



## Bangladesh Society for Training and Development (BSTD)

14A & 31A (Level-12), Centre Point Concord  
Farmgate, Dhaka-1215

### BSTD Training Award

#### Eligibility Criteria, Nomination and Selection Procedure to be considered for BSTD Training Award

##### A. Eligibility Criteria

1. Must be a Trainer, working or worked with a reputed public or private training institution in Bangladesh.
2. Education should be at least Masters' Degree or equivalent.
3. Total service as faculty/trainer in training institution(s) for professionals at least 6 (six) years and for deputationists at least 5 (five) years.
4. Must have at least 5 (five) training/development related articles published in reputed journal(s) and at least one published book with ISBN/BSBN.

##### B. Criteria to be considered for Selecting the Awardee (100 marks)

- 1) Academic Degree(s)
- 2) Total length of services as faculty member/trainer in the training institution(s).
- 3) Number of training courses designed/developed.
- 4) Number of training courses organized.
- 5) Total number of sessions conducted.
- 6) Number of national/international seminars/workshops/conferences etc. organized.
- 7) Number of Research work on training/development conducted and published in a form of book.
- 8) Number of articles on training/development published in reputed journals.
- 9) Foreign training received.
- 10) Membership of national and international professional organizations.
- 11) Any other contributions related to training and development.

Sl. No	Selection Criteria	Max. Marks	Remarks
01	Academic Degree(s): a) 1 <sup>st</sup> Master's degree: 4 marks b) 2 <sup>nd</sup> /3 <sup>rd</sup> Master's degree: 2 marks c) Diploma: 1 mark d) PhD: 5 marks	12	Maximum 12 Marks
02	Total length of services in the training institution(s): a) 1-10 years: 2 marks b) 11-20 years: 3 marks c) 20+ years: 4 marks	09	

Sl. No	Selection Criteria	Max. Marks	Remarks
03	Number of training courses designed/developed: i) Local/National Course Design - 7 marks a) 1-05 Course Design: 3 marks b) 06-10 Course Design: 2 marks c) 11-20+ Course Design: 2 marks ii) International Training - 3 marks a) 1-10 Training: 2 marks b) 11+ Training: 1 mark	10	
04	Number of training courses organized (Local/International): i) Local/National Training - 7 marks a) 1-30 Training: 3 marks b) 30-40 Training: 2 marks c) 41+ Training: 2 mark ii) International Training - 3 marks a) 1-5 Training: 2 marks b) 6+ Training: 1 mark	10	
05	Total number of sessions conducted: a) 1-30 sessions per year: 4 marks b) 31-50 sessions per years: 3 marks c) 51+ sessions per years: 3 marks	10	
06	Number of national/international seminars/workshops/conferences etc. organized: i) Local/National - 7 marks a) 1-10 Seminar/Workshops etc.: 5 marks b) 11+ Seminar/Workshops etc.: 2 marks ii) International Seminar/ Workshops - 3 marks a) 1-3 Training: 2 marks b) 4+ Training: 1 mark	10	
07	Number of Research work on training/development conducted and published in a form of book: a) 1-10 research: 5 marks b) 11-20 research: 3 marks c) 21+ research: 2 marks	10	
08	Number of articles on training/development published in reputed journals: a) 1-10 articles: 5 marks b) 11-20 articles: 3 marks c) 21+ articles: 2 marks	10	
09	Foreign training received: a) 1-5 Training Courses: 3 marks b) 6+ Courses: 2 marks	05	

Sl. No	Selection Criteria	Max. Marks	Remarks
10	Membership of national and international professional organizations: a) 1-5 Membership: 3 marks b) 6+ Membership: 1 mark	04	
11	Any other contributions related to training and development.	10	Reserved for the Award Committee/ Executive Committee
<b>Total:</b>		<b>100</b>	

### C. Nomination and Selection Procedure

1. Applications will be invited for the BSTD Training Award by publishing a notification in the national Newspaper(s) and letter to be sent to all Institutional members of BSTD.
2. (a) If the nominee is working with a training institution, he/she should apply through the head of his/her institution.  
(b) If the nominee worked with a training institution, he/she should apply through the head of his/her last working institution or his/her application should be recommended by a Fellow/Life/General member of BSTD.
3. Nomination has to be on a set format supplied by BSTD. It has to be submitted to the Executive Officer, BSTD.
4. The Executive Committee of BSTD will form a Selection Committee for scrutiny, shortlisting, and recommendation for the award.
5. After scrutiny necessary documents of the shortlisted nominees will be collected by the Selection Committee.
6. The Executive Committee of BSTD will take the final decision on the award after receiving recommendation of the Selection Committee.
7. The award will be presented to the awardee by BSTD in an Award Giving Ceremony every year.
8. The award will consist of a certificate, a crest, and cash.
9. A recipient cannot be given an award twice.