

3. Training Programme of the Training Year of 2018-2019

3.1 Training Course Name, Duration and Number of Participants

Sl. No	Name of the Courses	Duration/ Days	Number of Courses	Desired Number of Participants (each course)	Minimum Acceptable number of Participants (each course)	Maximum Acceptable Number of participants (each course)	Total Desired Number of Participants
1	Policy, Planning and Management Course (PPMC)	19	2	20	10	20	40
2	Senior Staff Course (SSC)	55	5	24	20	30	120
3	Advanced Course on Administration & Development (ACAD)	70	5	30	20	35	150
4	Foundation Training Course (FTC)	180	2	250	200	260	500
5	Policy Dialogue	02	1	20	20	25	20
6	Lunch Time/Dinner Time Training Course	½	1	20	10	25	20
7	Special FTC for 40+ aged Officials	45	1	40	20	50	40
8	Special Foundation Training Course for others	60	5	30	25	50	150
9	Short Courses	12	3	25	15	30	75
10	ToT Courses	12	2	30	15	35	60
A	Total	-	27	-	-	-	1175
B	Seminar/Conference/ Symposium	-	10	80	75	125	800
	Workshops	-	12	50	45	75	600
A+B	Grand Total	-	49	-	-	-	2575

- Days include holidays too.

3.2 Schedule of the Core Training Courses

Sl. No	Course Name	Number of Course	Course Number	Duration*	Schedule of Course	
					Start Date	End Date
1	Policy, Planning & Management Course (PPMC)	02	17 th PPMC	19 Days	04 Nov. 2018	22 Nov. 2018
			18 th PPMC	19 Days	16 Mar. 2019	03 April 2019
2	Senior Staff Course (SSC)	05	87 th SSC	55 Days	11 Jul. 2018	03 Sep. 2018
			88 th SSC	55 Days	05 Sep. 2018	29 Oct. 2018
			89 th SSC	55 Days	19 Nov. 2018	12 Jan. 2019
			90 th SSC	55 Days	16 Jan. 2019	11 Mar. 2019
			91 st SSC	55 Days	03 Apr. 2019	27 May 2019
3	Advanced Course on Administration & Development (ACAD)	05	121 st ACAD	70 Days	09 Jul. 2018	16 Sep. 2018
			122 nd ACAD	70 Days	19 Sep. 2018	27 Nov. 2018
			123 rd ACAD	70 Days	03 Dec. 2018	10 Feb. 2019
			124 th ACAD	70 Days	13 Feb. 2019	23 Apr. 2019
			125 th ACAD	70 Days	28 Apr. 2019	06 Jul. 2019
4	Foundation Training Course (FTC)	02	68 th FTC	180 Days	11 Nov. 2018	09 May 2019
			69 th FTC	180 Days	20 Jan. 2019	18 Jul. 2019

***Note:** Foreign Exposure visit of the core courses (ACAD, SSC & PPMC) has been included in the time Schedule.

International Advisor to the Prime Minister is conducting Training Session in BPATC



3.3 Detail of the Core Courses

3.3.1 Policy, Planning and Management Course (PPMC)

1. **Duration** : 12 days plus 7 days foreign study tour.
2. **Number of Participants** : The desired number of participants is 20, but in special cases, the number may vary from 15 to 20. Participants are admitted to the course on First come first served basis.
3. **Level of Participants** : Additional Secretaries to the Government.
4. **Course Fee** : Tk. 20,000/- (Twenty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by a Bank Draft/Crossed Cheque.
5. **Type** : Residential course.
6. **Nomination Procedure** : Ministry of Public Administration nominates the participants.
7. **Objectives** : The main objectives of the course are
 - To impart intellectual inputs to widen strategic thinking capability of the participants;
 - enable them to contribute more to pro-people policy formulation and implementation;
 - improve critical skill to critically look into sectoral policies and other important aspects on pro-poor development issues through leadership role.
8. **Course Contents** : This course includes five different modules such as: Sustainable Development Goals; Strategic Planning; Project Management; Public Policy; Negotiation and Contemporary Issues.
9. **Evaluation** : Participants are evaluated out of 500 marks. The methods of evaluation are syndicate works, role-play, case study, group exercises etc.

3.3.2 Senior Staff Course (SSC)

1. **Duration** : 45 days plus 10 days foreign study tour.
2. **Number of Participants** : The desired number of participants is 24, but in special cases, the number may vary from 20 to 30. Participants are admitted to the course on First come first served basis.
3. **Level of Participants** : Joint Secretaries to the Government and their equivalent officers of the Defence Services.
4. **Course Fee** : Tk. 60,000/- (Sixty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka by Bank Draft/Crossed Cheque.
5. **Type** : Residential course.
6. **Nomination Procedure** : Ministry of Public Administration nominates the participants.
7. **Objectives** : The specific objectives of the Course are:
 - to enhance capability to analyze the relationship of institutions, systems and processes of social, political, economic, cultural and environmental dynamics;
 - to improve the problem solving, decision making and communicating skills;
 - to develop the capability of dealing with the decision-makers & other key stakeholders;
 - to enhance the capability of effectively dealing with issues of intellectual discourse; and
 - to inculcate the attitudes towards innovativeness in governance.



- 8. Course Contents** : Contents of SSC cover 10 (Ten) different Modules. The Modules are: Behavioural Governance; Social Research and Policy; Public Policy and Management; Negotiation; Achieving Sustainable Development Goals; Project and Procurement Management; ICT and e-Governance; Verbal Competency; Important Contemporary Issues and Exposure Visit.
- 9. Evaluation** : Participants are evaluated out of 1000 marks. Mode of evaluation is syndicate work, individual assignment, seminar paper presentation and exercises etc.

3.3.3 Advanced Course on Administration & Development (ACAD)

- 1. Duration** : 60 days plus 10 days foreign study tour.
- 2. Number of Participants** : The desired number of participants is 30. In special cases, the number may vary from 20 to 35. Participants are admitted to the course on First come first served basis.
- 3. Level of Participants** : Deputy Secretaries to the government and equivalent officers of Defence Services.
- 4. Course Fee** : Tk. 80,000/- (Eighty Thousand) only per participant payable to the Rector, BPATC, Savar, Dhaka, by a Bank Draft/Crossed Cheque.
- 5. Type** : Residential course.
- 6. Nomination Procedure** : Ministry of Public Administration nominates the participants.
- 7. Objectives** : The specific objectives are to -
- facilitate apex authority of public organizations in policy making process after analyzing the socio-economic contexts of the national and international arena and implement, monitor and evaluate those public policies in a professional way;
 - formulate strategic plan after analyzing internal and external environments of the organization using different tools and techniques and implement thereof effectively and efficiently;
 - assess and review existing public service delivery system and devise simple, innovative, effective and efficient ways of service delivery (using ICT wherever needed) for the clients;
 - identify and analyze the issues of development priorities of government and to design development projects, implement and manage them properly;
 - build intra vis-à-vis inter-institutional networks and deal trans-border trade and aid negotiation effectively for upholding organizational and national interests.
- 8. Course Contents** : ACAD includes 16 different modules such as: Behavioural Governance & Spirit of Liberation War; Research Methodology; Seminar Paper; Governmental Business Process; Public Service Management; Development Economics & Gender Issues; Poverty Reduction: Bangladesh Perspective; Public Project Management; Procurement Management; Environment and Disaster Management; Conflict Management and Negotiation; Improving Language Skill; ICT & E-Governance; Attachment/Organization Visit Programme; Contemporary Issues and Foreign Exposure Visit.
- 9. Evaluation** : Participants are evaluated out of 1000 marks. Participants are evaluated through individual assignment, workshop/syndicate works and group exercises.

3.3.4 Foundation Training Course (FTC)

1. **Duration** : 180 days.
2. **Number of Participants** : The desired number of participants is 250. In special cases, the number may vary from 200 to 260. Participants are admitted to the course on First come first served basis.
3. **Level of Participants** : New entrants to different cadres of Bangladesh Civil Service and equivalents.
4. **Course Fee** : No course fee is charged. The expenditure is met from the budget of the Centre.
5. **Type** : Residential course.
6. **Nomination Procedure** : Ministry of Public Administration nominates the participants.
7. **Objectives** : General objective is to create a set of skilled, innovative, proactive and well-groomed civil servants committed to the welfare and development of people in an ever-changing national and global context.
 The specific objectives are to facilitate the participants to –
 - develop an insight into the national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
 - recognize the role of civil servants in a changing national and global environment;
 - achieve an understanding of SDGs, its linkages, implementation process and challenges for achieving vision 2021 and 2041;
 - translate essential laws, basic service norms, rules, policies and procedures into practice;
 - identify the real problems and needs of the backward sections and internalize their sufferings and subsequently orient to devise way out to solve the problem;
 - utilize information and communication technology in service process simplification and efficient management of public services;
 - prepare research papers, reports and other documents professionally;
 - communicate in English with accuracy and fluency;
 - foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
 - maintain physical fitness and ethical values to meet emerging challenges.
8. **Course Contents** : Contents of FTC cover five broad areas of public administration and development management. The broad areas are: Bangladesh Studies; Management Studies; Public Administration; Development Studies and Skill Development. Under the five broad areas have 24 modules including Bangladesh: History, Society, Culture and Liberation War; Village Study; Poverty Reduction and Rural Development; Field Attachment; Fundamentals of Foundation Training Course; Organization and Human Resource Management; Important Service Laws in Bangladesh; Office Management; Financial Management; Governmental System & Essential Laws; Public Administration and Governance; Child Rights and Gender equality; National Economic Management; Achieving Sustainable Development Goals; Project & Procurement Management; Basics of Social Research; Contemporary Issues; IELTS Preparations; Verbal Competency; Art of Reviewing Books/Journals; ICT and e-Governance; Physical Conditioning & Games and Comprehensive Examination.
9. **Evaluation** : Participants are evaluated out of 1500 marks. Participants are evaluated through written examination, individual assignment, individual report, group report and assignment, presentation, role play, attitude, conduct and maintenance of discipline.



3.4. Special Courses

3.4.1 Policy Dialogue

1. **Duration** : BPATC is going to organize 2 days long 'Policy Dialogue' for senior officials of the government for the first time.
2. **Number** : The desired number of participants is 20, but in special cases the number may vary from 20 to 25.
3. **Level of Participants** : Secretaries to the Government.
4. **Type** : Residential.
5. **Nomination Procedure** : Ministry of Public Administration nominates the secretaries.
6. **Objectives** : The main objectives are to -
 - create an opportunity to share views, opinions of the top officials of the government for better understanding of transformational leadership in the changing world.
 - accumulate intellectual inputs on medium and long-term targets, visions of the government to broaden the vision of senior officials.
7. **Approach** : Panel discussion, question and answer, sharing knowledge and experiences.
8. **Course Contents** : Leadership in Civil Service, Global and Regional Mega Trends, challenges and opportunities of emerging technologies, Managing change in the changing environment etc.

3.4.2 Lunch Time/Dinner Time Training Course

1. **Duration** : Half day.
2. **Number** : The desired number of participants is 20, but in special cases the number may vary from 10 to 25.
3. **Level of Participants** : Senior Secretaries/Secretaries to the Government/Public Representatives.
4. **Type** : Non-Residential.
5. **Nomination Procedure** : Ministry of Public Administration nominates the senior secretaries/secretaries.
6. **Objectives** : The main objectives are to -
 - provide intellectual inputs on current issues of national and international importance to widen the vision of senior civil servants to enable them to contribute to pro-people policy formulation;
 - create an opportunity to exchange views of the top officials of the administration so that national policy formulation and implementation are well coordinated.
7. **Approach** : Paper presentation, discussion, question and answer, sharing knowledge and experiences.
8. **Course Contents** : Contemporary issues relating to Innovation, Governance, Development Administration, Democratic Institution, Modern Public Service Management, National Policies, SDGs and Contemporary Global issues.

3.4.3 Special Foundation Training Course

3.4.3.1 Special Foundation Training Course for 40+ aged officers of grade 9

The Special Foundation Course (SFTC) is designed for the employees of 40+aged officers with grade 09.

1. **Duration** : 45 Days.
2. **Number of Participants** : The desired number of participants is 40. In special cases the number may vary from 20 to 50. Participants are admitted to the course on First come first served basis.
3. **Level of Participants** : 40+ aged non-cadre public sector officials.
4. **Course Fee** : Tk. 40,500/- (Taka Forty Thousand and Five Hundred) only per participant payable to the Rector, BPATC, Savar, Dhaka by a Bank Draft/Crossed Cheque.
5. **Type** : Residential course; staying in the dormitory is mandatory.
6. **Nomination Procedure** : Ministry of Public Administration nominates the participants.
7. **Objectives** : The objectives of the course are to facilitate the participants to-
 - recognize their role as public servants in a changing national and global environment;
 - identify individual strengths and weaknesses and promote interpersonal relations in overall management through interaction among the trainee officers of various cadres;
 - develop an insight on national goals and objectives through analyzing socio-cultural, political and economic development issues, strategies and processes realistically;
 - understand and adhere to the basic service norms, rules, policies and procedures;
 - learn skills on the practical aspects of management process;
 - communicate in English with accuracy and reasonable fluency;
 - foster esprit de corps, empathy, common perception and understanding among diverse stakeholders; and
 - enhance work skill through physical and mental labour to meet arduous challenges.
8. **Course Contents** : Modules of this course are: Bangladesh: History, Society and Culture; Behavioral Governance; Constitution and Other Legal Provisions relating to Public Service Delivery; Public Sector Management; Strategic Management and Leadership; Essential Service Rules; Office Management; Financial Management; Public Procurement Management; Achieving Sustainable Development Goals; Project Management; ICT and e-Governance; Use of Official Language and Communicative English; Art of Reviewing Book/Journals; Physical Conditioning & Games and Contemporary Issues.
9. **Evaluation** : Participants are evaluated out of 900 marks. The Participants are evaluated through written examination, individual assignment, individual report, group report and assignment, presentation, role play, attitude, conduct and maintenance of discipline.

3.4.2.2 Special Foundation Training Course for the Officials of Different Departments/Organizations

BPATC signed MoU with Anti-Corruption Commission (ACC), Election Commission Bangladesh (ECB), Bangladesh Telecommunication Regulatory Commission (BTRC), Bangladesh Council of Scientific and Industrial Research (BCSIR), Department of ICT (DoICT), Bangladesh Water Development Board (BWDB) and Department of Registration (DoR) for organizing Special Foundation Training Course (SFTC). BPATC arranges special foundation training courses for the officials of ACC, ECB, BTRC, BCSIR, DoICT, BWDB, LGED and DoR as per their demand. Everything of such course e.g. course contents, design, duration and schedule is finalized in consultation with the concerned authority. The venue for these SFTC's is finalized depending on the grade of participants. Generally SFTC for grade 9 or above is arranged at BPATC and grade 9 (Promoted Officials) or below at RPATCs.

3.5 Seminar/Workshop/Conference

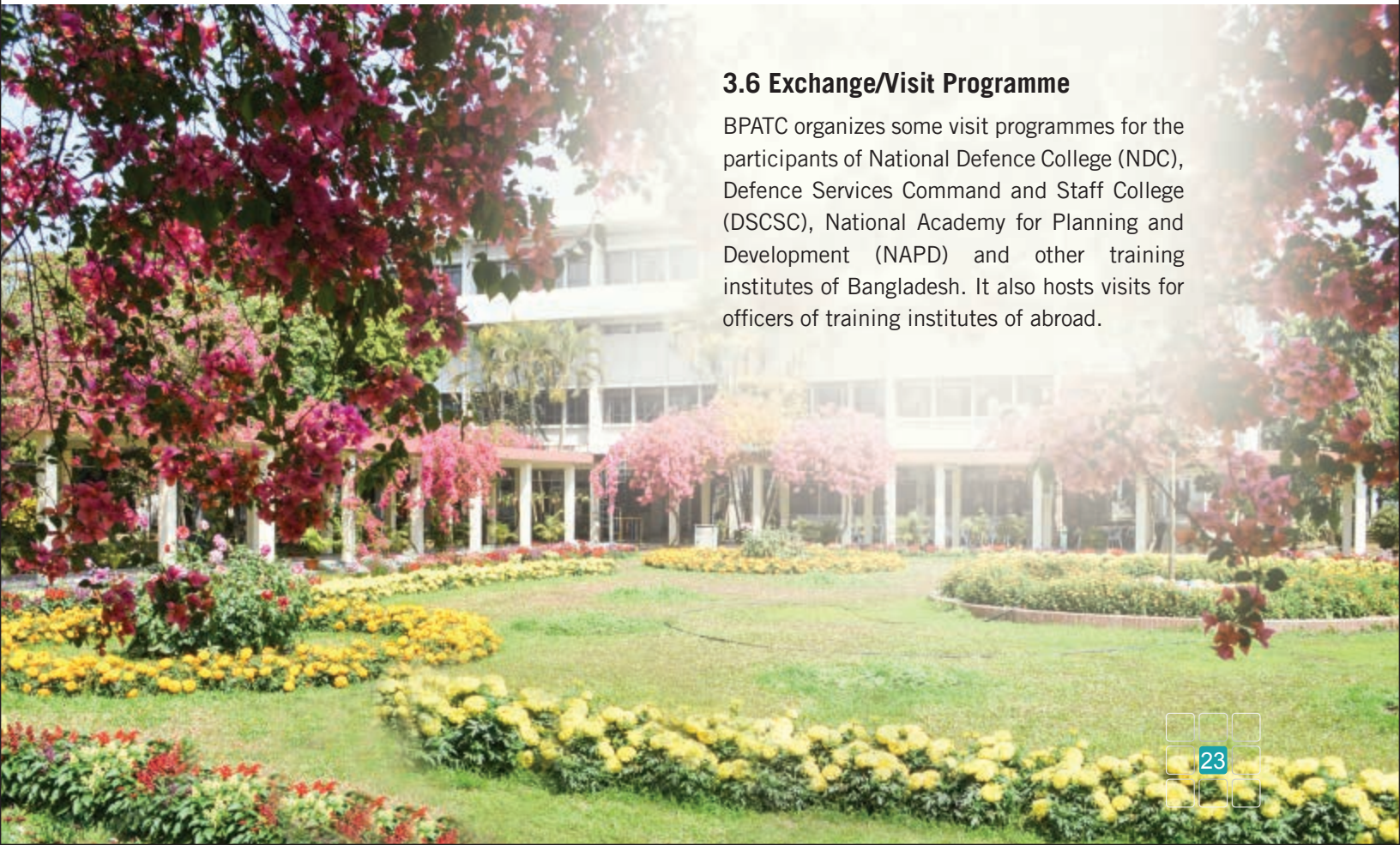
BPATC arranges seminars, workshops, symposiums on academic and development issues in collaboration with development partners, international agencies, training institutes of home and abroad. Main areas of seminars/workshops are related to challenges of innovation and governance, National Integrity Strategy (NIS), Vision 2021, Right to Information, challenges of SDGs, Annual Performance Agreement (APA) etc. At least 10 seminars/conferences/symposiums and 12 workshops will be organized in 2018-2019.

The number of participants of each of the seminars /workshops varies from 75 to 125. Some international programmes are also organized in collaboration with UNICEF, JICA, different projects on specific issues.

Programme, Planning and Record (PPR) Department of BPATC forms seminar/workshop management committees, nominates faculty members. Management committee invites nomination from home and abroad and organizes seminars/workshops, prepares reports. BPATC arranges accommodation for the participants, if necessary. Duration of the seminars/conferences/ workshops vary from one to five days.

3.6 Exchange/Visit Programme

BPATC organizes some visit programmes for the participants of National Defence College (NDC), Defence Services Command and Staff College (DSCSC), National Academy for Planning and Development (NAPD) and other training institutes of Bangladesh. It also hosts visits for officers of training institutes of abroad.



Bangladesh Public Administration Training Centre (BPATC)

Gantt chart of the Training Programmes of BPATC
For the Training Year 2018-2019


Annex A

Programmes	Sl.	Course Title	No. of Courses	2018												2019				
				July	August	September	October	November	December	January	February	March	April	May	June					
Core Courses	1	Policy, Planning & Management Course (PPMC) – 19 days	2				04 - 22 Nov. 2018 (17 th)							16 March-03 April 2019 (18 th)						
	2	Senior Staff Course (SSC) – 55 days	5	11 July - 03 Sep. 2018 (87 th) FEV (07-16 Aug. 18)			19 Nov. 2018 - 12 Jan. 2019 (89 th) FEV (18-27 December 2018)								03 Apr.-27 May 19 (91 st) FEV (30 April. - 09 May 2019)					
	3	Advanced Course on Administration & Development (ACAD) – 70 days	5	09 Jul.-16 Sep. 2018 (121 st) FEV (07-16 August 2018)				03 Dec. 2018-10 Feb. 2019 (123 rd) FEV (01-10 January 2019)							28 Apr.-06 Jul. 2019 (125 th) FEV (21-30 May 2019)					
	4	Foundation Training Course (FTC) – 180 days	2				11 November 2018 - 09 May 2019 (68 th)								20 January - 18 July 2019 (69 th)					
Special Courses	5	Policy Dialogue (02 days)																		
	6	Lunch Time/Dinner Time Training Course (Half day)																		
	7	Special Foundation Training Course for 40+ Aged Officers (45 days)																		
	8	Special Foundation Training Course for others (60 days)																		
	9	Short Courses																		
Seminar/Conference/Workshop/Symposium	10	ToT Courses/Advanced ToT Course																		
	11	Seminar/Conference/ Symposium																		
		Workshop																		

* Foreign Exposure visit of the core courses (ACAD, SSC & PPMC) has been included in the time Schedule
 * For PPMC last 07 (seven) days are scheduled for Foreign Exposure Visit
 * The date of Foreign Exposure Visit may be changed due to unavoidable circumstances
 * Course Management Team may redesign Field Attachment & Visit's schedule for smooth functioning of the Course
 * This Schedule may be changed due to inevitable circumstances
 * FEV-Foreign Exposure Visit


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