Special Foundation Training Course (SFTC)

Course Contents

Building Effective, Inclusive and Accountable Public Administration System

Bangladesh Public Administration Training Centre
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List of Abbreviations

ADC	Additional Deputy Commissioner
ATT	Attendance
BASC	Bangladesh Administrative Staff College
BCS	Bangladesh Civil Service
BPATC	Bangladesh Public Administration Training Centre
BS	Bangladesh Studies
CA	Course Adviser
CC	Course Coordinator
CD	Course Director
CMT	Course Management Team
COTA	Civil Officers Training Academy
CT	Class Test
DC	Deputy Commissioner
DS	Development Studies
FGD	Focus Group Discussion
FTC	Foundation Training Course
GDP	Gross Domestic Product
GE	Group Exercise
GNI	Gross National Income
GP	Group Presentation
GR	Group Report
GS	Guest Speaker
HRD	Human Resource Development
HRM	Human Resource Management
IA	Individual Assignment/Assessment
IAP	Individual Action Plan
ICA	Individual Conduct Assessment
ICS	Individual Case Study
IE	Individual Exercise
IIR	Individual Inspection Report
IR	Individual Report
L & D	Lecture and Discussion
L & E	Lecture and Exercise
L & P	Lecture and Practice
LGI	Local Government Institution
MDS	Member Directing Staff
MS	Management Studies
NIPA	National Institute of Public Administration
NNP	Net National Product
PA	Public Administration
PR	Presentation
PT	Practical Test
RA	Reading Assignment
RECAP	Recapitulation
RP	Role Play
RW	Report Writing
SFTC	Special Foundation Training Course
SA	Secretariat Attachment
SD	Skills Development
SMART	Specific, Measurable, Achievable, Rationale and Time-bound
SSC	Senior Staff Course
STI	Staff Training Institute
SWOT	Strength, Weakness, Opportunity and Threat
TQM	Total Quality Management
UNO	Upazila Nirbahi Officer
WE	Written Examination
Ws	Workshop

COURSE CONTENTS

Course Contents

Module-01 : **Behavioral Governance**

Total Marks : **50**

Evaluation Method : **Written Examination (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.

Topic Code	Session Hour	Topic.	Training Method
01.01	**02**	Know Thyself	**L&D**
01.02	01	Attitude Change and Mindset Building	L&D
01.03	01	Etiquette, Manner and Dress Code	L&D
01.04	01	Art of Official Communication	L&D
01.05	01	Administrative Ethics and Values	L&D
01.06	01	Problem Solving and Decision Making Process	L&D

Module-02 : **Bangladesh Studies**

Total Marks : **50**

Evaluation Method : **Written Examination: 50**

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

- Analyze social, political, cultural, scientific and industrial aspects of Bangladesh

Topic Code	Session Hour	Topic.	Training Method
2.01	01	Historical Background of Bangladesh	L&D
2.02	01	Liberation War of Bangladesh: Background and Spirit	L&D
2.03	01	Natural Resources of Bangladesh	L&D
2.04	01	Social Structure and Cultural Heritage of Bangladesh	L&D

Module -03 : **Constitution and Other Legal Provision Relating to Public Service Delivery**

Total Marks : **50**

Evaluation Method : **Written Examination: 50**

Objectives : **The participants will be able to -**
- Recognize the functions of the executive, legislature judicial organs of the government and
- Adhere to the basic rules and procedures appropriately.

Topic Code	Session Hour	Topic.	Training Method
3.01	02	Salient Features of Bangladesh Constitution and Fundamental Rights	L&D
3.02	01	Executive Organ of Bangladesh Government	L&D
3.03	01	Legislature of Bangladesh	L&D
3.04	01	Judiciary of Bangladesh	L&D
3.05	01	Rights and Obligations of Public Servants and Constitutional Provisions	L&D
3.06	01	Citizen Rights: Food Safety and Mobile Court and Prevention of Food Adulteration	L&D
3.07	01	BSTI and Consumer Rights Authority Act: Inter-ministerial /Inter-departmental Cooperation, Food Safety Authority	L&D
3.08	02	Innovation, IPRs, TRIPS and Patents Rights	L&D

Module-0 4 : **Strategic Management and Leadership**

Total Marks : **50**

Evaluation Method : **Individual Assignment: 50**

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

- Identify the behavioral strengths and weakness and
- Promote interpersonal relations in administration.

Topic Code	Session Hour	Topic.	Training Method
4.01	02	Leadership and Personality Development, Group Dynamics and Team Building	L&D
4.02	01	Negotiation Skill	L&D
4.03	01	Conflict Management and Behavioral Attitude	L&D
4.04	02	Strategic Management: SWOT Analysis , Crafting Strategies, Setting SMART Objectives, 5 Force Model	L&P
4.05	01	Total Quality Management	L&D

Module -05   **: Public Sector Management**

Total Marks   **: 50**

Evaluation Method   **: a) Written Examination: 25**

           b) Group Report: 25

Objectives   **: The participants will be able to –**
- Understand present condition of Local Government and HRM.

Topic Code	Session Hour	Topic.	Training Method
5.01	02	Development Administration: Concepts, Issues and Expectations	L&D
5.02	01	Administrative Reforms in Bangladesh	L&D
5.03	02	Good Governance and Citizen Charter for Research Organization	L&E
5.04	02	HRM & HRD Practices Public Sector Organization in Bangladesh	L&E
5.05	01	Cooperation among Local Bodies and Research Organizations for Local Level Resource Exploitation/Industrialization	L&D
5.06	01	Knowledge Sharing for Research and Development	L&D
5.07	01	Performance Management, APA and ACR Writing	L&E
5.08	02	Legal Framework of HRM and Gender Perspective	L&D
5.09	02	Public Policy : Policy Process and Decision Making	L&D

Module -06   **: Administrative and Organizational Management**

Total Marks   **: 100**

Evaluation Method   **: a) Written Examination: 70**

           b) Individual Assignment: 30

Objective   **: The participants will be able to –**
- Discharge the duties assign to them to achieve administrative goals.

Topic Code	Session Hour	Topic.	Training Method
6.01	02	Rules of Business	L&D
6.02	02	Service Rules for Government Servants	L&D
6.03	02	BCSIR Act-2013 and BCSIR Probidhanmala 1989 (Service Regulations)	L&D
6.04	02	Noting, Summary Writing and Preparation of Drafts	L&E
6.05	02	Conducting Meeting, Writing Working Paper and Minutes	L&E
6.06	01	Forms of Written Communications, The Office Inspection	L&E
6.07	01	Equipment, Store & Stationary Management in Organization	L&P

Module -07 : **Research and Development Management**

Total Marks : **100**

Evaluation Method : **a) Written Examination: 50**
 b) Individual Assignment: 50

Objectives : **The participants will be able to –**
- Understand research methodology, prepare research papers, focus on output and outcomes of R&D projects.

Topic Code	Session Hour	Topic.	Training Method
7.01	01	Evolution of Research & Development in Bangladesh	L&D
7.02	02	Role of Scientific Research in Industrial Development	L&D
7.03	03	Scientific Research and Development Method: Concepts, Thought Process and Research Techniques	L&E
7.04	02	R&D Project Development: Project Appraisal and Selection, ADP, DPP	L&E
7.05	01	Implementation Monitoring and Evaluation of R&D Projects	L&E
7.06	02	National R&D Projects: Selection, Implementation, Evaluation and Review	L&E
7.07	02	Research Laboratory Development and Sharing of Scientific Equipments for Research	L&E
7.08	02	Development of Scientific Process and Writing of Research Papers	L&E
7.09	01	Process Development: Scaling up, Piloting and Commercialization	L&E
7.10	02	Utilization of R&D Output in Development	L&E
7.11	01	Contribution of BCSIR in National Development	L&D

Module -08 : **Achieving Sustainable Development Goals (part-1)**

Total Marks : **50**

Evaluation Method : **Group Exercise: 50**

Objectives : **The participants will be able to –**
- Explain the factors influencing the development and economic policies of Bangladesh.

Topic Code	Session Hour	Topic.	Training Method
8.01	02	Socio Economic Indicators of Bangladesh	L&D
8.02	02	Aligning SDGs with 7th Five Year Plan and Vision 2021	L&D
8.03	01	Public Private Partnership (PPP): R&D Collaboration for Development	L&D
8.04	01	Disaster Management & SDGs	
8.05	01	Goal 01: No Poverty	L&D
8.06	01	Goal 02: Zero Hunger	L&D
8.07	01	Goal 03: Good Health & Well-being	L&D
8.08	01	Goal 04: Quality Education	L&D
8.09	01	Goal 05: Gender Equality	L&D
8.10	01	Goal 6: Clean Water and Sanitation	L&D

Module- 09 : **Achieving Sustainable Development Goals (Part-2)**
Total Marks : **50**
Evaluation Method : **Group Exercise: 50**

Objectives : **The participants will be able to -**
- Prevent environmental degradation and negative impact of environmental change by taking appropriate R&D initiative and pave the way of furthering it by innovation and research.

Topic Code	Session Hour	Topic.	Training Method
09.01	01	Sustainable Development : Concept and Issues in Context of Bangladesh	L&D
09.02	01	Environmental Policies and Laws in Bangladesh	L&D
09.03	01	Goal 8: Decent Work & Economic Growth	L&D
09.04	01	Goal 9: Industry, Innovation & Infrastructure	L&D
09.05	01	Goal 10: Reduced Inequality	L&D
09.06	01	Goal 11: Sustainable Cities (Urban Management) and Communities	L&D
09.07	01	Goal 12: Responsible Consumption and Production	L&D
09.08	01	Goal 13: Climate Action (Climate Change and Disaster Risk Reduction)	L&D
09.09	01	Goal 14: Life below Water	L&D
09.10	01	Goal 15: Life on Land	L&D
09.11	02	Goal 16: Peace, Justice and Strong Institutions Goal 17: Partnership to Achieve the Goal	L&D
09.12	01	Waste Management: Industrial Waste, Laboratory Waste	L&E
09.13	01	Renewable Energy and Environmental Protection	L&D

Module -10 : **ICT & E-Governance**

Total Marks : **50**

Evaluation Method : **Practical Exam : 50**

Objectives : **The participants will be able to –**
- Develop their skill in operating computer for professional duties and responsibilities

Topic Code	Session Hour	Topic.	Training Method
10.01	02	Information Literacy for Better Public Service Delivery	L&D
10.02	02	Innovation in Service Delivery and Service Process Simplification	L&E
10.03	02	Essential ICT Skills: Power Point, Excel etc	L&P
10.04	02	E- Governance Conceptual Overview, Building Blocks/Critical Success Factors,	L&D
10.05	02	E- Service Project Management & E-Tendering	L&E
10.06	02	E-Nothi	L&E
10.07	02	E- Service Delivery Outlets and E- Government Shared Access Points	L&E
10.08	01	Social Networking and Blogging	L&E
10.09	01	Digital Divide	L&D

Module -11 : **Financial Management**

Total Marks : **100**

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

           b) **Group Exercise - 50**

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

- understand, analyze and explain constitutional and legal aspects of financial management system of Bangladesh.
- enable participants to apply standard financial management practice in their day to day financial activity.

Topic Code	Session Hour	Topic.	Training Method
11.01	02	Budgetary System of Bangladesh	L&E
11.02	01	Government Accounting: Concepts and Principles	L&E
11.03	01	Duties and Responsibilities of Drawing and Disbursing Officer	L&D
11.04	01	R&D Project Accounts Management	L&P
11.05	02	Basic Concepts on PPA, PPR & eGP System	L&D
11.06	02	General Financial Rules	L&P
11.07	02	Causes of Audit Objection and its Disposal	L&E
11.08	01	Delegation of Power : Financial and Administrative	L&D

Module -12 : **Book Review**
Total Marks : **50**
Evaluation Method : a) **Report: 30**
           b) **Presentation: 20**

Objectives : **The participants will be able to –**
- Develop the skills of critically reviewing and analyzing Research books and scientific journals.
- Use of audio- visual aids in presentation
- Develop competency in presenting issues before audience

Topic Code	Session Hour	Topic.	
12.01	01	Ground Rules for Writing Book Review	
12.02	07	Presentation	

Module -13   **: Field Attachments and report writing.**
Total Mark   **: 50**
Evaluation Method   **: Group Report: 50**

Objectives   **: The participants will be able to –**
- Develop their analytical capability for problem solving, draw possible solution and they will be aware of different projects relevant to their profession and their implementation mechanism.

Topic Code	Session Hour	Topic.	Training Method
13.01	-	Industrial Visit: Problem Assessment/Identification and Scientific Solution	Study Visit
13.02	01	Industrial Case Study: Technical Problem Study and Solution	Exercise
13.03	01	Presentation on Field Study Report	Presentation

Module -14   **: English Language Skill Development**

Total number   **: 50**

Evaluation Method   **: Class Test: 50**

Objectives   **: The participants will be able to –**
- Identify and rectify the common mistakes in everyday use of English and improve the basic knowledge in English.
- have knowledge on IELTS exam and prepare them for achieving scholarship in higher education.

Topic Code	Session Hour	Topic.	Training Method
14.01	08	Listening Skill	L&E
		Speaking Skill:	L&E
		Reading Skill: Reading technique	L&E
		Writing skill : Descriptive writing, argumentative writing	L&E
14.02	02	Extempore Speech	Presentation
14.03	02	Debate	Presentation
14.04	02	Art of Communication: Art of Presentation, Formal Meetings, International Conference and Meetings	L&E
14.05	01	Vocabulary : Administrative and Common office Use	L&E

Module -15 : **Physical Conditioning and Games**

Total number : **25**

Evaluation Method : **Individual Assessment: 25 (Dress-5, Participation-10, Attendance-10)**

Objectives : **The participants will be able to –**
- Realize the importance of physical activities and games and keep one fit by ideal exercise.

Topic Code	Session Hour	Topic.	Training Method
15.01	1	Effects of Sedentary Lifestyle and Management	L&D
15.02	1	Effects of Exercise on Different Organs	L&D
15.03	1	Managing Wellness	L&D
15.04	-	Practical: Physical Conditioning (Morning); Walking, Jogging, Freehand Exercises, Ground Exercise, Stretching, Yoga.	Exercise
		Games (Evening): According to the Participants' Interest (Volleyball, Tennis, Badminton & other activities)	

Module -16 : **Contemporary Issues**

Total number : **25**

Evaluation Method : **Individual Assignment - 25**

Objectives : The participants will be able to -
- Identify and analyze issues of national importance and
- Explore opportunities to apply new learning to practical life.

Topic Code	Session Hour	Topic.	Training Method
16.01	02	Corporate Social Responsibility in Bangladesh	L&D
16.02	02	Blue Economy : Sustainable Use of Marine Resource	L&D
16.03	02	Water Resources Management in Bangladesh	L&D
16.04	02	Demographic Transformation, Challenges & Opportunities	L&D
16.05	02	Energy Security of Bangladesh	L&D
16.06	02	Challenges of Urbanization in Bangladesh	L&D
16.07	02	Challenges of Food Safety in Bangladesh	L&D
16.08	02	Smoking and Health Hazard	L&D
16.09	02	Sound Noise and Noise Pollution	L&D
16.10	02	National Integrity Strategy	L&D
16.11	02	Income Tax Rules and Exercise on Assessment of Income Tax	L&E
16.12	02	Science Policy, Science Diplomacy & Govt. Science Advice	L&P