

## ANNUAL TRAINING PLAN OF POWER GRID COMPANY OF BANGLADESH LTD.

Plan Period: July'2011 to June'2012

Sl. No	Subject of Training	Target Group	No of Batches	Starting Date (tentative)	Duration (Days)	Participants in per batch	Man days	Venue
1.	**Management of Transmission Utility	GM to JAM	1	July,2011	4	20	80	Any GMD
2.	**Operation of Power Grid Network and its standardization	GM to JAM	2	July,2011	5	20	200	Any G.Circle
3.	**Maintenance of Power Grid Network and its Standardization	GM to JAM	2	July,2011	6	20	240	Any Grid Circle
4.	**Economic Load Dispatch	DGM to JAM	1	July,2011	5	20	100	NLDC
5.	**Maintenance of Substations and safety Practices	DGM to JAM	6	July,2011	5	15	500	Any Substation
6.	**Power System Planning, Operation and Control	DGM to JAM	7	July,2011	5	25	875	Any Grid Circle
7.	Disaster Management of Grid System	DGM to JAM	7	July,2011	5	20	700	Any GMD,
8.	System Protection : Equipment Protection &Relay Functions	MAN to AM	5	August,2011	3	15	225	System Protection Division
9.	Ground Maintenance and Safety Practices	DM to JAM	1	August,2011	3	25	75	Any GMD
10.	Fire Safety	Technical & Security staff	2	August,2011	1	20	40	Civil Defense
11.	Industrial Relation	Officer&Staff	1	August,2011	25	5	125	Industrial Relation Institute,
12.	**Inventory Management	GM to AM	3	August,2011	5	15	225	BIM&PGCB
13.	System Operation: On line Operation of power system, Load Management ,frequency control management	DGM to AM	5	August,2011	5	25	625	Head Office,PGCB
14.	**Total Quality Management	Officer& staffs	2	August,2011	3	20	120	Head Office,PGCB
15.	**Labour Law 2006	Officer& staffs	1	Sep,2011	5	2	10	IRI
16.	**Office Management and Service Rule	Officer & Staff	6	Sep,2011	3	15	270	NAPD
17.	**Financial Management for Financial Executives	Finance & Accounts	2	Sep,2011	3	2	12	ICAB/ICMA
18.	**Management Information System	Man to Jam	1	Sep,2011	3	25	75	BIM/PGCB Head Office
19.	Financial Management for Non Financial Executives	Officers	10	Sep,2011	3	25	750	ICMA/ICAB
20.	**Store Management & Stock Control	Store Asst& office asst	2	Sep,2011	05	15	150	BIM/DSE
21.	Project Management using Microsoft Project	GM to AM	1	Oct,2011	05	10	50	Bangladesh Computer Council Dhaka
22.	**Advanced Concept On Operating System(Windows/Linux )	Man to AM	1	Oct,2011	7	2	14	Bangladesh Computer Council
23.	Developing Negotiation Skills	GM to Man	2	Oct,2011	1	30	60	Head Office, PGCB

*Sumi Shoy* *AM*

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24.	Business English	GM to MAN	4	Oct,2011	60	2	480	British Council
25.	**Basic Electricity, Battery charger repair, storage & maintenance	Tech Staff	2	Oct,2011	3	15	90	Any GMD
26.	**Tax and Vat 2011 and details of Direct Tax Act,2012	Accounts Finance/Audit	5	Oct,2011	05	2	50	Tax & Vat Institute
27.	**Maintenance of Vehicles, Traffic Rules	Drivers	10	Oct,2011	1	10	102	PGCB Head Office & GMD
28.	**Power System SCADA	DM to JAM	1	Nov,2011	5	15	75	NLDC
29.	**Transmission System	DM to JAM	1	Nov,2011	05	15	75	Any Grid Circle
30.	**Relay testing & Maintenance	DM to AM	5	Nov,2011	05	15	375	System Protection & Metering Circle
31.	**Programmable Digital Meter-Meter connections, Meter Setup & Data recording, Trouble shooting	Man to AM	2	Nov,2011	05	10	100	BUET/Telemetering Division
32.	**Training of Trainers	DGM to AM	2	Nov,2011	05	10	50	PGCB Head Office
33.	**Conducting Meeting	GM to AM	2	Nov,2011	2	25	100	PGCB Head Office
34.	Developing Managerial Excellence	GM to MAN	5	Nov,2011	1	30	150	PGCB Head Office
35.	**Telecommunication in Power system	DM to AM	5	Dec,2011	05	10	250	BUET/Tcd
36.	**Training on Accounting Software	DM to AM Finance & Accounts	5	Dec,2011	7	2	70	ICMA/ICAB
37.	**Customs Procedure for Export and Import	DM to AM Finance & Accounts	5	Dec,2011	05	2	50	Custom & Excise dept
38.	PPR 2008	DGM to AM	10	Dec,2011	5	2	100	BIM / ESCB
39.	**Electrical Safety at Work	JAM to Lineman	2	Dec,2011	3	25	150	Any Grid Circle
40.	Overview of Income Tax & Vat	MAN to AM	1	January,2012	02	5	10	ICMAB/ICA B
41.	**Human Resource Management	Man to JAM	5	January,2012	5	2	50	BIM/BIAM
42.	<b>Leadership Development</b>	GM to MAN	4	January,2012	1	30	120	PGCB HeadOffice
43.	E -Governance	GM to JAM	3	January,2012	3	10	90	DSE
44.	**Project Management	MAN to JAM	5	January,2012	10	5	250	Planning Academy
45.	**ROW & Dead Line Checking, Tools Keeping & safe working practices	Linemen/For men/tech. Att.	10	Feb,2012	05	05	250	AnyGrid Circle office
46.	**Internal Audit	Man to JAM	3	Feb,2012	3	5	45	PGCB,
47.	**IEC 61850 Protocol based Protective Relay	DGM to AM	5	Feb,2012	3	10	150	System Protection
48.	**Stress Management	GM to AM	2	Feb,2012	1	25	50	PGCB Head Office
49.	Induction – 1 for newly recruited employees	Non Tech Officers & Staff	1	Feb,2012	03	30	90	PGCB Head Office

*Amirul Hossain* *Amirul Hossain*

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50.	Induction-2 for newly recruited employees	Tech Officers & Staff	4	Feb,2012	10	30	1200	PGCB Head Office
51.	Induction Course - 3 for newly recruited employees	Tech Officers & Staff	1	March,2012	10	30	300	PGCB Head Office
52.	Integrity and Anticorruption	Officers & Staff	1	March,2012	3	25	75	All GMD
53.	**Effective Business Communication	Officer&staff	2	March,2012	03	25	150	British Council
54.	**Software Maintenance	ICT	1	March,2012	03	15	45	Bangladesh Computer Council
55.	**Database Management	Man to AM, ICT	1	April,2012	2	15	30	BCC
56.	**Digital Communication	Manager to JAM	2	April,2012	3	15	90	TCD, Biduyt Bhaban
57.	**Occupational Health and Safety Environment	Manager to JAM	1	April,2012	1	5	5	IEB, Ramna
58.	**Transmission System	Officers & Staff.	1	April,2012	5	30	150	Transmission Line Project.
59.	**Civil Construction & Maintenance	Manager to JAM	2	April,2012	5	12	120	PGCB, Design
60.	**ISO 9001:2000Quality Management System	Officer/Staff	1	April,2012	5	25	125	BIM
61.	Advanced Course on Safety & Security	Security Staff	10	April,2012	03	03	90	PGCB Head Office
62.	**Conducting Domestic Inquiry	Officers	5	May,2012	3	4	60	BIM/IPM
63.	**Security Rules, KPI Importance & Rules	Security Guards	10	May,2012	5	5	250	All Grid Circle
64.	**Transmission Line Maintenance & Repair	Tech. Staff	8	May,2012	4	10	320	All Grid Circle
65.	**CISCO Certified Network Associate(CCNA)	ICT Officer/staff	1	May,2012	10	1	10	BUET
66.	**Professional analysis reporting and presentation: powered by MS Excel 2007& power point	Accounts & Finance	5	May,2012	7	02	70	ICAB/ICMA
67.	Introduction to computer application with internet Use	Officer & staffs	2	Jun,2012	15	10	300	Bangladesh Computer Council
68.	Manners, etiquettes and protocol	Man to AM	1	Jun,2012	30	1	30	PGCB Head Office
69.	**Time Management	Officers	5	Jun,2012	2	2	20	BIM & PGCB Head Office
70.	**Transformer repair	DM to JAM	10	Jun,2012	10	2	200	Sub-station
71.	<b>Team Building</b>	Director to Manager	5	Jun,2012	1	30	150	
	Total =				413	1005	12683	

1. 12683Man days equals to 101464 Man hours.
2. Programs are tentative. Schedules may be changed.

Prepared by:  
Sonia Sharif  
(Manager Training)

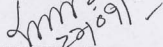
*Sonia Sharif*  
Designation: Manager (Training)  
Date: 21.07.11

Recommended by



Designation: G.M. V. Rahman (Shah)  
Date: 21.07.11  
General Manager (P&A)-IC

Approved by:



Designation: Managing Director  
Date: 21.07.11

\*\*The star marks show the needs expressed by the employees through TNA Survey.

With out the star marks the needs expressed by the organization.

Sonia S.  
Manager T.  
PGCB