



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 st Master's degree: 4 marks b) 2 nd /3 rd 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
Total:		100	

C. Nomination and Selection Procedure

- 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.
- (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.
- Nomination has to be on a set format supplied by BSTD. It has to be submitted to the Executive Officer, BSTD.
- The Executive Committee of BSTD will form a Selection Committee for scrutiny, shortlisting, and recommendation for the award.
- After scrutiny necessary documents of the shortlisted nominees will be collected by the Selection Committee.
- The Executive Committee of BSTD will take the final decision on the award after receiving recommendation of the Selection Committee.
- The award will be presented to the awardee by BSTD in an Award Giving Ceremony every year.
- The award will consist of a certificate, and a crest.
- A recipient cannot be given an award twice.