

প্রশিক্ষণ ম্যানুয়াল
“Modern Office Management”



প্রশিক্ষণ শাখা
পরিকল্পনা, প্রশিক্ষণ ও যোগাযোগ উইং
বাংলাদেশ পাট গবেষণা ইনস্টিটিউট

মানিক মিয়া এভিনিউ, ঢাকা-১২০৭

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কৃষিই সমৃদ্ধি

প্রশিক্ষণ মডিউল

Name of Training : Modern Office Management
Date : 16-17 October, 2020
Venue : Training Hall, PTC Wing, BJRI
Course Director : Dr. Md. Mahbubul Islam, Director (cc), PTC Wing, BJRI.
Course Coordinator : Mr. Md. Abul Khaiyer Mollah, SSO (Training), PTC Wing, BJRI.
Duration : 02 Days
Participants : 30 Scientists/Officers (9th grade or above)

Course Objectives : i. To equip the participants with concepts and theories of office management
ii. To familiarize with the administrative, financial rules and procedure relevant for office management.
iii. To develop the participants' understanding about the tools and techniques of office management.

Date	Time	Subject	Resource Person	Session Number
16.10.20 Friday	9:00-09:15	Registration	Course Coordinator	-
	9:15-10:00	Mission, Vision and Goal of BJRI	Dr. A. S. M. Anwarul Huq Director General, BJRI	1
	10:00-10:15	Tea Break		
	10:15-11:00	Civil Service Act 2018	Dr. Md. Nuruzzaman Director (Training) National Academy for Planning & Development, Ministry of Planning	2
	11:00-12:00	Stress Management	Dr. Md. Nuruzzaman Director (Training) National Academy for Planning & Development, Ministry of Planning	3
	12:00-1:00	Digital Security Act and Its Implications on Personal and Office Security	Dr. Md. Nuruzzaman Director (Training) National Academy for Planning & Development, Ministry of Planning	4
	1:00-2:00	Prayer & Lunch Break		
	2:00-3:00	Role and Responsibility of DDOs, Delegation of Administrative and Financial Authority	Dr. Md. Nuruzzaman Director (Training) National Academy for Planning & Development, Ministry of Planning	5
	3:00-4:00	Concepts/Types of Managerial leadership	Md. Shah Kamal Former, Secretary	6
	4:00-4:15	Tea Break		
4:15-5:15	Motivation techniques and human relations at work	Md. Shah Kamal Former, Secretary	7	

