



# Mandatory Training for Performance Development

## National Level Requirements

SL. NO.	NAME OF THE COURSE	DURATION
01	Course on Innovation	2 days
02	Public Procurement Rules (PPR)	2 days
03	File Management and File Consignment	1 day
04	Grievance Redress System (GRS)	1 day
05	Annual Performance Agreement (APA)	1 day
06	National Integrity Strategy (NIS)	1 day
07	Citizen Charter	1 day
08	Sustainable Development Goals (SDG)	1 day
09	Project Management	2 days
10	Course on 4IR (Fourth Industrial Revolution)	1 day

## • IT Related Training

SL. NO.	NAME OF THE COURSE	DURATION
11	Training on National and Biman IT Policy	30 Hours
12	Orientation on Biman IT Systems	3 Days
13	Orientation on GDPR	1 Day
14	Training on IT Audit	5 day
15	Level 1 (Basic Computing & MS Word/Including Bangla Typing)	20 Hour in 10 Days
16	Level 2 (Medium Level – Advance Word, Excel and Power Point)	30 Hours
17	Level 3 (Programming basics, Concepts of Database, HTML and Web page design)	30 Hours
18	Basic Training on Cyber Security	12 Hours
19	Advanced Training on Cyber Security	12 Hours



- Courses on Attitude Building

SL. NO.	NAME OF THE COURSE	DURATION
20	Course on Motivation	1 day
21	Course on Stress Management	1 Day
22	Course on Health Safety	3 Hours
23	Course on Negotiation	2 Day
24	Training on Investigation Procedures	5 Days
25	Training of Trainers	2 Day
26	Advanced TOT	5 Day

\* *These trainings are mandatory and will be conducted for all applicable employees in multiple schedules on weekdays / weekends, round the year.*