



Bangladesh Society for Training and Development (BSTD)

বাংলাদেশ প্রশিক্ষণ ও উন্নয়ন সমিতি (বিএসটিডি)

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No. BSTD/9-3/13/PFA-31/2026/422

Dates: 05 May 2026

Subject: Request for Nomination for the 31st Training Course on Protocol Formalities and Articulation.

Greetings from BSTD!

You may be aware that Bangladesh Society for Training and Development (BSTD) is the apex professional organization for the trainers of Bangladesh. The main objective of the society is to promote human resource development among its members as well as other concerned professionals through conducting training, research and other related activities.

PROTOCOL FORMALITIES AND ARTICULATION IS ONE OF THE FLAGSHIP TRAINING COURSES OF BSTD. The course provides participants with Clear knowledge on protocol formalities and courtesies needed in formal ceremonies /functions, meetings, seminars/workshops and social/ cultural events. It will equip them with related skills with regard to articulation and negotiation. The other objective is to endow them with appropriate attitude in their day to day transactions.

The trainers of this course are most experienced and well-known personalities. Most of them have served the govt. of Bangladesh in esteem and reputation in their respective fields.

It is a 5 day intensive training course & has both theoretical & practical sessions. We sincerely believe that, after the completion of the course, the participants would come out as smart, snazzy, co-operative, elegant and articulate Officers.

The 31st course on Protocol Formalities and Articulation is scheduled to commence on **21th June 2026 (from 9:30 am to 4:00 pm everyday) and end on 25th June 2026 (total 5 Days) in the BSTD's Conference Room at Centre Point, Concord (11th Floor), Farmgate, Dhaka- 1215.** Tea, Snacks and lunch will be served every day during the training period. The course will include one formal lunch and formal dinner (Being part of training) as well.

The course is designed for mid-level officers (**Class 1 officers up to Deputy Secretary Level**) from government as well as senior level officials from private sector and NGOs.

I would therefore, request you to kindly nominate 3 or more mid-level officers from your organization who would be able to apply their acquired behavior from this course to the benefit of their organization and the society at large.

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The course fee is BDT. 15,000/- (Taka fifteen thousand) only excluding vat and income tax per person payable in cash or by Cheque in favor of “Bangladesh Society for Training and Development (BSTD)” preferably before the beginning of the course. The last date for submission of the nomination is 15th June 2026.

For further information or any clarification of the Course, Course Co-coordinator Mr. Md. Zillur Rahman (Tel: 02-41024413, Mob: 01817072603) may please be contacted.

Best regards,

Yours sincerely

(M Janibul Huq, Ex CSP)
President
BSTD

To