

**Training Course
on**

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

Course Completion Report



**National Agriculture Training Academy (NATA)
Ministry of Agriculture
www.nata.gov.bd**

Training Course
on
Human Resource Management
24-28 February' 2019

Course Management

Course Adviser : **Dr. M A Salam**
Director General (In-charge)
NATA, Gazipur

Course Director : **Dr. Md. Abu Sayeed Miah**
Director Training
NATA, Gazipur

Course Coordinator: **Mst. Mushfiqua Hasneen Chowdhury**
Senior Assistant Director
NATA, Gazipur

Asst. Course Coordinator

Nilufa Akter
Senior Assistant Director
NATA, Gazipur

Asst. Course Coordinator

Lialatul Rokshana Lima
Senior Assistant Director
NATA, Gazipur

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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 for 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 day on training course started from 24 February to 28 February 2019.

Course Content:

Planned sessions and Topics

Module 1: Understanding Organization and Basics of HRM

Contents/Topics	Methods
Organization: forms, structure and nature	Lecture and Discussion (L&D)
Basics of Human Resource Management	L and D
HRM and HRD Practices in organization	L and D
Basics approaches to organizational behavior	L and D
Human resource information system	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
Effective Communication/ Communication : The most important key to success	L & D, Exercise
Motivation techniques and human relations at work	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
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. There was introduced a new concept in case of mess management. A 3 members' mess committee was built among the participants upon their choice. 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 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
Participant list

Sl. No	Name	Designation & Posting Place	Mobile	email
1.	NIKHIL CHANDRA DEY	Assistant Director (Training) , DAM, Dhaka	01714356023	
2.	DR. ROBIAH NOOR AHMED	Additional Deputy Director (PP), DAE, Natore	01712225352	robiah786@yahoo.com
3.	MD. SHAHADUZZAMAN	Additional Deputy Director (Horticulture), DAE, Naogoan	01718443434	mshashduzzaman@yahoo.com
4.	MD. REZAUL KARIM	AEO, DAE, Mohalchari, Khagrachari	01689088746	razaulkarim@yahoo.com
5.	MD. ALI AHMED	AEO, DAE, Ramgarh, Khagrachari	01761231043	ahmedalimama@gmail.com
6.	MUHAMMAD BELAYET HOSSAIN	UAO, DAE, Raozan, Chattogram	01721146396	Belayed.hossain81@gmail.com
7.	MD. MAHMUDUL HASAN AKAND	AEO, DAE, Moheshkhali, Cox` s Bazar	01717423083	makanda26@yahoo.com
8.	SAMIDUL ISLAM	AEO, DAE, Sherpur, Bogura	01758188976	islam.samiagro@gmail.com
9.	MD. MAMUNUR RASHID	Agriculture Extension Officer, DAE, Bhangura, Pabna	01723918539	mamunurmimo.dae@gmail.com
10.	SHUVOJIT ROY	Agriculture Extension Officer, DAE, Belkuchi, Sirajgonj	01723161061	suvojitroybau@gmail.com
11.	MD. SALAHUDDIN	Cotton Development Officer, CDB, Mymensingh Zone,	01674406257	salahuddin.at@gmail.com
12.	MOHAMMOD ALI	Assistant Secretary ,BADC, Dhaka	0174367995	paponib.du@gmail.com
13.	MD. SARIFUL ISLAM	Seed Analyst, SCA, Rajshahi Region, Rajshahi.	01717204101	sarif.islam63@gmail.com
14.	MUKHLESUR RAHMAN	Senior Scientific Officer, SRDI, Chattogram	01712412188	do.chittagong@srdi.gov.bd
15.	DR. MD. NURUL KASHEM	Principal Scientific Officer, BSRI, Ishurdi, Pabna	01716472367	dmnkashem@gmail.com
16.	DR. MD. MAHBUBUR RAHMAN	Senior Scientific Officer, BSRI, Ishurdi, Pabna	01718332028	mahbub_bsri@yahoo.com
17.	MD. KHAIRUL HASSAN PRODHAN	Scientific Officer, BJRI, Dhaka	01713544105	mdkhairulhassanprodhan68@gmail.com
18.	MD. RAFIQUL HASSAN	Assistant Engineer, BMDA, Rajshahi	01712828371	mrhasan@bmdoa.gov.bd
19.	ABM. MOJIBUR RAHMAN BHUIYAN	Training Officer, BINA, Mymensingh	017110101083	
20.	DR. A. K. M. ALAUDDIN CHOWDHURY	Chief Instructor, ATI, Hathazari, Chattogram	01712983082	
21.	MD. MAHMUDUL HASAN	Senior Assistant Director (Admin), BARI, Gazipur	01521220445	ddadminbari@gmail.com
22.	FARDUS AHAMED NASIM	Scientific Officer, BARI, Gazipur	01714920223	kbdnasim.bsmrau@gmail.com
23.	MD. FIROJ ALI	Agriculture Extension Officer, DAE, Begumganj, Noakhali	01749295085	Firoj.bsmrau@gmail.com
24.	DR. FAHMIDA RAHMAN	Senior Scientific Officer, BRRI, Gazipur	01732176328	fahmida72@gmail.com
25.	DR. MD. ZAKIR HOSSAIN	Additional Deputy Director, DAE, Chandpur	01712000283	saza02@yahoo.com
26.	MD. HASAN WARISUL KABIR	Additional Deputy Director (Crop), DAE, Khulna	01711450668	warisul2012@gmail.com
27.	MD. RAFIQUL ISLAM	Deputy Manager (Admin), FMD, BADC, Dhaka	01711857144	rafiqbadc11@gmail.com

Annexure –II

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	Dr. MD. Anowar Hossain Bhuiyan Assistant Professor National University	01712-514054 e-mail:anowaranu@yahoo.com
03	Mohammad Rezaul Karim, Ph.D. Deputy Director (International Program) BPATC, Savar	01554-339166 e-mail: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 Ahmed Ullah Deputy Secretary BCS Admin Academy	01712-556864 ahmed_ullah2001@yahoo.com
06	Professor Dr. Kazi Maruful Islam Department of Development Studies University of Dhaka	01712-063846 kazimaruf@gmail.com

Annexure –III
COURSE PROGRAMME
Human Resource Management

24-28 February' 2019

Day -01 Sunday (24/02/2019)			
Time	Topics	Methods	Speaker
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	(L&D)	Taiabur Rahman, PhD. Professor, Department of Development Studies University of Dhaka 01817590525 taiabur.rahman@gmail.com
11:30- 12.00	Tea Break		
12:00-01:00	Basics of Human Resource Management	L & D	
01.00-02.00	Lunch and prayer		
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)

Time	Topics	Methods	Speaker
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	Tea Break		
12.00-01.00	Understanding and Developing Self	L & D, Exercise	Mohammad Rezaul Karim, Ph.D. Deputy Director (International Program) BPATC, Savar Ph: 01554-339166 rezapatc@gmail.com
01.00-02.00	Lunch and prayer		
02.00-03.00	Effective Communication/ Communication : The most Important key to success	L & D, Exercise	
03.00-04.00	Motivation techniques and human relations at work	L&D, Case Study	
04.00-0.5.00	Interpersonal relationships and organizational effectiveness	L&D	

Day – 03, Tuesday (26/02/2019)

Time	Topics	Methods	Speaker
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/Typesof Managerial leadership	L & D, Group work	
11.30-12.00	Tea Break		
12.00-01.00	Concepts/Typesof Managerial leadership	L & D, Exercise	
01.00-02.00	Lunch and prayer		
02.00-03.00	Team Building	L&D, Case Study, Exercise	
03.00-04.00	Do	Do	

Day – 04, Wednesday (27/02/2019)

Time	Topic	Methods	Resource
09.30-10.30	Strategies for Career Planning and Career Development	L&D	Dr. Niaz Ahmed Khan Professor 01711-364462 niaz.khan@yahoo.com
10.30-11.30	Mind mapping for managing individual skills	Briefing, Individual Exercise	
11.30-12.00	Tea Break		
12.00-01.00	Mind mapping for managing individual skills	Briefing, Individual Exercise	
01.00-02.00	Lunch and prayer		
02.00-03.00	Managing Conflicts and Developing Negotiation Skills	L&D, Case Study, Exercise	
03.00-04.00	Do	DO	

Day –05, Thursday (28/02/2019)

Time	Topics	Methods	Speaker
09.30-10.30	Personal Planning and SMART objective setting and aligning with organizational vision and mission	L & D	Dr. Kazi Maruful Islam Professor 01712-063846 kazimaruf@gmail.com
10.30-11.30	Problem solving and decision making process	L & D	
11.30-12.00	Tea Break		
12.00-1.00	Employee benefits and Health safety and work-life balance	L & D	
01.00-02.00	Lunch and prayer		
02.00-03.00	Do	L & D	
03.00-04.00	Awarding & Closing Ceremony		DG/Directors/ Faculties/Participants

Annexure-IV

Training Course Evaluation by the participants

1. The Topics they liked:

- * HRM and HRD Practices in organization
- * Job Analysis and Job design
- * Understanding and Developing Self
- * Time Management
- * Mind mapping for managing individual skills
- * Basics of Human Resource Management
- * Effective Communication/ Communication : The most Important key to success
- * Managing Conflicts and Developing Negotiation Skills
- * Strategies for Career Planning and Career Development
- * Employee benefits and Health safety and work-life balance
- * Coordination: Horizontal and Vertical
- * Team Building
- * Motivation techniques and human relations at work
- * Basics approaches to organizational behavior
- * Concepts/Types of Managerial leadership

2. The Topics need to be added:

- * Exposure/field visit on business organization
- * Problem of HRM and their impact on organization performance
- * Group work with group presentation
- * The role of motivation and job satisfaction in improving the performance of organization

Best Training Methods choose by the participants

1. Discussion and group exercise
2. Practicing

The issues that are disliked by the participants

1. Internet problem
2. Shortage of sport materials and recreation facilities
3. Minimum budget
4. Very tight schedule
5. Less Class practices
6. Five class is conducted by single speaker
7. Residential facilities

The others associated issues they liked

1. Topic wise expert resource persons were selected very prudently.
2. Expert resource persons

Recommendations for the improvement of the course

1. Uninterrupted internet and electricity supply should be provided
2. Practical class should be more
3. Arrangement of Tour or recreation
4. Provide more time for discussion and exercise
5. Hard copy of manual of training course
6. Sports facilities should be available

Annexure-V Speaker Evaluation by Trainees

Grade range: 1-6 (Higher marks represent the higher grade)

Speaker name and address	Subject	Criteria	Obtained grade (Average)	Comments
Taiabur Rahman, PhD. Professor, Department of Development Studies University of Dhaka	Organization: forms, structure and nature	Knowledge Over subject	5.6	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Do	Basics of Human Resource Management	Knowledge Over subject	5.3	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Do	HRM and HRD Practices in organization	Knowledge Over subject	5.4	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Do	Basics approaches to organizational behavior	Knowledge Over subject	5.4	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Do	Human resource information system	Knowledge Over subject	5.4	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Dr. MD. Anowar Hossain Bhuiyan Assistant Professor National University	Job Analysis and Job design	Knowledge Over subject	5.1	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Do	Coordination: Horizontal and Vertical	Knowledge Over subject	5.0	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
			4.9	

Speaker name and address	Subject	Criteria	Obtained grade (Average)	Comments
Do	Understanding and Developing Self	Knowledge Over subject Ability to present ideas clearly/relevantly Ability to make the class/session participatory Control over class Time management		
Mohammad Rezaul Karim, Ph.D. Deputy Director (Intl. Program) BPATC, Savar	Effective Communication/ Communication : The most Important key to success	Knowledge Over subject Ability to present ideas clearly/relevantly Ability to make the class/session participatory Control over class Time management	5.5	
Do	Motivation techniques and human relations at work	Knowledge Over subject Ability to present ideas clearly/relevantly Ability to make the class/session participatory Control over class Time management	5.4	
Do	Interpersonal relationships and organizational effectiveness	Knowledge Over subject Ability to present ideas clearly/relevantly Ability to make the class/session participatory Control over class Time management	5.5	
Dr. MD Ahmed Ullah Deputy Secretary BCS Admin Academy	Time Management	Knowledge Over subject Ability to present ideas clearly/relevantly Ability to make the class/session participatory Control over class Time management	5.3	
	Concepts/Types of Managerial leadership	Knowledge Over subject Ability to present ideas clearly/relevantly Ability to make the class/session participatory Control over class Time management	5.3	
Do	Team Building	Knowledge Over subject Ability to present ideas clearly/relevantly Ability to make the class/session participatory Control over class Time management	5.3	
Dr. Niaz Ahmed Khan Professor Dhaka University	Strategies for Career Planning and Career Development	Knowledge Over subject Ability to present ideas clearly/relevantly Ability to make the class/session participatory Control over class Time management	5.8	

Speaker name and address	Subject	Criteria	Obtained grade (Average)	Comments
Do	Mind mapping for managing individual skills	Knowledge Over subject	5.9	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Do	Managing Conflicts and Developing Negotiation Skills	Knowledge Over subject	5.8	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Dr. Kazi Maruful Islam Professor Dhaka University	Personal Planning and SMART objective setting and aligning with organizational vision and mission	Knowledge Over subject	4.7	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Do	Problem solving and decision making process	Knowledge Over subject	4.6	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		
Do	Employee benefits and Health safety and work-life balance	Knowledge Over subject	4.5	
		Ability to present ideas clearly/relevantly		
		Ability to make the class/session participatory		
		Control over class		
		Time management		

Human Resource Management' শীর্ষক প্রশিক্ষণের প্রশিক্ষার্থীগণের মূল্যায়ন প্রতিবেদন

সময় কাল: ২৪-২৮ ফেব্রুয়ারী' ২০১৯

পূর্ণমান- ৫০

ক্র.নং	নাম ও পদবী	কর্মস্থল	প্রশিক্ষণ পূর্ব মূল্যায়ন	প্রশিক্ষণ উত্তর মূল্যায়ন
০১	নিখিল চন্দ্র দে, সহকারী পরিচালক (প্রশিক্ষণ)	কৃষি বিপণন অধিদপ্তর, ঢাকা	৬	১৫
০২	ড. রবীআহ নূর আহমেদ, অতিরিক্ত উপ-পরিচালক (পিপি)	কৃষি সম্প্রসারণ অধিদপ্তর, নাটোর	৯	৩৮
০৩	মোঃ শাহাদুজ্জামান অতিরিক্ত উপ-পরিচালক (উদ্যান)	কৃষি সম্প্রসারণ অধিদপ্তর, নওগাঁ	৯	৩৪
০৪	মোঃ রেজাউল করিম, কৃষি সম্প্রসারণ কর্মকর্তা	উপজেলা কৃষি অফিস, মহালছড়ি, খাগড়াছড়ি	১২	২৩
০৫	মোঃ আলী আহমেদ, কৃষি সম্প্রসারণ কর্মকর্তা	উপজেলা কৃষি অফিস, রামগড়, খাগড়াছড়ি	২৫	৩১
০৬	মোহাম্মদ বেলায়েত হোসেন উপজেলা কৃষি কর্মকর্তা	উপজেলা কৃষি অফিস, রাউজান, চট্টগ্রাম	১০	১৭
০৭	মোঃ মাহমুদুল হাসান আকন্দ কৃষি সম্প্রসারণ কর্মকর্তা	উপজেলা কৃষি অফিস, মহেশখালী, কক্সবাজার	২৩	৩৪
০৮	ছামিদুল ইসলাম কৃষি সম্প্রসারণ কর্মকর্তা	উপজেলা কৃষি অফিস, শেরপুর, বগুড়া	১৬	২৯
০৯	মোঃ মামুনুর রশীদ কৃষি সম্প্রসারণ কর্মকর্তা	উপজেলা কৃষি অফিস, ভাঙ্গুরা, পাবনা	৯	২৫
১০	শুভজিত রায় কৃষি সম্প্রসারণ কর্মকর্তা	উপজেলা কৃষি অফিস, বেলকুচি, সিরাজগঞ্জ	৩৩	৩৯
১১	মোঃ সালাহ উদ্দিন তুলা উন্নয়ন কর্মকর্তা	তুলা উন্নয়ন বোর্ড, ময়মনসিংহ জোন, ময়মনসিংহ	৬	২১
১২	মোহাম্মদ আলী, সহকারী সচিব	সংস্থাপন বিভাগ, বিএডিসি, কৃষিভবন, ঢাকা	২৭	২৮
১৩	মোঃ শরিফুল ইসলাম বীজ বিশ্লেষক	আঞ্চলিক বীজ প্রত্যয়ন অফিস, রাজশাহী রিজিওন, রাজশাহী	২	৩৪
১৪	মুখলেছুর রহমান উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	মৃত্তিকা সম্পদ উন্নয়ন ইনস্টিটিউট, জেলা কার্যালয়, চট্টগ্রাম	৯	১৯
১৫	ড. মোঃ নূরুল কাশেম প্রধান বৈজ্ঞানিক কর্মকর্তা	বিএসআরআই, ঈশ্বরদী, পাবনা	৫	২৪
১৬	ড. মোঃ মাহবুবুর রহমান উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	বিএসআরআই, ঈশ্বরদী, পাবনা	১১	২০
১৭	মোঃ খায়রুল হাসান প্রধান বৈজ্ঞানিক কর্মকর্তা	পরিকল্পনা, প্রশিক্ষণ ও যোগাযোগ বিভাগ, বিজেআরআই, ঢাকা	১৩	২০
১৮	মোঃ রফিকুল হাসান, সহকারী প্রকৌশলী	বিএমডিএ, প্রধান কার্যালয়, রাজশাহী	১১	২৪
১৯	এ বি এম মজিবুর রহমান ভূঞা, প্রশিক্ষণ কর্মকর্তা	বিনা, ময়মনসিংহ	৬	৭
২০	ড. এ. কে. এম, আলাউদ্দীন চৌধুরী, মুখ্য প্রশিক্ষক	কৃষি প্রশিক্ষণ ইনস্টিটিউট, হাটহাজারী	১১	১৯
২১	মোঃ মাহমুদুল হাসান সিনিয়র সহকারী পরিচালক (প্রশাসন) (চ.দা.)	প্রশাসনশাখা, সেবা ও সরবরাহ উইং, বিএআরআই, গাজীপুর	২	১৭
২২	ফেরদৌস আহমেদ নাসিম বৈজ্ঞানিক কর্মকর্তা	প্রশিক্ষণ ও যোগাযোগ উইং, বিএআরআই, গাজীপুর	২	২২
২৩	মোঃ ফিরোজ আলী, কৃষি সম্প্রসারণ কর্মকর্তা	উপজেলা কৃষি অফিস, বেগমগঞ্জ, নোয়াখালী	৩৬	৩৯
২৪	ড. ফাহিমদা রহমান উর্ধ্বতন বৈজ্ঞানিক কর্মকর্তা	বিআরআরআই, গাজীপুর	৬	৩২
২৫	ড. মোঃ জাকির হোসেন অতিরিক্ত উপ-পরিচালক	কৃষি সম্প্রসারণ অধিদপ্তর, চাঁদপুর	১০	২০
২৬	মোঃ হাসান ওয়ারিসুল কবীর অতিরিক্ত উপ-পরিচালক (শস্য)	কৃষি সম্প্রসারণ অধিদপ্তর, খুলনা	৬	২০
২৭	মোঃ রফিকুল ইসলাম ডেপুটি ম্যানেজার (এডমিন)	বিএডিসি, কৃষি ভবন, দিলকুশা, ঢাকা	০	১৭

Human Resource Management
Evaluation question

Total Marks: 50

Duration: 30 Minute

Name :

Designation:

1. Definition of HRM? 6
2. Identify Challenges of HRIS 6
3. Define formal and informal organization. 7
4. Which techniques can be followed for making effective team in an organization? 6
- 5 . Which techniques can be practiced for developing interpersonal relationship in an organization? 6
- 6.What is conflict management? 6
7. What is Mind Map? 6
8. Write down the process of motivation and motivation theory? 7