

EASTERN REFINERY LIMITED

CHITTAGONG.

Date : 04/07/2019

ANNUAL TRAINING PLAN

(Plan Period : July 2019 to June 2020)

SL	Subject of Training	Target Group	Batch	Time	Duration (Days)	Participants (per batch)	Man days	Venue/ Organizer
01	Office Management & Etiquettes.	Officer + Staff/Worker	3 + 3	Jul'19	1	30	180	ERL Training Centre
02	Audit Rules & Practices.	Officer	2	Jul'19	1	30	60	Do
03	Electronic Government Procurement (e-GP).	Officer	3	Aug'19	1	20	60	Do
04	Annual Confidential Report(ACR) Writing.	Officer	5	Aug'19	1	30	150	Do
05	Fire Fighting Techniques.	Officer + Staff/Worker	4 + 4	Sep'19	1	30	240	Do
06	Public Procurement Act & PPR-2008.	Officer	4	Oct'19	1	30	120	Do
07	Financial Mgt. & Budgetary Control.	Officer	4	Oct'19	1	30	120	Do
08	Computer Training on Office Management	Officer + Staff/Worker	2 + 2	Nov'19	2	10	80	Do
09	ERL SCP Unit Operation and Control Techniques.	Officer + Staff/Worker	1 + 1	Nov'19	1	30	60	Do
10	Crude Oil Procurement, Transportation, Lighterage Operations, Export/Import Operation.	Officer + Staff/Worker	1 + 1	Nov'19	1	30	60	Do
11	Taxation, Vat & Custom Duty.	Officer + Staff/Worker	1 + 1	Dec'19	1	30	60	Do
12	Electrical Maintenance Techniques.	Officer + Staff/Worker	1 + 1	Dec'19	1	30	60	Do
13	Quality Control of Petroleum Products.	Officer + Staff/Worker	1 + 1	Dec'19	1	30	60	Do

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14	Production, Supply and Control of Various Utilities of ERL.	Officer + Staff/Worker	1 + 1	Dec'19	1	30	60	ERL Training Centre
15	Leadership, Creative Problem Solving & Decision Making.	Officer + Staff/Worker	1 + 1	Jan'20	1	30	60	Do
16	Planning Management & Production Planning.	Officer + Staff/Worker	1 + 1	Jan'20	1	30	60	Do
17	Good Governance : National Integrity Strategy & Annual Performance Agreement (APA)	Officer	4	Jan'20	1	30	120	Do
18	Occupational Health Hazard, Industrial Hygiene & First Aid.	Officer + Staff/Worker	3 + 3	Feb'20	1	30	180	Do
19	ERL Tank Farm Operation Techniques.	Officer + Staff/Worker	1 + 1	Feb'20	1	30	60	Do
20	ERL Security System.	Officer + Staff/Worker	3 + 3	Mar'20	1	30	180	Do
21	Inventory Control & Store Management.	Officer + Staff/Worker	1 + 1	Mar'20	1	30	60	Do
22	Maintenance Technique of Rotating Equipments.	Officer + Staff/Worker	1 + 1	Apr'20	1	30	60	Do
23	Inspection Procedure Techniques and NDT.	Officer + Staff/Worker	1 + 1	Apr'20	1	30	60	Do
24	Effective Management System (5S, Kaizen)	Officer + Staff/Worker	1 + 1	Apr'20	1	30	60	Do
25	Export-Import, LC opening & Management.	Officer + Staff/Worker	1 + 1	Apr'20	1	30	60	Do
26	Safety Management of Petroleum Refinery.	Officer + Staff/Worker	1 + 1	May'20	1	30	60	Do

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27	Negotiation Skill & Conflict Management.	Officer	2	May'20	1	30	60	ERL Training Centre
28	ERL Process Unit Operation and Process Control Techniques.	Officer + Staff/Worker	1 + 1	May'20	1	30	60	Do
29	Instrument Maintenance Techniques.	Officer + Staff/Worker	1 + 1	May'20	1	30	60	Do
30	Bangladesh Labour Laws & Labour Rules.	Officer + Staff/Worker	2 + 2	Jun'20	1	30	120	Do
31	e-Filing Training	Officer	2	Jun'20	1	20	40	Do
32	Public Service Innovation.	Officer + Staff/Worker	1 + 1	Jan'20	1	30	60	Do

Training Officer

Manager (Training)

AGM (Training)