

People's Republic of Bangladesh  
Bangladesh Public Administration Training Centre  
Savar, Dhaka-1343  
([www.bpatc.gov.bd](http://www.bpatc.gov.bd))

No:05.01.2672.039.25.003.24-

Date: 03 June 2025

**Subject: Nomination for “TOT on Pedagogy Training Management” (06 - 17 July 2025)**

**Bangladesh Public Administration Training Centre (BPATC)**, premier national training institute under the Ministry of Public Administration in Bangladesh provides capacity-building support to public officials through structured training on governance, development administration, project management, leadership, human resource development and so forth.

2. As part of its continuous commitment to excellence in public sector training, BPATC is pleased to announce a **Training of Trainers (TOT) on Pedagogy Training Management**, designed to enhance the instructional skills and pedagogical knowledge of trainers across various government and academic institutions. The course aims to enable the trainers to better equip with facilitation skills and training management.

3. The course will be fully residential, providing participants with an immersive and interactive learning environment. The residential setting ensures greater engagement, peer learning, and hands-on experience with pedagogical tools and techniques. Participants will be benefited from BPATC's modern training facilities, structured learning sessions, and a disciplined campus environment conducive to personal and professional development. The course is beneficial largely for a new trainer, faculty who would like to step in the realm of training.

4. We would appreciate if your organization nominates one or more eligible candidates to participate in this important program. Kindly confirm the nomination via email or phone within the stipulated deadline. We look forward to your kind cooperation and participation in strengthening the nation's training arena.

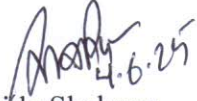
**Attachment: Course Outline**

  
(S M Mehedi Hasan)  
Director (ToT)  
BPATC

.....

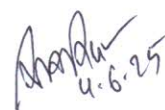
**Distribution:** (For kind consideration/ consideration and action)

- (1) MDS (M&D)
- (2) System Analyst, BPATC, Savar (Requested to take necessary measures for promotion on the website (notice and scroll))
- (3) PA to Rector, BPATC, Savar (For respected Rector sir's acknowledgement)

  
Sanjida Shahnaz  
Deputy Director (TOT)  
BPATC, Savar

## Course Outline

Course Title	: TOT on Pedagogy Training Management
Course Duration	: 06 July – 17 July 2025 (12 Days)
Class Schedule:	: 12 days (Sunday to Thursday) Time: 9:00 PM – 5:00 PM Total Contact Hours: 55 hours
Goal of the Course	: Developing trainers' capability of designing and delivering quality training.
Course Objectives	: Participants will be able to- <ul style="list-style-type: none"><li>• Equip with necessary training concepts and skill;</li><li>• Arrange training and facilitate sessions with confidence;</li><li>• Apply training tools following adult learning principles.</li></ul>
Target Participants	: Trainers, faculty members, government officers, development professionals, and education managers involved in designing and conducting training programs.
Course Methodology	: 1. Group work, role play, assignments, and case studies  2. Demonstration sessions, peer reviews, and micro-teaching
Modules of the Course	: There will be four Modules namely- (1) Basics of Training (2) Interactive Training Techniques (3) Use of Training Tools (4) Training Management
Evaluation System	: Performance will be assessed based on: <ul style="list-style-type: none"><li>• Attendance and participation</li><li>• Group assignments and individual presentations</li><li>• Online quizzes and a final evaluation session</li></ul>
Admission Process & Course Fee	<ul style="list-style-type: none"><li>• <b>Fee:</b> Tk. 39,000/- (Thirty Nine Thousand Taka only) per participant</li><li>• <b>Payment Method:</b> Bank Draft or Online Payment to BPATC account (details will be shared upon confirmation)</li><li>• <b>Deadline for Nomination: 30 June 2025</b></li><li>• <b>Certificate:</b> Issued upon successful completion</li></ul>
Key Benefits	<ol style="list-style-type: none"><li>1. Develop professional competency in pedagogical techniques</li><li>2. Enhance credibility as a certified trainer/facilitator</li><li>3. Meeting with expert resource persons</li><li>4. Access to learning materials and course resources</li></ol>

  
4.6.25

5. Recognition of BPATC-certified TOT for future training opportunities

Contact Person

: For registration and additional information, please contact:

1. **MS. Sanjida Shahnaz**  
Deputy Director (ToT)  
Cell: +8801747274511
2. **MS. Sadia Bulbul**  
Assistant Director (ToT)  
Cell:+8801781577488

*Shahnaz*  
4.6.25