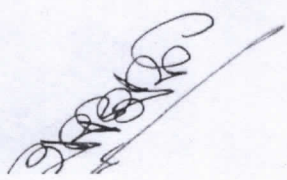


সংযোজনী-৪ : প্রশিক্ষণের অধিক্ষেত্র ও বিষয় (নির্দেশনামূলক)

Sl.	Thematic Areas and Topics (Indicative)
1.	Bangladesh Studies: Culture, History, Heritage and Resources etc.
2.	Liberation War and Bangabandhu Studies: Bangabandhu's Thoughts on Development Administration and Governance
3.	Poverty Reduction: Concept, Strategy, Models, Initiatives and Major Approaches, SDGs and its Localization, Social Protection etc.
4.	Rural Development: Concepts, Strategy, Models, Initiatives and Approaches, Rural Economy of Bangladesh etc.
5.	Human Resources Development: HR models, HR Planning, HRM approaches, Psychological aspects of HR (Behaviour, Motivation, Mind-set Building, Psychological Wellbeing), Work-Life Balance, Stress Management etc.
6.	Leadership Strategies: Concept and Examples, Team Building, Crisis and Change Management, Conflict Management, Administrative leadership, Leader vs. Manager, Disaster Management etc.
7.	Organizational Management: Organizational planning, Workforce Management, Organizational Decision Making, Productivity, Post Creation, Retention and Confrontation Process in Public Sector etc.
8.	Important Service Laws in Bangladesh: Public Servants Act, Conduct Rules, Discipline And Appeal Rules, BSR, Leave Rules, Recruitment Rules and its Formulation Process, Recruitment and Promotion Process etc.
9.	Office Management: Secretariat Instructions, Files, Summary, Written Communications, Working Paper and Meeting Minutes, Office Inspection, e-nothi, Language Skills (Bangla, English, Others) etc.
10.	Public Financial Management: Monetary & Fiscal Policy, Financial & Treasury Rules, Budget Formulation and Management, Public Financial Management Reforms in Bangladesh, Budgeting as Policy Tools for Growth and Development etc.
11.	Economic Governance: Microeconomics, Macroeconomics, International Trade, Audit System, Practice of VAT and Income Tax, Pay Fixation, Financial and Treasury Rules, Delegation of Financial Power etc.
12.	Governmental System: Constitutional Framework, Rules of Business, Local Government Institutions, Decentralization and Devolution, Delegation of Administrative Power, Governance Monitoring System etc.

13.	Public Administration: Concept & Recent Trends, Administrative Reforms, Public Policy Formulation, Process and Evaluation,, Evidence based policy making, Business Process Re-engineering and Simplification, Innovation in Public Service Delivery etc.
14.	Governance: Concept & Recent Trends, Governance Indicators, Combating Corruption, Accountability Tools (APA, NIS, GRS, RTI, CC), Digital Governance etc.
15.	International Economic Relations: Economic Globalization, Economic Diplomacy and Multinational Corporations, International Policy Framework for Economic Development, Development Partners and their role in Development, Debt Sustainability & Debt Management , Contract Negotiation, Political Economy of Development Cooperation etc.
16.	Gender and Child Rights: Relevant Laws and Rules, Gender Equality, Child Protection, Gender Friendly Working Environment etc.
17.	Information and Communication Technology: ICT tools, Software systems, Security System, Cyber security, Digital Bangladesh, ICT in governance, Fourth Industrial Revolutions etc.
18.	Computer Education: Computer Basics (Software & Hardware), Advanced Office Applications, Online applications, Cloud Computing etc.
19.	Global Studies: Global and Regional Economic Trends, Globalization, International Trade, Contemporary Global Issues, Rohingya Crisis etc.
20.	Environment and Climate: Environmental Laws, Institutions, Environment Protection, Climate Change, Environmental Impact Assessment etc.
21.	Development Management: Development Administration: Concepts and Issues, Development Plans of Bangladesh and Strategic Vision etc.
22.	Project Management: Fundamentals of Project Management, Project Cycle, Project Preparation, Logical Framework in Project Formulation, Project Appraisal, Project Approval Procedure, Implementation Arrangement, Management of Project Finance, Management of Mega Projects, Contract Management etc.
23.	Procurement: PPA, PPR, Procurement Process, Standard Procurement Documents, Procurement Methods (Goods, Works and Services), Procurement Plan, EGP etc.
24.	Jurisprudence: Concept, Philosophy, Legal Structure, Global Practices etc.
25.	Mobile Court, Magisterial Responsibilities, Minor Acts etc.
26.	Laws related to the Criminal Procedures
27.	Land Laws, Land Administration and Management, Land Acquisition etc.
28.	Civil Laws: CPC, ADR, Evidence Act etc.



286A

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29.	Research: Social Research, Concept, Methodology, Tools, Report Writing, Feasibility Study, Impact Assessment etc.
30.	Contemporary Issues: Energy Security, Food Security, Blue Economy, Autism and Neuro-development Disorder, COVID-19, Bangladesh's Graduation from LDC, Middle Income Trap, Public-Private Partnership Models and Practices, National Security Issues, Ten Special Initiatives of the Honorable Prime Minister, Overseas Employment & Remittance, Demographic Dividend, Human Rights, Media Relations, GO/NGO Cooperation etc.

