

# Course Contents of Senior Staff Course (SSC)

## Module 01: Behavioral Governance

Module Director:.....

Evaluation Method: Group Exercise (50)

**Module Objectives:** The participants will be able to

- understand and apply means of HRM and good governance in work place; and
- maintain basic office procedures appropriately.

Code	Hrs	Topic Title	Facilitator	Training Method
01.01	03	Know Thyself: Understanding self for achieving improvement goals	Rector	L&D Group Work
01.02	02	Prevention of Corruption and Unethical Behaviour	GS	L&E
01.03	03	National Integrity Strategy: Implementation Challenges	Baki/ WT	Workshop
01.04	02	Strategies for Implementing Spirit of Liberation War	L & D.	GS

## Module 2: Research Methodology

Module Director:.....

Evaluation Method: Individual Assessment (25)

- A two days research methodology workshop will be conducted where trainees will be acquainted with the basics of research methodology, taught them, how to prepare research proposal, conduct research, collect data, analyse data and prepare research report.

**Module 03: Policy Analysis and National Policy Review**

**Module Director: .....**

**Evaluation Method: (a) Policy Analysis- Group Assignment (100)**

**(b) National Policy Review- Individual Assignment (100)**

**Module Objectives:** To further enhance the capacity of the participants to

- analyse implications of different stages of policy process and analysis; and
- analyse professionally any policy; and prepare policy brief.

<b>Code</b>	<b>Hrs</b>	<b>Topic Title</b>	<b>Facilitator</b>	<b>Training Method</b>
03.01	01	Introduction to Policy Process	Policy Analysis Team	Discussion, Group Work & Presentation
03.02	02	Tools of Evidence informed Policy Formulation: Problem Identification/ problem tree		
03.03	02	Tools of Evidence informed Policy Formulation: Stakeholder Analysis		
03.04	03	Identification of Policy Options/Alternatives and evaluation of options		
03.05	03	Preparation of Policy Brief/ Note/ Recommendation + Presentation		
03.06	02	Challenges to Policy Formulation and Implementation	GS	Panel Discussion

**Module 04: Public Management and Governance**

**Module Director: .....**

**Evaluation Method: (a) Individual Assignment (25)**

**(b) Group Assignment (50)**

**Module Objectives:** To further strengthen the capacity of the participants to

- formulate, implement and monitor strategic plan of the organization more effectively;
- take strategic decisions properly using various tools of strategic analysis more professionally; and
- lead own organization for ensuring quality service delivery through utilizing both physical and human resources strategically.

<b>Code</b>	<b>Hrs</b>	<b>Topic Title</b>	<b>Facilitator</b>	<b>Training Method</b>
04.01	01	Public Management and Governance: Issues and Challenges	Mallick/ Rizwan	L & D
04.02	02	Dynamics of Competency Framework	GS/ Hakim	Briefing +Ex.
04.03	01	Change Management Strategies in Public Sector	Sharif/GS	L & Ex.
04.04	03	Innovation Workshop	A21 team	Workshop

04.05	02	Strategic Management in the Public Sector	Rizwan	RA & Ex
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**Module 05: Negotiation Techniques**  
**Module Director: .....**  
**Evaluation Method: Group Assignment (100)**

**Module Objectives:** To further enhance the capacity of the participants to

- explain the challenges and implications of negotiation techniques; and
- lead negotiation efficiently and effectively.

Code	Hrs	Topic Title	Facilitator	Training Method
05.01	02	Dimensions and Issues in Negotiation	GS	L & D
05.02	01	Essentials of Effective Negotiations	GS	L & D
05.03	02	Techniques of Bilateral/Multilateral Negotiation	GS	L & D
05.04	01	Techniques of Writing MOU/MOA	GS/faculty	L & Ex.
05.05	03	Simulation on Negotiation	Rizwan/ Hakim/ GS	Exercise

**Module 06: Macroeconomic Management**  
**Module Director: .....**  
**Evaluation Method: Individual Assignment (50)**

**Module Objectives:** To enable the participants to

- analyse the major policy issues of Bangladesh economy; and
- identify the challenges of Bangladesh economy and suggest measures to overcome those.

Code	Hrs	Topic Title	Facilitator	Training Method
06.01	02	An Analysis of Macroeconomic Variables	Banik	L & D
06.02	02	Experience of the 6th FYP and overview of 7th FYP	Baki	D & Ex.
06.03	02	Implementation Challenges of SDGs	Baki	D & Ex.

## Module 07: Environmental Management

Module Director: .....

**Evaluation Method: (a) Individual Assignment (25)**

**(b) Group Assignment (50)**

**Module Objectives:** To enable the participants to-

- analyse major issues of environmental management and sustainable development; and
- implement environment related policies and strategies more effectively.

Code	Hrs	Topic Title	Facilitator	Training Method
07.01	02	Urban Planning and Sustainable Urban Management	Yusuf/GS	L/D
07.02	02	Climate Change Adaptation and Mitigation Strategy 2009 of Bangladesh (Prospects, Problems and Challenges of its Implementation) Or Status of Climate Adaptation, Mitigation and Climate Related Disaster Risk Reduction in Bangladesh	Faculty/GS	L & D
07.03	03	Prospects of Climate Financing and Readiness of Bangladesh Government in Managing Climate Finance	Prof. Ainun Nishat, C3ER team, BRAC University)	Workshop (Early evening session in Dhaka)
07.04	02	Comprehensive Disaster Management in Bangladesh: Preparedness, Response and Rehabilitation	Rector	L/D

## Module 08: Project & Procurement Management

Module Director: .....

**Evaluation Method: (a) Individual Exercise (50)**

**(b) Group Assignment (50)**

**Module Objectives:** To enable the participants to

- analyze the potentials and challenges of project management in Bangladesh; and
- lead project implementation and monitoring effectively and efficiently.

Code	Hrs	Topic Title	Facilitator	Training Method
08.01	03	LFA and Result Based Management (RBM)	Yusuf	D & Ex.
08.02	01	Feasibility Study	Hasan/Yusuf /GS	L & Ex.
08.03	03	Monitoring & Evaluation of Policy, Programmes and Projects	Yusuf/GS	D & Ex.
08.04	02	Steps of Public Procurement: Works, Goods and Services	Bonik/Molla	Workshop
08.05	02	Tender and Proposal Evaluation (Lecture) and	Bonik/Molla	

		Exercise on Tender Evaluation		
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**Module 9: ICT and e-Governance**  
**Module Director: Md. Zakir Hossain**  
**Evaluation Method: Individual Assignment/Exercise (25)**

**Module Objectives:** To enable the participants to

- understand e-Governance and key issues relevant to public sector;
- develop capacity in public sector for improving delivery of public service through ICT; and
- adopt organizational changes related to technology, strategies and policies.

Code	Hrs	Topic Title	Facilitator	Training Method
9.01	01	Orientation on e-Learning Platform and Online evaluation system of BPATC	Zakir/Tanjur	L & P
9.02	02	e-Nothi	A2i, Zakir, Rustom, Masum	Workshop /Exercise
9.03	01	Use of Unicode	Zakir	L & P

**Module 10: Important Contemporary Issues**  
**Module Director: .....**  
**Evaluation Method: GroupAssignment (50)**

**Module Objectives:** To enable the participants to

- identify and analyse issues of national importance; and
- explore opportunities to apply new learning to practical life.

Code	Hrs	Title of the Topic*	Facilitator	Training Method
10.01	02	Civil-Military Relationship	GS	L & D
10.02	02	Role of Public Sector in Fostering Growth Process	Faculty/GS	L & D
10.03	02	Understanding the Needs of Private Sector	GS	Panel Dis
10.04	02	Public Private Partnership in Bangladesh: Opportunities and Challenges	GS	Panel Dis.
10.05	02	Issues of National Security	GS	L & D
10.06	02	Blue Economy	GS	L & D
10.07	02	South-South Cooperation	GS	L & D
10.08	02	Energy Resources and Governance Issues: Bangladesh Perspective	GS	L & D
10.09	02	Bilateral Issues: Bangladesh and the Neighboring Countries	GS	L & D
10.10	02	Global Economic Trend: Challenges for Bangladesh	GS	L & D

Code	Hrs	Title of the Topic*	Facilitator	Training Method
10.11	02	Challenges of Urbanization	GS	L & D
10.12	02	Food Safety situation in Bangladesh	GS	L & D
10.13	02	Universal Health Coverage	Pran Gopal	L & D
10.14	02	Autism	Suchona Foundation	L & D
10.15	01	Effects of Sedentary Life Style and Management	Mustafiz	L & D
10.16	01	Effects of Exercise on Different Organs	Zawad	B & P
10.17	02	Prospect of shifting from Traditional Energy to Renewable and/ or Nuclear Energy in Bangladesh;	Md. Abul Kalam Azad, ED, SREDA/ PD, Rooppur Project	Panel Discussion
10.18	02	Reform in Public Finance		
10.19	02	Strategies and initiatives in Poverty Reduction		

\*Note: Extension lectures on any other suitable issues may be arranged.

## **Module 11: Exposure Visit**

**Module Director: .....**

**Evaluation Method: (a) Individual Assignment (Local Visit)-50**

**(b) Group Report Preparation and Presentation-50**

**Module Objectives:** Enable the participants to see for themselves how the visiting economy which started with a developmental base equal to or worse than Bangladesh has out-performed the Bangladesh economy.

**Overall Task:** Under this programme you will visit one relevant country for ten days. During this visit you will have the opportunity to share experiences of policies, strategies, practices in the public service delivery with your counterpart in the visiting country. After this ten day programme, beyond the 45 day long course, you will have to prepare and present report in groups in a feedback seminar arranged by BPATC authority. You will also have to present a report in groups in the host country organisation on the concluding day of the exposure visit.