

**TRAINING COURSE**  
**ON**  
**HUMAN RESOURCE MANAGEMENT**  
**17-21 JANUARY' 2021**

**COURSE GUIDELINE**



**GOVERNMENT OF THE REPUBLIC OF BANGLADESH**  
**NATIONAL AGRICULTURE TRAINING ACADEMY**  
**GAZIPUR-1701**  
**WEBSITE: [www.nata.gov.bd](http://www.nata.gov.bd)**

# Course Management

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## Introduction:

National Agriculture Training Academy (NATA) is the apex training academy under the Ministry of Agriculture (MoA). NATA organizes training programs on the basis of the needs of 16 organizations under the MoA. At present, Human Resource Management is crucial demand of an organization to run smoothly its functions. To meet up the special needs of the personnel of different organizations under the MoA, NATA has designed this training course. From this training course, the participants will be equipped with intellectual inputs and necessary skills which will be helpful for their organizations to perform Human Resource and Organization management efficiently.

### COURSE OBJECTIVE:

1. To develop participants' understanding on conceptual issue of HRM and HRD;
2. To acquaint them with legal framework in relation to HRM in Bangladesh;
3. To state current and emerging information technologies to support the Human resources function;
4. To apply learning theory and HRM and HRD in order to improve individual and organizational performance.

### Duration of the Course:

5 days on training course started from 17 January to 21 January 2021.

### Course Content:

#### Planned sessions and Topics

#### Module 1: Understanding Organization and Basics of HRM

Contents/Topics	Methods
Background and importance of Human Resource development for Government and corporate organization	Lecture and Discussion (L&D)
Basics approaches to organizational behavior	L and D
Organization: forms, structure and nature	L and D
HRM and HRD Practices in organization	L and D
Principal, Function, Responsibilities and Objectives (Basics) of Human Resource Management	L and D
Job Analysis and Job design	L and D
Coordination: Horizontal and Vertical	L and D

## Module 2: Behavioral Governance

Contents/Topics	Methods
Understanding and Developing Self	L & D, Exercise
Motivation techniques and human relations at work	L & D, Exercise
Effective Communication/ Communication : The most important key to success	L&D, Case Study
Interpersonal relationships and organizational effectiveness	L&D, Case Study
Strategies for Career Planning and Career Development	L and D

## Module 3: Managerial Leadership

Contents/Topics	Methods
Mind mapping for managing individual skills	Briefing, individual exercise
Managing Conflicts and Developing Negotiation Skills	L and D
Time Management	L and D/ Exercise
Concepts of Managerial leadership	L and D/ Exercise/ Case study
Team Building	L and D/ Exercise/ Case study
Ethics in public service delivery	L&D
Personal Planning and SMART objective setting and aligning with organizational vision and mission	L and D
Problem solving and decision making process	L and D/ Exercise
Employee benefits and Health safety and work-life balance	L and D

**\*\* L – Lecture, D – Discussion, E - Exercise**

### Training Methods & Materials:

Lecture, Discussion, Exercise, Group Work, Case study Briefing, individual exercise.

**Sports & Recreation:** There is a playground, a tennis court and a volley ball court in NATA campus. So the participants can avail the opportunity to play sports in that areas.

There is also a recreation room with color T.V in the dormitory. The daily newspapers are also available in the recreation room for the participants.

## **Concluding Session**

### **Feedback from the participants**

The training was demand driven. It will certainly help them to perform better the Human Resource Management and organizational activities. The topics were very contemporary. The resource persons were topic relevant experts, knowledgeable and veteran. So resource speakers' selection was undoubtedly accurate to cope up with the time demand topics. There was an ample scope to get introduced and exchanged ideas between the officers of different organizations under the Ministry of Agriculture. The time management of that training was definitely excellent. Moreover, residential facilities were better. The training was carried out well with strong discipline. They got the Wi-Fi facilities in the dormitory. The internet connection in PC was interrupted sometimes due to the problems in submarine cables. They expected to extend the duration of that training. Besides, they requested to arrange a refresher's course for them. In fact, the cooperation of Course Coordinator, Assistant Course Coordinator and the NATA authority was praiseworthy. In a nutshell, the training was incredibly fruitful for them.

### **Speech by the Course Coordinator**

The training on Human Resource Management was selected on the basis of training need assessment and then validation workshop from the officers of the different organizations under the Ministry of Agriculture. We tried our level best to make the training program successful. For that, we had selected the modern time demanded course content and expert speakers with suitable training topic. Furthermore, we also looked upon the different discipline related issues for smooth running of that training program.

### **Distribution of Certificate**

The certificates are distributed among the participants after successfully completion of the training.



## Annexure –I

### 'Human Resource Management' শীর্ষক প্রশিক্ষণের প্রশিক্ষণার্থীগণের নামের তালিকা

সময়কাল: ১৭- ২১ জানুয়ারি ২০২১ খ্রি.

ক্র. নং	নাম ও পদবী	কর্মস্থল	মোবাইল নম্বর
১.	মোঃ মাহফুজুল হক পাবলিক রিলেশন্স অফিসার	বরেন্দ্র বহুমুখী উন্নয়ন কর্তৃপক্ষ, সদর দপ্তর, রাজশাহী	০১৭১২২৪০৬৭৭
২.	জেড. এম. রাকিবুল ইসলাম তুলা উন্নয়ন কর্মকর্তা	তুলা উন্নয়ন বোর্ড, ময়মনসিংহ জোন, ময়মনসিংহ	০১৭১৭৩৮৫৪৬৯
৩.	মো: মাহবুবুর রহমান উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	বাংলাদেশ গম ও ভুট্টা গবেষণা ইনস্টিটিউট, জয়দেবপুর, গাজীপুর	০১৭১৬৫২২২৭৬
৪.	মোঃ শফি আল মামুন জনসংযোগ কর্মকর্তা	বিএসআরআই ঈশ্বরদী, পাবনা	০১৭২০০৮৩২৯৩
৫.	মোঃ আইনুল হক লাইব্রেরিয়ান	বিএসআরআই ঈশ্বরদী, পাবনা	০১৭৪৯৭৯৬৮৪৩
৬.	ড. মোছা: মাহবুবা বেগম প্রধান বৈজ্ঞানিক কর্মকর্তা	কন্দাল ফসল গবেষণা কেন্দ্র, বিএআরআই, গাজীপুর	০১৬২৮৪৯১৩১৯
৭.	ড. মো: জিল্লুর রহমান উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	ফল বিভাগ, উদ্যানতত্ত্ব গবেষণা কেন্দ্র, বিএআরআই, গাজীপুর	০১৭১৫০৮২৫৫৫
৮.	জনাব মোঃ সানোয়ার হোসেন সহকারী পরিচালক (প্রশিক্ষণ)	কৃষি বিপণন অধিদপ্তর আঞ্চলিক প্রশিক্ষণ কেন্দ্র, কুমিল্লা	০১৫১৫২১৪৩৪৫
৯.	জনাব মোঃ আব্দুল্লাহ আল মামুন সহকারী পরিচালক (প্রশিক্ষণ)	কৃষি বিপণন অধিদপ্তর আঞ্চলিক প্রশিক্ষণ কেন্দ্র, রংপুর	০১৭৫৭৮৬৬০৩৬
১০.	মোহাঃ আব্দুর রউফ কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, গাংনী, মেহেরপুর	০১৩০৯০০৫৫৪৬
১১.	মোঃ খোরশেদ আলম কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, সদর, লালমনিরহাট	০১৭০৩৬৮৪৮৫৩
১২.	মোঃ মাহমুদুল হাসান কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, বেলকুচি, সিরাজগঞ্জ	০১৭৩১৯২৬১০৫
১৩.	মো: আব্দুল মোমিন কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, দক্ষিণ সুরমা, সিলেট	০১৭৫১২০৯৯৬১
১৪.	মো: হাদিউর রহমান কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, সদর, নরসিংদী	০১৭৪৫৩৯০৩৪৪
১৫.	মো: শরিফুল ইসলাম উপজেলা কৃষি অফিসার	উপজেলা কৃষি অফিস, শিবগঞ্জ, চাঁপাইনবাবগঞ্জ	০১৭৩৯০৬৩০৫৫
১৬.	মোঃ কামরুল হাসান, কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, ভালুকা, ময়মনসিংহ	০১৭০১২৪২৬৯১
১৭.	মানস কুমার রায় কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, আটোয়ারী, পঞ্চগড়	০১৭৪০৮৪০৮৫৫
১৮.	মেহেদী হাসান, কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, বোয়ালখালী, চট্টগ্রাম	০১৭১৪৮৭১২৯৯
১৯.	এস.এম. নাজমুস সাকিব শাহীন কৃষি সম্প্রসারণ অফিসার	উপজেলা কৃষি অফিস, ফুলতলা, খুলনা	০১৮৮৬৫০৮৯৯৪



ক্র. নং	নাম ও পদবী	কর্মস্থল	মোবাইল নম্বর
২০.	ফরিদা আক্তার সহকারী ব্যবস্থাপক	পাটবীজ বিভাগ, বিএডিসি, কৃষি ভবন, ঢাকা।	০১৭৩১০৭৭৮৫৪
২১.	মো: শফিকুল মওলা উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	মৃত্তিকা সম্পদ উন্নয়ন ইনস্টিটিউট, আঞ্চলিক গবেষণাগার, কুষ্টিয়া	০১৭১৯৪০৯৭৭৩
২২.	মো: মোহসীন ফরাজী উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	মৃত্তিকা সম্পদ উন্নয়ন ইনস্টিটিউট, বিভাগীয় গবেষণাগার, বরিশাল সংযুক্ত কর্মকর্তা বিভাগীয় গবেষণাগার, ঢাকা	০১৭১১১৫৪৫৬৮
২৩.	মৌসুমী পাল সিনিয়র সহকারী পরিচালক	জাতীয় কৃষি প্রশিক্ষণ একাডেমি, গাজীপুর	০১৭১২৬৮০৮৪৪
২৪.	ইফফাত জাহান নূর বৈজ্ঞানিক কর্মকর্তা	প্রজনন বিভাগ, বাংলাদেশ পাট গবেষণা ইনস্টিটিউট, ঢাকা	০১৭৬৪৮৫৫৩১৯
২৫.	লায়লাতুল রোকসানা লিমা সিনিয়র সহকারী পরিচালক	জাতীয় কৃষি প্রশিক্ষণ একাডেমি (নাটা), গাজীপুর	০১৭১৪৬১২০২৯
২৬.	শারমিন আক্তার পাবলিকেশন অফিসার	বীজ প্রত্যয়ন এজেন্সী, গাজীপুর	০১৭৯৩১৫৭২১৪
২৭.	পপি রানী রায় নমুনা সংগ্রহ অফিসার	বীজ প্রত্যয়ন এজেন্সী, গাজীপুর	০১৭৪০০৫৩২৩১
২৮.	প্রভাত সাহা সহকারী প্রকৌশলী (ক্ষুদ্র সেচ)	বিএডিসি, কিশোরগঞ্জ জোন, কিশোরগঞ্জ	০১৭৫৬৫৭৭৬৪১
২৯.	ড. মো: রোক্নুজ্জামান এসএসও	ফলিত গবেষণা ও সম্প্রসারণ বিভাগ, বিনা, ময়মনসিংহ	০১৭১৬৪৬১৪৮১
৩০.	অংসিং হ্লা মারমা বৈজ্ঞানিক কর্মকর্তা	বিনা উপকেন্দ্র, খাগড়াছড়ি	০১৮৩০৬৬১৪৪১

## Annexure –II

### LIST OF RESOURCE SPEAKERS

Sl. No.	Name, Designation & Organization	Phone & e-mail
01	Dr. Nazrul Islam Pro-vice-chancellor Independent University, Bangladesh, Plot 16 Aftab Uddin Ahmed Rd, Dhaka 1229	Mobile: 88-01716-370643, 8801756832324 e-mail: nazrulku@gma il.com
02	Akhund Shamsul Alam Senior Management Counselor , BIM	Mobile: 01715511354, akhundalam@gmail.com
03	Mohammad Rezaul Karim Deputy Director (International Programme) Bangladesh Public Administration Training Centre Savar, Dhaka	01554339166 rezapatc@gmail.com
04	Professor Dr. Niaz Ahmed Khan Department of Development Studies University of Dhaka	01711-364462 niaz.khan@yahoo.com
05	Dr. Md. Zohurul Islam Director (Planning & Development) BPATC, Savar, Dhaka-1343	Phone:01716458964, e-mail: zohur68@gmail.com
06	Dr. Shaikh Shamim Hasan Associate Professor and Department Head Dept. of Agril. Extn. and Rural Devt. (BSMRAU), Gazipur,	Cell: +8801920156373 Email: <a href="mailto:shinuextn120@yahoo.com">shinuextn120@yahoo.com</a> or <a href="mailto:shamim.aer@bsmrau.edu.bd">shamim.aer@bsmrau.edu.bd</a>
07	Dr. Md. Zohurul Islam Director (Planning & Development)BPATC Savar, Dhaka-1343	01716458964, zohur68@gmail.com
08	Dr. Md. Safiul Islam Afrad, Professor, Agril. Extn. and Rural Dev. BSMRAU, Gazipur-1706	01712584820 <a href="mailto:Afrad69@gmail.com">Afrad69@gmail.com</a> afrad@bsmrau.edu.bd
09	Dr. Md. Abdul Momen Miah Professor, BAU	01712734143 E- mail:mammiah_bau@yahoo.com
10	Dr. Muhammad Mathhurul Haque Former Director General, NATA	01714688233
11	Dr. Md. Delwar Hossain Mazumder Chief Consultant SIMEC Institute of Technology (Consulting Farm) Dhaka, Bangladesh	01855333570, 01552426576 dhossain1960@yahoo.com
12	Dr. Md. Jamal Uddin Deputy Director ( Plant Pathology), NATA, Gazipur	01712272859 jamaldae@yahoo.com
13	Md. Eskandar Hossain Senior Assistant Director, NATA, Gazipur	01938615225 eskandarhossain@yahoo.com

## Training Schedule

### Title: Human Resource Management

(Duration: 17-21 January 2021)

Day -01 Sunday (17/01/2021)

Time	Topics	Methods	Speaker
08:30-09:30	Registration & Pre evaluation	-	CC/ ACC & Lucky
09:30-10:30	Inaugural session	-	DG/Directors/Faculties
10:30-11:30	Background and importance of Human Resource development for Government and corporate organization	Lecture & Discussion (L&D)	Dr. Nazrul Islam Pro-vice-chancellor Independent University, Bangladesh, Mobile: 01716-370643, e-mail: nazrulku@gmail.com
11:30-12:00	Tea Break		
12:00-01:00	Organization: forms, structure and nature	L & D	Dr. Nazrul Islam
01:00-02:00	Lunch and prayer		
02:00-03:00	Strategies for Career Planning and Career Development	L & D	Dr. Nazrul Islam
03:00-04:00	Sustainable Development Goals (SDGs)	L & D	Dr. Md. Akhtaruzzaman Director General (In-charge) & Director (Admin) Mobile:01711884191 Phone: 02-4927104, e-mail: dgnata14@gmail.com
04:00-05:00	Principle, Function, Responsibilities and Objectives (Basics) of Human Resource Management	L & D	Md. Eskander Hossain Senior Assistant Director, NATA,Gazipur Phone: 01938615225, e-mail:eskandarhossain@yahoo.com
<b>Day -02 Monday (18/01/2021)</b>			
09:30-10:30	Time Management	L&D, Exercise	Niaz Ahmed khan Ph.D.(Wales), Post Doc. (Oxford)  Professor and former Chairman Department of Development Studies,University of Dhaka Phone: 01711-364462, e-mail: niaz.khan@yahoo.com
10:30-11:30	Mind mapping for managing individual skills	L & D	Niaz Ahmed khan
11:30-12:00	Tea Break		
12:00-01:00	Mind mapping for managing individual skills		Niaz Ahmed khan
01:00-02:00	Lunch and prayer		
02:00-03:00	Motivation techniques and human relations at work	L & D Exercise	Dr. Md. Safiul Islam Afrad, Professor, Agril. Extn. and Rural Dev. BSMRAU, Gazipur-1706 Phone: 01712584820, e-mail:afrad69@gmail.com
03:00-04:00	Effective Communication/ Communication : The most Important key to success	L & D Case Study	Dr. Md. Safiul Islam Afrad,
04:00-05:00	Interpersonal relationships and organizational effectiveness	L&D Case Study	Dr. Md. Safiul Islam Afrad

**Day – 03 Tuesday (19/01/2021)**

<b>Time</b>	<b>Topics</b>	<b>Methods</b>	<b>Speaker</b>
09:30-10:30	Managing Conflicts and Developing Negotiation Skills	L&D, Case Study, Exercise	Dr. Md. Abdul Momen Miah Professor, BAU, Phone: 01712734143 e-mail:mammiah_bau@yahoo.com
10:30-11:30	Do	Do	Dr. Md. Abdul Momen Miah
11:30-12:00	Tea Break		
12:00-01:00	Concepts/Types of Managerial leadership	Briefing, Individual Exercise	Dr. Muhammad Mathhurul Haque Former Director General, NATA Phone: 01714688233
01:00-02:00	Lunch and prayer		
02:00-03:00	Concepts/Types of Managerial leadership	Do	Dr. Muhammad Mathhurul Haque
03:00-04:00	Team Building and its importance in Human Resource Development	L&D, Case Study, Exercise	Dr. Md. Delwar Hossain Mazumder Chief Consultant, SIMEC institute of technology ( Consulting farm), Dhaka, Bangladesh Phone: 01815597304, 01552426576 e-mail: dhossain1960@yahoo.com
04:00-05:00	Ethics in public service delivery	L&D	Do
<b>Day – 04 Wednesday (20/01/2021)</b>			
09:30-10:30	Job Analysis and Job design	L&D	Dr. Md. Zohurul Islam Director (Planning & Development) BPATC, Savar, Dhaka-1343 Phone:01716458964, e-mail: zohur68@gmail.com
10:30-11:30	Coordination: Horizontal and Vertical	L&D	Do
11:30-12:00	Tea Break		
12:00-01:00	Employee benefits and Health safety and work-life balance	L & D	Mohammad Rezaul Karim Ph.D., Deputy Director (International Programme), BPATC, 01554339166, e-mail:rezapatc@gmail.com
01:00-02:00	Lunch and prayer		
02:00-03:00	Personal Planning and SMART objective setting and aligning with organizational vision and mission	L&D, Case Study, Exercise	Mohammad Rezaul Karim Ph.D.,
03:00-04:00	Problem solving and decision making process	L&D	Do
04.00-05.00	Social Safety Nets	L & D	Dr. Md. Jamal Uddin Deputy Director, NATA, Gazipur Phone: 01712272859 e-mail: jamaldae@yahoo.com

**Day – 05 Wednesday (21/01/2021)**

Time	Topics	Methods	Speaker
09:00-10:00	HRM and HRD Practices in an organization	L & D	Dr. Shaikh Shamim Hasan Professor and Department Head Dept. of Agril. Extn. and Rural Devt. (BSMRAU) Gazipur, Cell: +8801920156373 e-mail: <a href="mailto:shinuextn120@yahoo.com">shinuextn120@yahoo.com</a> or <a href="mailto:shamim.aer@bsmrau.edu.bd">shamim.aer@bsmrau.edu.bd</a>
10:00-11:00	Understanding and Developing Self- reliance	L & D	Dr. Shaikh Shamim Hasan
11:00-11:20	Tea Break		
11:20.-12:20	Basics approaches to organizational behavior	L & D	Akhund Shamsul Alam Senior Management Counselor , BIM Phone: 01715511354, e-mail: <a href="mailto:akhundalam@gmail.com">akhundalam@gmail.com</a>
12:20-01:00	Post evaluation		CC/ACC
01:00-2:00	Lunch and prayer		
02:00-03:00	Awarding & Closing Ceremony	L & D	DG/Directors/Faculties/Participants

## Annexure-IV

# Training Course Evaluation by the participants

### **The Topics they liked:**

- ✚ Basics approaches to organizational behavior
- ✚ Mind Mapping
- ✚ Job Analysis
- ✚ Time Management
- ✚ Concepts/Types of Managerial leadership
- ✚ Motivation techniques and human relations at work
- ✚ Team Building etc.

### **The Topics they disliked: More Theoretical**

### **The Topics need to be deleted : No suggestion**

### **The Topics need to be added : No suggestion**

### **Best Training Methods choose by the participants**

1. Discussion and group exercise
2. Resources Speaker
3. Time management
4. Practicing

### **The issues that are disliked by the participants**

1. Internet problem
2. Shortage of sport materials
3. Less time for Practice
4. Load shedding
5. Very tight schedule
6. Shortage of recreation facilities
7. Less Class practices
8. Broken glass and plate in cafeteria
9. No Curtain in dormitory

### **The others associated issues they liked**

1. Topic wise expert resource persons were selected very prudently.
2. Got scope to introduce with other officers of different organizations.
3. Management of dining by mess committee
4. Time management
5. Discipline & management
6. Management of dormitory
7. Expert resource persons
8. Wi-Fi facilities
9. Cooperation of NATA Authority

10. Cooperation of Course Coordinator and Asst. Course Coordinator very Remarkable.

### **Provided Service Quality**

1. Neat and cleanliness facilities-80%
2. Library facilities – 80%
3. Audiovisual facilities – 70%

### **Recommendations for the improvement of the course**

1. Uninterrupted internet and electricity supply should be provided
2. Practical class should be more
3. Internet access should be increased
4. Arrangement of Tour or recreation
5. Provide more time for discussion and exercise
6. Evert topic should be installed earlier in each desktop
7. Hard copy of manual of training course
8. Sub-Centre should be set up for incessant electricity supply
9. Refresher's course should be arranged
10. Increase of honorarium
11. Sports facilities should be available
12. Sports facilities in the morning
13. Single room for single officer

## Annexure-V

### Resource Speaker Evaluation by Participants Grade Range 1-6

Speaker Name and Address	Subject	Criteria	Obtain grade (Average)	Comments
Dr. Nazrul Islam Adviser to the Board of Trustees & Dean of School of Business Canadian University of Bangladesh	Background and importance of Human Resource development for Government and corporate organization	Knowledge over subject	5.15	<b>Excellent</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Dr. Nazrul Islam Mobile: 88-01716-370643, 8801756832324 e-mail: nazrulku@gmail.com	Organization: forms, structure and nature	Knowledge over subject	4.8	<b>Excellent</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Dr. Nazrul Islam	Strategies for Career Planning and Career Development	Knowledge over subject	5.2	<b>Excellent</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Akhund Shamsul Alam Senior Management Counselor , BIM Phone: 01715511354, akhundalam@gmail.com	Basics approaches to organizational behavior	Knowledge over subject	5.4	<b>Excellent</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Md. EskenderHosain Senior Assistant Director, NATA,Gazipur Phone: 01938615225 email:eskandarhossain@yahoo.com	Principal, Function, Responsibilities and Objectives (Basics) of Human Resource Management	Knowledge over subject	5.0	<b>Good</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Niaz Ahmed khan Ph.D.(Wales), Post Doc. (Oxford)  Professor and former Chairman Department of	Time Management	Knowledge over subject	5.5	
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		



Development Studies University of Dhaka		Time Management		
Niaz Ahmed khan  Phone: 01711-364462 niaz.khan@yahoo.com	Mind mapping for managing individual skills	Knowledge over subject	5.3	
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
Dr. Md. Safiul Islam Afrad, Professor, Agril. Extn. and Rural Dev. Phone: 01712584820 BSMRAU, Gazipur-1706	Motivation techniques and human relations at work	Time Management	5.7	
		Knowledge over subject		
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
Dr. Md. Safiul Islam	Effective Communication/ Communication : The most Important key to success	Control over class	5.2	
		Time Management		
		Knowledge over subject		
		Ability to present ideas relevantly/ clearly		
Dr. Md. Safiul Islam	Interpersonal relationships and organizational effectiveness	Ability to make the class/ session participatory	5.1	
		Control over class		
		Time Management		
		Knowledge over subject		
Dr. Md. Abdul Momen Miah Professor, BAU, Phone: 01712734143	Managing Conflicts and Developing Negotiation Skills	Ability to present ideas relevantly/ clearly	5.4	<b>Excellent Very Good</b>
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Dr. Muhammad Mathhurul Haque Former Director General, NATA Phone: 01714688233	Concepts/Types of Managerial leadership	Knowledge over subject	5.2	<b>Good</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
Dr. Md. Delwar Hossain Mazumder Ex. Deputy Director Phone: 01815597304,	Team Building and its importance in Human Resource Development	Time Management	5.2	<b>Good</b>
		Knowledge over subject		
		Ability to present ideas relevantly/ clearly		

01552426576		participatory		
		Control over class		
		Time Management		
Dr. Md. Delwar Hossain Mazumder	Ethics in public service delivery	Knowledge over subject	5.1	<b>Good</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Dr. Md. Zohurul Islam Director (Planning & Development) BPATC, Savar, Dhaka-1343 Phone:01716458964	Job Analysis and Job design	Knowledge over subject	4.7	<b>Good</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Dr. Md. Zohurul Islam	Coordination: Horizontal and Vertical	Knowledge over subject	5.4	<b>Good</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Mohammad Rezaul Karim Ph.D., Deputy Director (International Programme), BPATC, 01554339166	Employee benefits and Health safety and work-life balance	Knowledge over subject	5.3	<b>Excellent Good</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Mohammad Rezaul Karim	Personal Planning and SMART objective setting and aligning with organizational vision and mission	Knowledge over subject	5.4	<b>Excellent Good</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Mohammad Rezaul Karim	Problem solving and decision making process	Knowledge over subject	5.4	<b>Excellent</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Dr. Shaikh Shamim Hasan Professor and Department Head Dept. of Agril. Extn. and	HRM and HRD Practices in an organization	Knowledge over subject	5.1	<b>Good</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session		

Rural Devt. (BSMRAU)		participatory		
		Control over class		
		Time Management		
Dr. Shaikh Shamim Hasan	Understanding and Developing Self	Knowledge over subject	5.0	<b>Good</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Dr. Md. Jamal Uddin Deputy Director, NATA, Gazipur Phone: 01712272859 e-mail: jamaldae@yahoo.com	Sustainable Development Goals (SDGs)	Knowledge over subject	4.78	<b>Excellent</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		
Dr. Md. Jamal Uddin Deputy Director, NATA, Gazipur Phone: 01712272859 e-mail: jamaldae@yahoo.com	Social Safetys	Knowledge over subject	4.9	<b>Excellent</b>
		Ability to present ideas relevantly/ clearly		
		Ability to make the class/ session participatory		
		Control over class		
		Time Management		

## Annexure-VI

### Human Resource Management' শীর্ষক প্রশিক্ষণের প্রশিক্ষণার্থীগণের মূল্যায়ন প্রতিবেদন

সময়কাল ১৭-২১ জানুয়ারি ২০২১খ্রি.

পূর্ণমান- ৫০

Sl No.	Name & Designation	Organization	Pre-evolution	Post-evaluation
1	MD. SHAFI-AL-MAMUN, Public Relations Officer	Bangladesh Sugarcrop Research Institute, Ishurdi,Pabna	05	33
2	MD. AYNUL HOQUE, Librarian	Bangladesh Sugarcrop Research Institute, Ishurdi,Pabna	03	32
3	DR. MD. JILLUR RAHMAN, Senior Scientific Officer	Bangladesh Agricultural Research Institute, Gazipur	03	26
4	DR. MOST. MAHBUBA BEGUM, Principal Scientific Officer	Tuber Crops Research Centre, BARI, Gazipur	-	30
5	AUNG SING HLA MARMA, Scientific Officer	BINA, Sub-station, Khagrachari	12	40
6	MD. KHORSHED ALAM, Agriculture Extension Officer	DAE, Sadar, Lalmonirhat	07	24
7	MD. MAHBUBUR RAHMAN, Senior Scientific Officer	RS, BWMRI, Gazipur	11	44
8	MD. KAMRUL HASAN, Agriculture Extension Officer	DAE, Bhaluka, Mymensingh	09	28
9	MD. MAHFUZUL HOQUE, Public Relations Officer	BMDA, Rajshahi	03	23
10	MEHEDI HASAN, Agriculture Extension Officer	DAE, Boalkhali, Chottogram	-	24
11	MD. MAHMUDUL HASSAN, Agriculture Extension Officer	DAE, Belkuchi, Sirajganj	10	46
12	MANAS KUMAR ROY, Agriculture Extension Officer	DAE, Atwari, Panchagarh	02	28
13	S.M. NAZMUS SAKIB SHAHIN, Agriculture Extension Officer	DAE, Phultala, Khulna	02	28
14	MD. ABDUR RAUF, Agriculture Extension Officer	DAE, Gangni, Meherpur	06	32
15	MD. ABDULLAH AL MAMUN, Assistant Director (Training)	RTC, DAM, Rangpur	15	30

16	MD. SANOWAR HOSSAIN, Assistant Director (Training)	RTC, DAM, Cumilla	16	41
17	MD. ABDUL MOMIN, Agriculture Extension Officer	DAE, Dakshin Surma, Sylhet	03	15
18	SHARMIN AKTER, Publication Officer	Seed Certification Agency, Gazipur	01	33
19	POPY RANI ROY, Sample Collection Officer	Seed Certification Agency, Gazipur	08	36
20	MD. HADIUR RAHMAN, Agriculture Extension Officer	DAE, Sadar, Narsingdi	08	21
21	MOUSUMI PAUL, Senior Assistant Director	NATA, Gazipur	11	38
22	LIALATUL ROKSHANA LIMA, Senior Assistant Director	NATA, Gazipur	10	37
23	Z. M. RAKIBUL ISLAM, Cotton Development Officer	Cotton Development Board, Mymensingh	12	28
24	PROVAT SAHA, Assistant Engineer (MI)	BADC, Kishoregonj Zone, Kishoregonj	15	23
25	MD. SHARIFUL ISLAM, Upazila Agriculture Officer	DAE, Shibgonj, Chapainawabgonj	04	42
26	MD. SAFIQU L MOULA, Senior Scientific Officer	Regional Laboratory, SRDI, Kushtia	05	32
27	FARIDA AKTER, Assistant Director	Bangladesh Agricultural Development Corporation, Krishi Bhaban, Dhaka	03	43
28	IFFAT JAHAN NUR, Scientific Officer	Bangladesh Jute Research Institute, Dhaka	05	33
29	DR. MD. ROKNUZZAMAN, Senior Scientific Officer	BINA, Mymensingh	-	24
30	MD MOHASHIN FARAZI, Senior Scientific Officer	Soil Resource Development Institute, Divisional Laboratory, Barisal	02	26

### Human Resources Management related training information

Course name	Course Co-coordinators name	Days	Duration date	Cad re			No n- cad are			Male	Female	Total	Participant of NATA	Participant name of NATA
				Male	Female	Total	Male	Female	Total					
Human Resourse Management	Md. Rafiqul Islam	17-21 January 2021	05	11	04	15	12	03	15	23	07	30	02	1.MOUSUMI PAUL 2. LIALATUL ROKSHANA LIMA

Training Course on "Human Resource Management"  
Dated From 17 to 21 January 2021

কেন্দ্রিক কামপ্লেক্স TRAINING COMPLEX



Organized By : National Agriculture Training Academy (NATA), Gazipur  
Ministry of Agriculture

