

TRAINING COURSE
ON
HUMAN RESOURCE MANAGEMENT
02-06 JANUARY 2022

COURSE GUIDELINE



GOVERNMENT OF THE REPUBLIC OF BANGLADESH
NATIONAL AGRICULTURE TRAINING ACADEMY
GAZIPUR-1701
WEBSITE: www.nata.gov.bd

Course Management

| | |
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Introduction to National Agriculture Training Academy (NATA)

1.1 The Academy

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programmes related to agriculture throughout the year. The academy is established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MoA and on 07 June 2014, NATA has been started as a training academy.

Initially, the Academy started its functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 109 staff members including 30 faculty members.

1.2 Vision

National Agriculture Training Academy becomes a center of excellence for developing competent human resources in agriculture sector.

1.3 Mission

We are pledged to achieve the shared vision through:

- i. Develop human resource of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhance linkage between education, research and extension to endow agriculture service delivery system;
- iii. Network with reputed institution of home and abroad for organizational capacity building; and
- iv. Foster a culture of continuous learning for development of knowledge-intensive agriculture service.

1.4 Functions

The NATA has been entrusted to perform the following functions:

- i. Human resource development of the government, semi-government, autonomous organization under MoA through training of modern and sustainable agriculture technology;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for the development of socio-economic conditions of farmers;
- iii. Conduct demonstration, adaptive research and research of proven technologies;
- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;
- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;

- vi. Advice government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy 2003; and
- ix. Perform all kinds of duties directed by the government.

1.5 Location

The Academy is 25 km away from Dhaka city and 3 km away from *Joydevpur Chandana Chowrasta* towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides the trainees an ample scope to have free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh MujiburRahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

1.6 Facilities

1.6.1 Physical Facilities

The Academy is well equipped with physical facilities in organizing training programs though it began its journey recently. Existing facilities of the academy are as follows.

- Office building-2
- Class room- 7
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorium-1
- Dormitory- 5
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1
- Mosque-1
- Medical Centre-1

1.6.2 Digital Computer cum Language Lab. and IT facilities

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1st floor of the Administrative building. IT facilities include LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

1.6.3 Recreational Facilities

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are available in recreation room for the participants.

1.6.4 Linkage with other Training Organizations

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM and FIMA and so on. NATA has planned to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations in research in agriculture sector.

1.7 Evaluation:

Course Director and other faculty members are given responsibility to evaluate the participants. The course is evaluated during pre and post training situation within 100 marks. On the other hand the participants are also given chance to evaluate the faculties and guest speakers by using a prescribed format.

1.8 Sessions:

Every day the session is started at 9.00 am in the morning and ends at 4:30 pm in the afternoon. There are two breaks started at 11.30 am and 01.00 pm for tea and lunch with prayer respectively. Participants are advised to attain the class in time without fail for avoiding any kinds of disciplinary action.

Daily Schedule

| Activities | Duration |
|-------------------------|-------------|
| 1 st Session | 09:30-10:30 |
| 2 nd Session | 10:30-11:30 |
| Tea Break | 11:30-12:00 |
| 3 rd Session | 12:00-01:00 |
| Lunch and Prayer | 01:00-02:00 |
| 4 th Session | 02:00-03:00 |
| 5 th Session | 03:00-04:00 |
| 6 th Session | 04.00-05.00 |

1.9 Norms to be followed during the training:

- No casual leave is allowed during training period.
- Participants living in the dormitory are advised to follow the norms of the dormitory.
- The campus area is a “Non-Smoking Zone”. Participants are advised to refrain from smoking inside the Academy.
- Participants are not allowed to enter the dormitory after 10:00pm at night.

Course Outline

Training is defined as any attempt to improve employee performance on a currently held job or one related to it. This usually means changes in specific knowledge, skills, attitudes or behaviors. To be effective, training should involve a learning experience, be a planned organizational activity and be designed to meet the goals of individual employees. It usually implies preparation for an occupation or for specific skills. It is narrower than development.

Development refers to learning opportunities designed to help employees grow. The focus of development is in the long term to help employees prepare for future work demands or career goals while training focuses on the immediate period to help for any current deficit in employees' skills.

COURSE OBJECTIVE

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

Target population : Officers (Grade 9 and above) of different organizations under Ministry of Agriculture (MoA), Bangladesh.

Duration of each session: 60 minutes.

Prerequisites of the course:

- To attend the training class in time;
- To be present at least 99% classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session is not allowed without prior permission from the course coordinator even in case of emergency.
- Enthusiastic to learn and share ideas in training session.

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@gmail.com |
| 03 | Mohammad Rezaul Karim Deputy Director (International Programme) Bangladesh Public Administration Training Centre Savar, Dhaka | 01554339166 rezapac@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 Professor and Department Head Dept. of Agril. Extn. and Rural Devt. (BSMRAU), Gazipur, | Cell: +8801920156373 Email: shinuextn120@yahoo.com or shamim.aer@bsmrau.edu.bd |
| 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 Afrad69@gmail.com 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. Taufique Arefin Deputy Director, NATA ,Gazipure | 01711-116032 taufiquedae25@gmail.com |
| 12 | Abul Kalam Azad Deputy Director, NATA ,Gazipur | 01940652412 azadipm@gmail.com |
| 13 | Md. Eskandar Hossain Deputy Director, NATA, Gazipur | 01938615225 eskandarhossain@yahoo.com |

Training Schedule
Title: Human Resource Management
(Duration: 02-06 January 2022)

Day -01 Sunday (02/01/2022)

| 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 |
| 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 | 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, 01889125018 |
| 04:00-05:00 | Understanding and Developing Self- reliance | L & D | Dr. Shaikh Shamim Hasan |

Day -02 Monday (03/01/2022)

| Time | Topics | Methods | Speaker |
|-------------|---|-------------------|--|
| 09:15-09:30 | Recap | - | CC/ACC |
| 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 |
| 10.30-11.30 | Mind mapping for managing individual skills | L & D Exercise | Niaz Ahmed khan |
| 11.30-12.00 | Tea Break | | |

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|-------------|---|---------------------|---|
| 12.00-01.00 | Mind mapping for managing individual skills | L & D | 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 |
| 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 (04/01/2022)

| Time | Topics | Methods | Speaker |
|-------------|--|-------------------------------------|---|
| 09:15-09:30 | Recap | - | CC/ACC |
| 09:30-10:30 | Managing Conflicts and Developing Negotiation Skills | L&D, Case Study, Exercise | Dr. Md. Abdul Momen Miah Professor, BAU, Phone: 01712734143 |
| 10.30-11.30 | Do | L&D, Case Study, Exercise | Dr. Md. Abdul Momen Miah |
| 11.30-12.00 | Tea Break | | |
| 12.00-01.00 | Ethics in public service delivery | Briefing, Individual Exercise | Dr. Md. Abdul Momen Miah |
| 01.00-02.00 | Lunch and prayer | | |
| 02.00-03.00 | Concepts/Types of Managerial leadership | L & D | Dr. Muhammad Mathhurul Haque Former Director General, NATA Phone: 01714688233 |
| 03:00-04:00 | Concepts/Types of Managerial leadership | L & D | Dr. Muhammad Mathhurul Haque |

Day – 04 Wednesday (05/01/2022)

| Time | Topics | Methods | Speaker |
|-------------|---|---------------------------------|--|
| 09:15-09:30 | Recap | - | CC/ACC |
| 09:30-10:30 | Job Analysis and Job design | L & D | Dr. Md. Zohurul Islam Director (Planning & Development) BPATC, Savar, Dhaka-1343 Phone:01716458964, |
| 10.30-11.30 | Coordination: Horizontal and Vertical | L & D | Dr. Md. Zohurul Islam |
| 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, |
| 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 Case Study | Mohammad Rezaul Karim Ph.D. |
| 04:00-05:00 | Sustainable Development Goals (SDGs) | L & D Case Study | Abul Kalam Azad Deputy Director, NATA ,Gazipur |

Day – 05 Thursday (06/01/2022)

| Time | Topics | Methods | Speaker |
|-------------|--|----------------|---|
| 09:15-09:30 | Recap | - | CC/ACC |
| 09:30-10:30 | Team Building and its importance in Human Resource Development | L & D | Mohammad Omar Faruk Deputy Director, NATA ,Gazipur |
| 10.30-11.30 | Principle, Function, Responsibilities and Objectives (Basics) of Human Resource Management | L & D | Md. Eskander Hossain Deputy Director, NATA ,Gazipur Phone: 01938615225, |
| 11.30-12.00 | Tea Break | | |
| 12.00-01.00 | Basics approaches to organizational behavior | L & D | Dr. Md. Taufique Arefin Deputy Director, NATA ,Gazipur |
| 01.00-02.00 | Lunch and prayer | | |
| 02.00-02.30 | Post evaluation | | CC/ACC |
| 02:30-03:30 | Awarding & Closing Ceremony | | DG/Directors/Faculties/Participants |

Faculty Members of NATA

| Sl. | Name | Designation | Phone/Cell/ e-mail |
|-----|-------------------------------------|---|--|
| 1 | Mahmudul Hasan | Director General (In-charge) | 01715-101818 dgnata14@gmail.com |
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| 3 | Mahmudul Hasan | Deputy Director (Admin & Support Service) | 01715-101818 hasandae@yahoo.com |
| 4 | Dr. Md. Jamal Uddin | Deputy Director (Plant Pathology) | 01712272859 jamaldae@yahoo.com |
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| 6 | Mohammad Abdul Hamid | Deputy Director (Siol Science) | 01712943514 mabdulhamid1972@gmail.com |
| 7 | Abul Kalam Azad | Deputy Director (Agril. Extn& Rural Economics) | 01940-652412 azadipm@gmail.com |
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| 9 | Nilufa Aktar | Deputy Director (Planning and Publication) | 01719-174775 nilufaa@yahoo.com |
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| 17 | Muhammad Shahadat Hossain Siddiquee | Senior Assistant Director (Horticulture Crop Disease) | 01753-896598 muhammadsiddiquee@gmail.com |
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