



Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO
45001:2018 STANDARDS)

PROCEDURE FOR TRAINING



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Document No.:
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1.0 Purpose

To develop human resource competent to discharge various functions.

2.0 Scope

Applies to Integrated Management system of Bangladesh Power Development Board (BPDB)

3.0 Terms & Definition

Definition

None

Abbreviations

BPDB – Bangladesh Power Development Board
MR – Management Representative

4.0 Roles and Responsibility

None

5.0 Procedure

Plan

To plan training programs for BPDB for all categories of staff, This includes,

- short training courses
- foundation training courses
- on job training courses
- Overseas training.

a) Before the Publication of Annual training program, draft Annual program is sent to the work places or different offices of BPDB for recommendation, if any, after getting the recommendations we consider and finalize the Annual training program for the next fiscal year.

b) Sometimes, As per present requirement of some offices new recommendation with/without course module are also: Deceived from that offices

c) Newly constructed project/offices are visited to assess the needs of training I or these offices and evaluate the demand/ needs of training and take necessary steps.

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d) At the beginning of the fiscal year a training program is prepared considering IT, Technical, Administrative, Finance & Accounts for both officers and staff.

5.1 Responsibilities

- In BPDB, there is a training division for the human resource development headed by a General Manager (C.E.). Training : There are one Directorate and other two Academy under his jurisdiction. As BPDB is a big organization, the responsibilities of training division is to make the organizational training plan. Different types of training are conducted by assessing the needs of training for different levels and fields such as Engineering, Technical. Management, Accounts & Finance etc.

5.2 Induction

- Induction training is given to the newly recruited Officers & Staff before placement to their job to be familiar with the activities of the organization. The following area is conducted for the employees to acquaint themselves: Brief of the board, job description. Wages & benefits Rules & regulations relating to employment. T.A./D.A. rules & other financial rules etc. Introduction of Operation & Maintenance of power plant/ Distribution process.

5.3 Nomination

- Annual training program is sent different offices for nominations. After getting this program, different offices nominate candidates officer & Staff) for training as per requirement. After receiving nominations, respective training academy/directorates arrange the training program as per module.

5.4 Training records are maintained

5.5 Evaluation

5.5.1 Evaluation of the training:

Evaluation of the trainer is done by trainee after completion of the training course

5.5.1 Evaluation of the trainees:

(A) Pre evaluation - By pre evaluation, trainee's present idea/Knowledge of the respective topic/subject is; evaluated. It is done at starting of the training.

(B) Post evaluation - By post evaluation, the advancement of knowledge on that topic/subject of the trainees is evaluated. It is done after completion of the training course.

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- i) Spot evaluation of training is done immediately after programme.
- ii) Post training evaluation is done within 4-5 months after the programme

5.6 Implementation & Review

- Procedure for Trainers and its effectiveness after implementation of its decisions will be checked and reviewed during internal audits.
- Review consideration will be raised in MRC Meeting for decision
- Corrective actions will be taken to improve the system on the basis of review

6.0 References

None

7.0 Appendix

None

8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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