: To enhance writing skill in English
Session Hours	: 06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	Techniques of Writing	Faculty/Guest Speaker	L&D
4.02	1	Writing Skills: Practice Sessions	Faculty/Guest Speaker	L&P
4.03	1	Paraphrasing	Faculty/Guest Speaker	L&D
4.04	1	Summary, Application, E-mail Communication	Faculty/Guest Speaker	L&D
4.05	1	Writing Memorandum of Understanding	Faculty/Guest Speaker	L&D
4.06	1	Report Writing for Press Release	Faculty/Guest Speaker	L&D

Module-05	: Reading Skills			
Evaluation Method	: Individual Practical Reading Test			
Total Marks	: 15			
Objective	: To enhance reading skills in English			
Session Hours	: 04			

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Techniques of Reading	Faculty/Guest Speaker	L&D
5.02	1	Reading Practice Session on Reading	Faculty/Guest Speaker	L&P
5.03	2	English Book/Article Review: with Practice	Faculty/Guest Speaker	L&D

Module-06	: Listening Skills			
Evaluation Method	: Individual Practical Listening Test (Lab Based)			
Total Marks	: 10			
Objective	: To enhance listening skills			
Session Hours	: 04			

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
6.01	1	Techniques of Listening	Faculty/Guest Speaker	L&D
6.02	1	Movie Show and Listening	Faculty/Guest Speaker	Practice
6.03	2	Practice Session on Listening	Faculty/Guest Speaker	Practice

Module-07	: ব্যবহারিক বাংলা			
Evaluation Method	: Individual Exercise			
Total Marks	: 10			
Objective	: দাপ্তরিক কাজে বিশুদ্ধ বাংলা ভাষার ব্যবহার নিশ্চিত করা			
Session Hours	: 06			

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
7.01	2	দাপ্তরিক কাজে বাংলার ব্যবহার	Faculty/Guest Speaker	L&D
7.02	2	প্রমিত বাংলা বানান রীতি	Faculty/Guest Speaker	Practice
7.03	2	ব্যবহারিক বাংলা ব্যাকরণ	Faculty/Guest Speaker	Practice

Module-08	: Good Health and Well-being
Evaluation Method	: Group Report/Presentation
Total Marks	: 15
Objective	: To aware trainees about the benefits of physical exercise and sports and motivate them how to stay fit, healthy and lively
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
8.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
8.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
8.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
8.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D

Training Methods

- Lecture and Discussion
- Practical Demonstration
- Exercise
- Study Visit
- Physical Exercise and Sports

Evaluation Methods

Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Individual Assignment / Report	85
b) Group Exercise/ Report/Presentation	40
c) Class Attendance and Overall Conduct & Discipline	25
Total	**150**

06. Modern Office Management Course

Venue	All RPATCs
Number of course	One in each RPATC
Duration	12 days
Date	12 - 23 May 2024
Type of the programme	Residential/Non-Residential
Expected number of participants	25
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, and Offices, and they send nomination letters directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the course.

Course Objectives

- To understand the basic rules for office management;
- To enable participants to enhance their knowledge of financial management; and
- To equip participants to utilize information and communication technology in office Management.

Distribution of days

Duration	12 days	
Weekly holidays	2	
Working days	10	
	a. Inauguration-	1/2 day
	b. Closing-	1/2 day
	c. Field Visit	1/2 day
	d. Exam/Exercises	1/4 day
	e. Cultural Program	1/4 day
	Total	**2 days**

Available days for classroom session 8 x (6 sessions every day) = 48 sessions are admissible. (Evening sessions may be arranged, and Weekly Holidays can be utilized if required)

Total Session Hours of the Modules- 46

Course Contents

Module-01	: Development Studies: Bangabandhu and Bangladesh
Evaluation Method	: Group Report/ Presentation
Total Marks	: 25
Objective	: To know the Economic Philosophy and Reforms of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman and Smart Bangladesh.
Session Hours	: 04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
1.01	2	জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমান-এঁর অর্থনৈতিক দর্শন ও সংস্কার	Faculty/Guest Speaker	L&D
1.02	1	Smart Bangladesh: Concept and Issues	Faculty/Guest Speaker	L&D
1.03	1	Ten Special Initiatives of The Honourable Prime Minister and its Impact on SDGs	Faculty/Guest Speaker	L&D

Module-02	: Administrative Development and Official Procedure
Evaluation Method	: Individual Exercise
Total Marks	: 25
Objective	: To enhance the knowledge and skills about official rules and procedures
Session Hours	: 13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.01	1	Salient Features of the Constitution of Bangladesh	Faculty/Guest Speaker	L&D
2.02	1	সরকারি চাকরি আইন ২০১৮	Faculty/Guest Speaker	L&D
2.03	1	The Government Servants (Conduct) Rules, 1979	Faculty/Guest Speaker	L&D
2.04	2	The Government Servants (Discipline and Appeal) Rules, 2018	Faculty/Guest Speaker	L&D
2.05	1	File and Record Management as per Secretariat Instructions	Faculty/Guest Speaker	L&D
2.06	1	Forms of Written Communication (Official Letter, DO and Office Memorandum)	Faculty/Guest Speaker	L&E
2.07	1	Conducting Meeting, Preparing, Working Paper and Writing Minutes	Faculty/Guest Speaker	D&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
2.08	1	Office Inspection	Faculty/Guest Speaker	L&E
2.09	2	Social Accountability Tools: RTI, CC, GRS, APA & NIS	Faculty/Guest Speaker	L&D
2.10	2	Opening of File, Writing Notes, Drafting Summery Referencing and Flagging	Faculty/Guest Speaker	L&D

Module-03	:	Organizational Process
Evaluation Method	:	Group Report
Total Marks	:	15
Objective	:	To develop the knowledge of organizational process
Session Hours	:	06

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
3.01	1	Human Resource Management and Planning	Faculty/Guest Speaker	L&D
3.02	1	Motivation, Supervision and Coordination	Faculty/Guest Speaker	L&D
3.03	1	Recruitment Procedure	Faculty/Guest Speaker	L&D
3.04	1	Team Building	Faculty/Guest Speaker	L&E
3.05	1	Performance Management and Annual Confidential Report (ACR)	Faculty/Guest Speaker	L&E
3.06	1	Protection of Own Land/ Organizations Land	Faculty/Guest Speaker	L&E

Module-04	:	Financial Rules and Procedures
Evaluation Method	:	Individual Exercise
Total Marks	:	25
Objective	:	To enhance knowledge and skills of financial rules and procedures
Session Hours	:	13

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.01	1	General Financial Rules	Faculty/Guest Speaker	L&D
4.02	2	Public Procurement Act, 2006 and Public Procurement Rules 2008	Faculty/Guest Speaker	L&E
4.03	2	Budgetary Process in Bangladesh Using MTBF	Faculty/Guest Speaker	L&E
4.04	1	Audit, Audit objections and settlement Procedure	Faculty/Guest Speaker	L&E

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
4.05	1	Pay fixation	Faculty/Guest Speaker	D&E
4.06	1	Pension and Gratuity	Faculty/Guest Speaker	D&E
4.07	1	VAT Rules	Faculty/Guest Speaker	L&D
4.08	1	Laws and Practices of Income Tax	Faculty/Guest Speaker	L&D
4.09	1	Online Transactions: EFT, ibas++	Faculty/Guest Speaker	L&D
4.10	1	Delegation of Administrative and Financial Power	Faculty/Guest Speaker	L&E
4.11	1	Store Management	Faculty/Guest Speaker	L&D

Module-05	:	Information and Communication Technology
Evaluation Method	:	Individual Presentation
Total Marks	:	15
Objective	:	To enhance knowledge and skill in ICT and its usage at their workplace
Session Hours	:	08

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
5.01	1	Introduction to ICT Devices for Modern Office Management	Faculty/Guest Speaker	L&D
5.02	1	Document Preparation	Faculty/Guest Speaker	Practical
5.03	1	Spreadsheet Analysis	Faculty/Guest Speaker	Practical
5.04	1	Presentation Preparation	Faculty/Guest Speaker	Practical
5.05	1	Uses of Unicode	Faculty/Guest Speaker	Practical
5.06	1	Usage of D-Nothi	Faculty/Guest Speaker	Practical
5.07	1	Web Portal Management	Faculty/Guest Speaker	Practical
5.08	1	How to Manage virtual meetings by Using Zoom, Boithak	Faculty/Guest Speaker	Practical

Module-06	:	Good Health and Well-being
Evaluation Method	:	Group Report/Presentation
Total Marks	:	20
Objective	:	To aware trainees about the benefits of physical exercise and Sedentary lifestyle
Session Hours	:	04

Topic Code	Hours	Topics	Facilitator/ Speaker	TM
6.01	1	Primary Health Care and Awareness	Faculty/Guest Speaker	L&D
6.02	1	Nutritional Management & Physical Fitness	Faculty/Guest Speaker	L&D
6.03	1	Effect of Sedentary Lifestyle and Management	Faculty/Guest Speaker	L&D
6.04	1	Psychological Safety at Workplace	Faculty/Guest Speaker	L&D
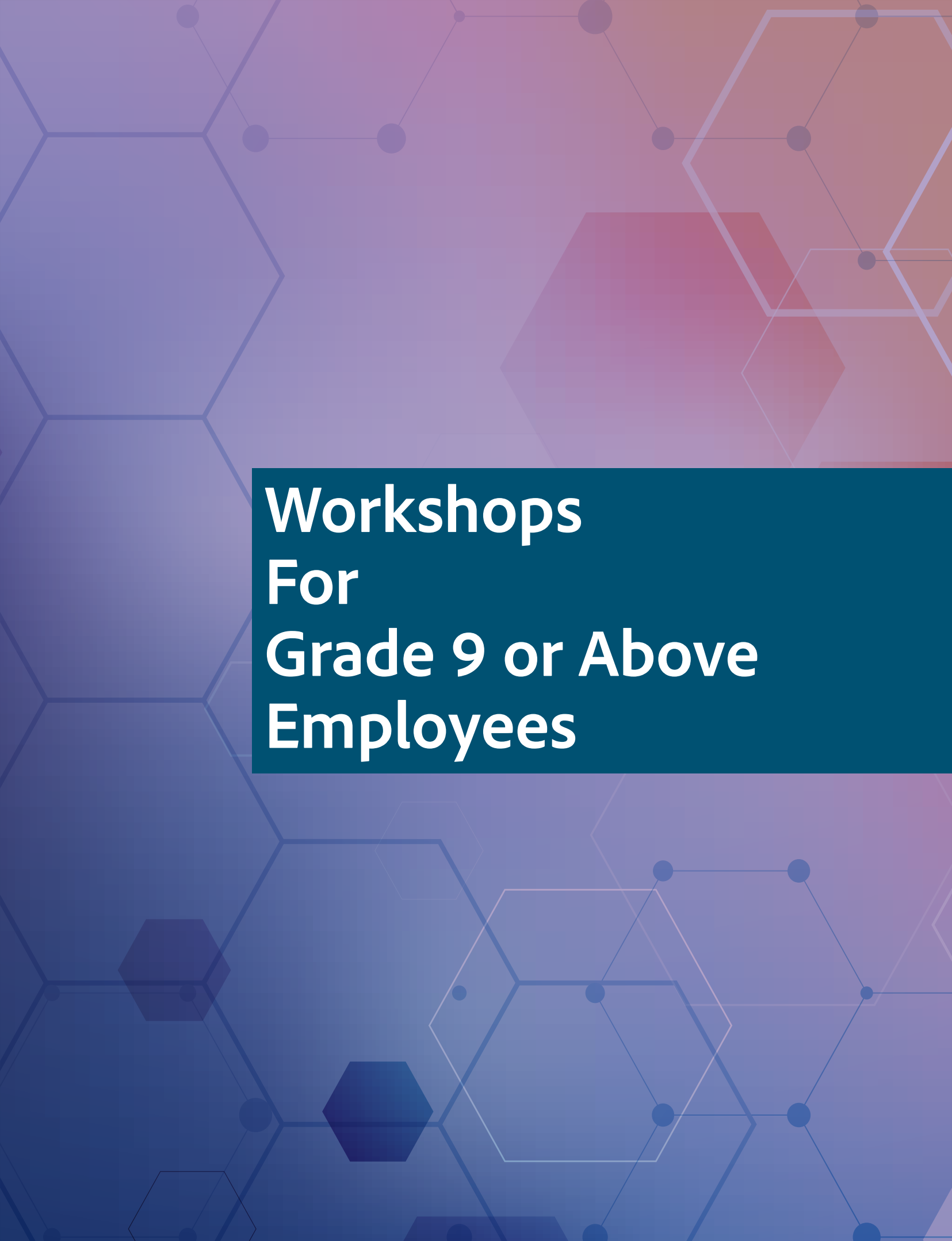
Training Methods
- Lecture and Discussion
- Practical Demonstration

Evaluation Methods
Members of course management will evaluate the participants of the course. Each participant will be evaluated within 150 marks. The breakdown of the marks will be as follows:

a) Individual Exercise Assignment	65
b) Group Report/Activity/Presentation	60
c) Class Attendance and Overall Conduct & Discipline	25
Total	150

Workshops
For
Grade 9 or Above
Employees

07. Right to Information (RTI)

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	18 July 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To develop participants' level of understanding of the Right to Information Act, 2009;
- To make the participants aware of the importance for preserving, cataloging, indexing the information of the respective offices; and
- To enable the participants to implement RTI Act in their respective workplaces.

Presentation/Discussion outline of the Workshop

- RTI and international charter;
- Importance of RTI in good governance, preservation, indexing and cataloging the information;
- Overview of information distribution/dissemination system; and
- List of information that should be provided on demand.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

08. Women and Child Rights

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	22 August 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To appraise the participants about existing gender inequality situation in global and Bangladesh context;
- To make them aware on special needs of women and children and importance of gender equity; and
- To sensitize them to design, plan and execute programmes for sustainable development emphasizing women and children's needs and rights.

Presentation/Discussion outline of the Workshop

- State of women: Global context;
- Situation of women and children: Bangladesh scenario;
- Special needs of women and children for balanced development;
- UN Charters/Conventions regarding women & children rights and protection;
- Existing laws, provisions and safeguards for women and children in Bangladesh; and
- Barriers of women and child development and remedial prospects.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

09. National Integrity Strategy (NIS)

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	05 September 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To orient the participants about National Integrity Strategy (NIS);
- To develop awareness among the participants for ensuring standard service delivery through NIS; and
- To inform and motivate participants about NIS for establishing good governance at state and non-state organization.

Presentation/Discussion outline of the Workshop

- An overview on National Integrity;
- National Integrity Strategy- State Institutions;
- National Integrity Strategy- Non-State Institutions; and
- Implementation of National Integrity Strategy.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

10. Localization of Sustainable Development Goals (SDGs)

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	25 October 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To orient the participants with Sustainable Development Goals (SDGs) from the perspective of Bangladesh;
- To develop awareness among the participants regarding the importance of synchronization of globalization and localization; and
- To sensitize the participants for contributing to inclusive societies by sustainable development.

Presentation/Discussion outline of the Workshop

- Overview of Sustainable Development Goals (SDGs);
- Discuss the relevance of SDGs focusing on developmental scope of Bangladesh;
- Indication of barriers that hindering the achievement of the goals; and
- Discuss the role of the community, the private sector and local government in fulfilling the Sustainable Development.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation and
- Comments on group reports by session chairperson.

11. Public Procurement Emphasizing on e-GP

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	21 November 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with Public Procurement Act and Rules;
- To enable utilization of public fund following the financial rules; and
- To enable the participants understand and apply the e-GP system.

Presentation/Discussion outline of the Workshop

- Salient features of Public Procurement Act 2005 and Public Procurement Rules 2008;
- Methods of goods, works and service procurement;
- Steps in Procurement;
- Phases and key functionalities of e-GP; and
- Procedures of making complain and settlement.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants ;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

12. Perspective Plan 2021-2041

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	11 December 2023
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with Perspective Plan 2021-2041;
- To enable the participants to align official programs in achieving Perspective plan 2021-2041; and
- To enable the participants to understand and apply knowledge to achieve this vision.

Presentation/Discussion outline of the Workshop

- Salient features of Perspective Plan 2021-2041;
- Goals and Targets of Perspective Plan 2021-2041;
- Deadline of different goals and targets of Perspective Plan 2021-2041; and
- To identify and understand the role of a participants to contribute in achieving Perspective Plan 2021-2041.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

13. Delta Plan 2100

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	23 January 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with Delta Plan 2100;
- To enable the participants to link official programs/ projects in line with Delta Plan 2100; and
- To enable the participants understand and apply knowledge to achieve Delta Plan 2100.

Presentation/Discussion outline of the Workshop

- Salient features of Delta Plan 2100;
- Goals and targets of Delta Plan 2100;
- Deadline of different goals and targets of Delta Plan 2100; and
- To identify and understand the role to contribute in achieving Delta Plan 2100.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

14. Annual Performance Agreement (APA)

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	14 February 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with Annual Performance Agreement;
- To enable the participants understand and prepare the Annual Performance Agreement; and
- To sensitize the participants for better performance Annual Performance Agreement.

Presentation/Discussion outline of the Workshop

- Salient features of Annual Performance Agreement;
- Techniques and knowledge required for preparing Annual Performance Agreement; and
- Essential knowledge for achieving Annual Performance Agreement.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

15. Smart Bangladesh

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	20 March 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To acquaint the participants with the concepts of Smart Bangladesh;
- To enable the Participants to understand and realize the Importance of Smart Bangladesh; and
- To prepare the participants to contribute in achieving the main objectives of Smart Bangladesh

Presentation/Discussion outline of the Workshop

- Concepts and Pillars of Smart Bangladesh;
- Relationship between the different pillars of Smart Bangladesh;
- What Bangladesh wants to achieve through the thoughts of Smart Bangladesh; and
- Way to contribute in achieving the objectives of Smart Bangladesh.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

16. Digital Land Management

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	17 April 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- To understand digital land-zoning system;
- The importance and benefits of Land digitalization in the era of 4IR; and
- To understand the coordination required among the different land related departments under the same umbrella.

Presentation/Discussion outline of the Workshop

- What is Digital Land Management;
- Components of Digital Land Management;
- Digital Transformation of Land Records from the Age-old System of Hand-written Documents; and
- Benefits of Land Management.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

17. Food Security and Food Safety

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	14 May 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Officials holding the post of grade 09 or above
Nomination procedure	RPATCs invite nominations from relevant Departments, Organizations, Offices and they send nomination letter directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- Describe food security and food safety procedure;
- To understand how to maintain healthy life and Well-being; and
- The importance maintaining food safety and security in building healthy a nation.

Presentation/Discussion outline of the Workshop

- What is food and food safety;
- Ways to maintain of food safety and food security ;
- Importance of food safety and food security in personal and professional life; and
- Benefits of Healthy Foods and Diets.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.

18. Leadership Development

Venue	All RPATCs
Number of Workshop	One in each RPATC
Duration	Day-long
Date	19 June 2024
Type of the programme	Non-Residential
Expected number of participants	35
Eligible participants	Top Ranked Students of Different Departments of Public Universities
Nomination procedure	RPATCs will invite nominations from Different Departments of Public Universities and they send nomination letter by nominating thier top ranked students directly to RPATCs.
Deadline for sending nomination letter	07 days before the commencement of the workshop.

Workshop Objectives

- Describe job market conditions especially public sector;
- To link between studentship and professional requirement;
- The importance of understanding job market demand; and
- How to become the future public sector leader.

Presentation/Discussion outline of the Workshop

- What is job market;
- Skills required for Job Market;
- How to understanding job market conditions; and
- Ways to become the public sector leader.

Modus Operandi

- Presentation of key-note paper;
- Discussion on key-note presentation by Discussants;
- Questions and answers on the presentation;
- Group work/discussion and group report presentation; and
- Comments on group reports by session chairperson.