

**TRAINING COURSE**  
**ON**  
**HUMAN RESOURCE MANAGEMENT**  
**24-28 FEBRUARY' 2019**

**COURSE GUIDELINE**



**GOVERNMENT OF THE REPUBLIC OF BANGLADESH**  
**NATIONAL AGRICULTURE TRAINING ACADEMY**  
**GAZIPUR-1701**  
**WEBSITE: WWW.NATA.GOV.BD**

## Course Management

**Course Director** : Dr. Md. Abdus Salam  
Director General (In-Charge)  
NATA, Gazipur  
Phone#02-49263298  
Cell phone: 07172024623

**Course Coordinator** : Mst Mushfiqua Hasneen Chowdhury  
Senior Assistant Director  
NATA, Gazipur  
Cell Phone : 01716972977

**Assistant Course Coordinator** : Nilufa Akter  
Senior Assistant Director  
NATA, Gazipur  
Cell Phone: 01719174775

**Assistant Course Coordinator** : Lialatul Rokhsana Lima  
Senior Assistant Director  
NATA, Gazipur  
Cell Phone: 01714612029

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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 74 staff members including 31 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 Mujibur Rahman 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- 3
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorium-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1
- Mosque-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 1<sup>st</sup> 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 plan 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:**

Everyday the session is started at 9:30 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 <sup>st</sup> Session	09:30-10:30
2 <sup>nd</sup> Session	10:30-11:30
Tea Break	11:30-12:00
3 <sup>rd</sup> Session	12:00-01:00
Lunch and Prayer	01:00-02:00
4 <sup>th</sup> Session	02:00-03:00
5 <sup>th</sup> Session	03:00-04:00

#### **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.

**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.

# COURSE PROGRAMME

**Human Resource Management  
24-28 February' 2019**

<b>Day -01 Sunday (24/02/2019)</b>			
<b>Time</b>	<b>Topics</b>	<b>Methods</b>	<b>Speaker</b>
08:30-09.00	Registration	-	Lucky
09.00-09.30	Pre evaluation		CC/ ACC
09:30-10:30	Inaugural session	-	DG/Directors/ Faculties
10.30-11.30	Organization: forms, structure and nature	Lecture and Discussion (L&D)	Taiabur Rahman, PhD. Professor, Department of Development Studies University of Dhaka 01817590525 taiabur.rahman@gmail.com
11:30- 12.00	<b>Tea Break</b>		
12:00-01:00	Basics of Human Resource Management	L & D	
01.00-02.00	<b>Lunch and prayer</b>		
02:00-03:00	HRM and HRD Practices in organization	L & D	
03:00-04:00	Basics approaches to organizational behavior	L & D	
04:00-05:00	Human resource information system	L & D	

## **Day -02, Monday(25/02/2019)**

<b>Time</b>	<b>Topics</b>	<b>Methods</b>	<b>Speaker</b>
09.30-10.30	Job Analysis and Job design	L & D	Dr. MD. Anowar Hossain Bhuiyan Assistant Professor National University 01712-514054 anowaranu@yahoo.com
10.30-11.30	Coordination: Horizontal and Vertical	L & D	
11.30-12.00	<b>Tea Break</b>		
12.00-01.00	Understanding and Developing Self	L & D, Exercise	
01.00-02.00	<b>Lunch and prayer</b>		
02.00-03.00	Effective Communication/ Communication : The most Important key to success	L & D, Exercise	



<b>Day -03 Tuesday (26/02/2019)</b>			
<b>Time</b>	<b>Topics</b>	<b>Methods</b>	<b>Speaker</b>
09.30-10.30	Time Management	L&D, Exercise	Dr. MD Ahmed Ullah Deputy Secretary BCS Admin Academy 01712-556864 ahmed_ullah2001@ yahoo.com
10.30-11.30	Concepts/Types of Managerial leadership	L&D, Exercise/ Group exercise	
11.30-12.00	<b>Tea Break</b>		
12.00-01.00	Concepts/Types of Managerial leadership	L&D, Exercise/ Group exercise	
01.00-02.00	<b>Lunch and prayer</b>		
02.00-03.00	Team Building	L&D, Case Study, Exercise	
03.00-04.00	Do	Do	
<b>Day – 04 Wednesday (27/02/2019)</b>			
<b>Time</b>	<b>Topic</b>	<b>Methods</b>	<b>Speaker</b>
09.30-10.30	Strategies for Career Planning and Career Development	L&D	Dr. Niaz Ahmed Khan Professor, Department of Development Studies University of Dhaka 01711-364462 niaz.khan@yahoo.com
10.30-11.30	Mind mapping for managing individual skills	L&D, Briefing, Individual Exercise	
11.30-12.00	<b>Tea Break</b>		
12.00-01.00	Mind mapping for managing individual skills	L&D, Briefing, Individual Exercise	
01.00-02.00	<b>Lunch and prayer</b>	L&D, Case Study, Exercise	
02.00-03.00	Managing Conflicts and Developing Negotiation Skills	L&D, Case Study, Exercise	
03.00-04.00	Do	Do	
<b>Day –05 Thursday (28/02/2019)</b>			
<b>Time</b>	<b>Time</b>	<b>Time</b>	<b>Time</b>
09.30-10.30	Personal Planning and SMART objective setting and aligning with organizational vision and mission	L & D	Dr. Kazi Maruful Islam Professor, Department of Development Studies University of Dhaka 01712-063846 kazimaruf@gmail.com
10.30-11.30	Problem solving and decision-making process	L & D	
11.30-12.00	<b>Tea Break</b>		
12.00-1.00	Employee benefits and Health safety and work-life balance	L & D	
01.00-02.00	<b>Lunch and prayer</b>		
02.00-03.00	Do	L & D	
03.00-04.00	Awarding & Closing Ceremony		DG/Directors/ Faculties/Participants

## LIST OF RESOURCE SPEAKER

Sl. No.	Name, Designation & Organization	Phone &e-mail
01	Taiabur Rahman, PhD. Professor, Department of Development Studies University of Dhaka	01817590525 taiabur.rahman@gmail.com
02	Md. Golam Faruque, PhD Secretary (Joint Secretary) Sustainable and Renewable Energy Development Authority (SREDA) Power Division , Ministry of Power, Energy and Mineral Resources, Dhaka, Bangladesh.	01715126819 gfaruque2000@gmail.com
03	Dr. MD Ahmed Ullah Deputy Secretary BCS Academy, Dhaka	01712-556864 ahmed_ullah2001@yahoo.com
04	Professor Dr. Niaz Ahmed Khan Department of Development Studies University of Dhaka	01711-364462 niaz.khan@yahoo.com
05	Professor Dr. Kazi Maruful Islam Department of Development Studies University of Dhaka	01712-063846 kazimaruf@gmail.com

## LIST OF NATA FACULTY MEMBERS/ OFFICERS

Photo	Name & Designation	Phone/Cell/ E-mail
	<b>Dr. Md. Abdus Salam</b> Director General (In-charge) NATA, Gazipur	<b>01711459458</b> <b>masalam1250@gmail.com</b>
	<b>Dr. Md. Abu Sayeed Miah</b> Director (Training) NATA, Gazipur	<b>01712-024623</b> <b>sayeedplp@gmail.com</b>
	<b>Md. Jakir Hossain</b> Deputy Director (Genetics & Plant Breeding) NATA, Gazipur	<b>01715-797920</b> <b>hzakir104@gmail.com</b>
	<b>Dr. Md. Shariful Islam</b> Deputy Director (Agronomy) NATA, Gazipur	<b>01743-051115</b> <b>mshariful60@yahoo.com</b>
	<b>Dr. Md. Delwar Hossain</b> Mazumder Deputy Director (Agril. Ext. & Rural Economy) NATA, Gazipur	<b>01552-426576</b> <b>01815-597304</b> <b>dhossain1960@yahoo.com</b>
	<b>Ranjit Kumar Pal</b> Deputy Director (Agril. Machinery & Water Management) NATA, Gazipur	<b>01818-600706</b> <b>ranjitrkpbd@gmail.com</b>
	<b>Md. Mahmud Hasan</b> Deputy Director (Horticulture) NATA, Gazipur	<b>01817-066613</b> <b>mahamudhassandae@gmail.com</b>
	<b>Md. Jamal Uddin</b> Deputy Director (Entomology) NATA, Gazipur	<b>01718-214607</b> <b><a href="mailto:jamaluddin6257@yahoo.com">jamaluddin6257@yahoo.com</a></b>
	<b>Anowara Akhter</b> Deputy Director (Environment & Agroforestry) NATA, Gazipur	<b>01918-023360</b> <b>anowaraakhter@yahoo.com</b>
	<b>Mahmudul Hasan</b> Project Director NATA, Gazipur	<b>01715-101818</b> <b>hasandae@yahoo.com</b>

<b>Photo</b>	<b>Name &amp; Designation</b>	<b>Phone/Cell/ E-mail</b>
	<b>Dr. Md. Akhlas Uddin</b> Deputy Director (Planning and Publication) NATA, Gazipur	<b>01716-257354</b> akhlas.uddin@yahoo.com
	<b>Dr. Md. Mayen Uddin</b> Deputy Director (Food Technology) NATA, Gazipur	<b>01711-969688</b> mayen.dae85@yahoo.com
	<b>Dr. Md. Sayedur Rahman</b> Deputy Director (Admin & Support Service NATA, Gazipur)	<b>02-49261075</b> <b>01552-495564</b> sayedur.63@gmail.com
	<b>Dr. Md. Abdul Mazed</b> Deputy Director (LR) NATA, Gazipur	<b>01814-849190</b> mazed13th.dae@gmail.com
	<b>Dr. Md. Golam Mostafa</b> Senior Assistant Director (Environment & Agroforestry) NATA, Gazipur	<b>01712-803348</b> kbdmostafa@gmail.com
	<b>Khabirunnahar</b> Senior Assistant Director (Pulse & Oil Crops) NATA, Gazipur	<b>01733-995286</b> naharkhabirun@yahoo.com
	<b>Mst. Mushfiqha Hasneen</b> Chowdhury Senior Assistant Director (Soil Physics), NATA, Gazipur	<b>01716-972977</b> mushfiqha21@yahoo.com
	<b>Abul Kalam Azad</b> Senior Assistant Director (Farm Machinery and Water Management), NATA, Gazipur	<b>01940-652412</b> azadipm@gmail.com
	<b>Md. Eskandar Hossain</b> Senior Assistant Director (Vegetables & Spices) NATA, Gazipur	<b>01938-615225</b> eskandarhossain@yahoo.com
	<b>Nilufa Aktar</b> Senior Assistant Director (Food Processing Technology) NATA, Gazipur	<b>01719-174775</b> nilufaa@yahoo.com
	<b>Mist. Sharmin Akhter</b> Senior Assistant Director (Horticulture Crop Pest) NATA, Gazipur	<b>01711-736571</b> slaboni1980@gmail.com

<b>Photo</b>	<b>Name &amp; Designation</b>	<b>Phone/Cell/ E-mail</b>
	<b>Md. Saiful Islam</b> Senior Assistant Director(Horticulture Crop Disease), NATA, Gazipur	<b>01710511175</b> saiful.dae@gmail.com
	<b>Tahazul Islam</b> Senior Assistant Director (Cereal &Cash Crop) NATA, Gazipur	<b>01717-287940</b> tahazul@yahoo.com
	<b>Shamsun Nahar</b> Senior Assistant Director (Field Crop Disease) NATA, Gazipur	<b>01717376172</b> shamsun27@gmail.com
	<b>Hafsha Khatun</b> Senior Assistant Director (Genetics & Plant Breeding) NATA, Gazipur	<b>01721-670789</b> hafshahappy@yahoo.com
	<b>Most. Nurnahar</b> Senior Assistant Director (Flower & Fruit) NATA, Gazipur	<b>01712-672804</b> nrstdae2011@gmail.com
	<b>Md, Anowarul Islam Juwel</b> Senior Assistant Director (Agriculture extension) NATA, Gazipur	<b>01710586075</b> juwelbau@gmail.com
	<b>Lailatul Rokhsana Lima</b> Senior Assistant Director (Soil Chemistry & Microbiology) NATA, Gazipur	<b>01714612029</b> lima1.geb@gmail.com
	<b>Naima Sultana</b> Senior Assistant Director (Agriculture Economic) NATA, gazipur	<b>01716245663</b> naimasultana2888@gmail.com
	<b>Md. Shahinul Islam</b> Senior Assistant Director (Field Crop Pest NATA, Gazipur	<b>shahinul_bsmrau02@yahoo.co</b> <b>m</b> <b>01745997741</b>
	<b>Sumaya Sharmin</b> Publication Officer NATA, Gazipur	<b>01738135204</b> sumayabau@gmail.com

