



Energy and Mineral Resources Division
Bangladesh Petroleum Institute (BPI)

Plot - 5A, Sector - 8, Uttara Model Town, Dhaka-1230
bpi.gov.bd

Course Calendar 2023 – 24

List of Training Courses

Sl. No.	Name of the Training/Workshop	Tentative Date and Duration	Mode of Training
1.	Office Management	30 July-3 August, 2023 (5 days)	On Campus
2.	Oil & Gas Network Analysis, SCADA and Leak Detection	6-10 August, 2023 (5 days)	On Campus
3.	Project Management	20 - 24 August, 2023 (5 days)	On Campus
4.	Human Resources Management (HRM)	27 - 31 August, 2023 (5 days)	On Campus
5.	Gas Metering System	10 - 14 September, 2023 (5 days)	On Campus
6.	Annual Performance Agreement & Five Tools 2023-24: Guidelines and Execution Procedures	17 - 21 September, 2023 (5 days)	On Campus
7.	Presentation and Communication Skills	25 - 27 September, 2023 (3 days)	On Campus
8.	Special Foundation Training (4 th Batch)	22 October – 21 December, 2023 (2 Months)	On Campus
9.	Public Procurement Management and E-GP	8-12 October, 2023 (5 days)	On Campus
10.	Taxation and VAT Management	17-19 October, 2023 (3 days))	On Campus
11.	Design, Construction, Operation & Maintenance of Gas Pipeline	29 October – 02 November, 2023 (5 days)	On Campus
12.	Fire Fighting, First Aid and Rescue Operation	07 - 09 November, 2023 (3 days)	On Campus
13.	Oil and Gas Distribution Fundamentals	19 - 23 November, 2023 (5 days)	On Campus
14.	Sustainable Development Goal (SDG) align with Delta Plan and Vision-2041	28 - 30 November, 2023 (3 days)	On Campus
15.	Labor Act, Rules, Policies & Human Rights	10 - 14 December, 2023 (5 days)	On Campus

Raihan

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Sl. No.	Name of the Training/Workshop	Tentative Date and Duration	Mode of Training
16.	Annual Confidential Report (ACR) Writing (W)	28 December, 2023 (1 day)	On Campus
17.	Basic Drilling, Well Completion and Workover Operations	07-11 January, 2024 (5 days)	On Campus
18.	Safety Precaution at Work Site and Occupational Health Safety	14 - 18 January, 2024 (5 days)	On Campus
19.	International Contract and Negotiation	30 January - 01 February, 2024 (3 days)	On Campus
20.	Special Foundation Training (5 th Batch)	03 February – 29 March, 2024 (2 Months)	On Campus
21.	Corrosion Control and Cathodic Protection	11 - 15 February, 2024 (5 days)	On Campus
22.	E-Governance and Innovation	19 - 20 February, 2024 (2 days)	On Campus
23.	Well Test Design and Analysis	03-07 March, 2024 (5 days)	On Campus
24.	Store Keeping and Stock Control (Inventory Management)	31 March – 04 April, 2024 (5 days)	On Campus
25.	Material Engineering Codes and Standards	05 – 09 May, 2024 (5 days)	On Campus

*** Notes**

- BPI holds the right to make any changes in course schedule/date.
- BPI will try to conduct additional request courses from beneficiaries of Energy and Mineral Resources Sector, Bangladesh Army, Bangladesh Air Force and others.
- Visit (s) will be arranged for relevant Programme (s).

Raihan
08/08/2023

Md. Roni Raihan
Scientific Officer
Bangladesh Petroleum Institute
Energy & Mineral Resources Division.

Sahiduzzaman
08/08/2023

(Md. Sahiduzzaman)
Senior Scientific Officer (SSO)
Bangladesh Petroleum Institute (BPI)
Energy & Mineral Resources Division

Khen Chan
08/08/2023
(Khen Chan)
Director (Admin. & Training)
(Joint Secretary)
Bangladesh Petroleum Institute
Energy & Mineral Resources Division
Ministry of Power, Energy & Mineral Resources
Dhaka.