



**JANA**  
JANA BUSINESS LIMITED



**SOVEREIGN  
SECURE (UK)**

# TRAINING PLAN 2026

## PROFESSIONAL TRAINING SERIES

Orientation Programs and Two-Day Professional Training Programs for Government Officials

### DATA SCIENCE, AI, GENERATIVE AI AND CYBER SECURITY

*Reskilling government officials to drive efficient public service delivery through time-bound digital transformation and effective mitigation of cyber risks.*



#### FOCUS

Strengthening government capacity through data-driven insights, responsible AI adoption and cyber resilience.



#### PROGRAMS

1-Day Orientation Programs and 2-Day Professional Training Programs



#### TRAINING PERIOD

May – December 2026  
Month-wise tentative schedule. Actual dates will be notified in advance.



#### SESSION TIME

9:00 AM – 4:00 PM  
Venue: To be notified in advance

A JOINT INITIATIVE BY

**JANA BUSINESS LIMITED & SOVEREIGN SECURE (UK)**

EMPOWERING PEOPLE. | ENABLING INNOVATION. | SECURING THE FUTURE.

# **TRAINING PLAN 2026**

## **Orientation Program & Two-Day Professional Training Program for Government Officials**

**Jointly Offered by JANA (BD) and Sovereign Secure (UK)**

Gulfesha Plaza, 9 th Floor, Flat-8/A  
8 Shahid Sangbadik Selina Parvin Road  
Boro Moghbazar, Ramna, Dhaka-1217

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*Prepared for official use*

# Brief on Training Plan

## 1. Introduction

**JANA (BD)** is a Limited company incorporated under the laws of Bangladesh, having its office at Moghbazar, Dhaka, engaged in Halal and Ethical business facilitation, Training, logistics and Corporate Support Services. On the other hand, **Sovereign Secure (UK)** is a company incorporated under the laws of Bangladesh and part of Sovereign Secure UK, engaged in providing training and consulting services in Cyber Security, Digital Transformation, Data Science, and Artificial Intelligence.

Through **MoU, JANA (BD) and Sovereign Secure (UK)** jointly offering following special structured portfolio of professional orientation sessions and two-day training programs for government officials. The programs are designed to reskill and upskill government employees with practical knowledge and operational capabilities required to improve public service delivery through time-bound digital transformation, data-driven decision-making, responsible use of Artificial Intelligence, and strengthened cybersecurity practices.

<b>Program Focus</b>	Reskilling government officials for efficient public service delivery through time-bound digital transformation, practical application of Data Science, AI, Generative AI, Data Privacy, and Cybersecurity Risk Mitigation.
<b>Training Period</b>	<b>May 2026 – December 2026</b>
<b>Session Time</b>	<b>9:00 AM – 4:00 PM</b>

## 2. Training Portfolio

The training portfolio will cover Data Science, Artificial Intelligence, Generative AI, Prompt Engineering, Data Privacy, Personal Data Protection, Cybersecurity Awareness, and secure system configuration through CIS Benchmark implementation. Each program emphasizes practical application in government operations, focusing on efficiency, transparency, service quality, risk mitigation, and institutional readiness for digital transformation.

## 3. Session Plan

All training sessions will generally be conducted from 9:00 AM to 4:00 PM. The tentative month-wise training calendar for 2026 is provided below. Actual dates will be finalized after receiving nominations from participating organizations and will be communicated in advance. The venue may be changed depending on administrative and logistical requirements; participants will be notified beforehand.

#### 4. Training Methodology and Evaluation

The programs adopt an interactive and practical methodology combining expert-led lectures, live demonstrations, case studies, guided exercises, group activities, practical simulations, and question-and-answer sessions. Pre-assessment and post-assessment may be conducted to track participant progress and ensure measurable learning outcomes. Successful completion of the course, participants will be awarded with certificate.

#### 5. Program Outline in short

<b>Program Type</b>	Day-long orientation program and two-day professional training program
<b>Target Participants</b>	Government officials, administrators, policy implementers, IT/security personnel, and public sector managers
<b>Session Time</b>	9:00 AM to 4:00 PM
<b>Venue</b>	Jana Business Limited, Gulfesha Plaza (8th Floor), 69, Outer Circular Road (Moghbar), Dhaka. Subject to change; participants will be notified in advance.

# Training Calendar 2026 (May–December)

The following calendars present the tentative month-wise training schedule. Actual dates will be finalized after receiving nominations and communicated to participants in advance.

## A1. One-Day Orientation Programs Upto June 2026

Sl.	Program Title	Fee	May	June
1	Generative AI: Opportunities for Transformation	Tk. 8,000	—	—
2	Transforming Public Services through Data Science	Tk. 8,000	—	—
3	Data-Driven Decision Making: Turning Insights into Action	Tk. 8,000	—	—
4	Effective Prompt Engineering for Smarter AI Use	Tk. 8,000	—	—
5	Data Privacy & Personal Data Protection Compliance for Government Officers	Tk. 8,000	—	—

## A2. One-Day Orientation Programs Upto December 2026

Sl.	Program Title	Fee	July	August	September	October	November	December
1	Generative AI: Opportunities for Transformation	Tk. 8,000	—	1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	1 <sup>st</sup> Week
2	Transforming Public Services through Data Science	Tk. 8,000	—	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	—	2 <sup>nd</sup> Week
3	Data-Driven Decision Making: Turning Insights into Action	Tk. 8,000	—	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	1 <sup>st</sup> Week	1 <sup>st</sup> Week	—
4	Effective Prompt Engineering for Smarter AI Use	Tk. 8,000	4 <sup>th</sup> Week	4 <sup>th</sup> Week	—	2 <sup>nd</sup> Week	2 <sup>nd</sup> Week	—
5	Data Privacy & Personal Data Protection Compliance for Government Officers	Tk. 8,000	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	1 <sup>st</sup> Week	—	3 <sup>rd</sup> Week	3 <sup>rd</sup> Week

## B1. Two-Day Training Programs Upto June 2026

Sl.	Program Title	Fee	May	June
1	Leveraging AI and Generative AI for Innovation and Efficiency	Tk. 16,000	3rd Week	—
2	Harnessing Data Science for Effective Decision-Making and Innovation	Tk. 16,000	—	2nd Week
3	Precision Intelligence: Accelerating Digital Transformation in Government Services	Tk. 16,000	—	—
4	Cyber Security Awareness Program for Government Employees	Tk. 16,000	3rd Week	—
5	Cyber Security CIS Benchmark Implementation: Building Robust Security for Government Systems	Tk. 16,000	—	2nd Week

## B2. Two-Day Training Programs Upto December 2026

Sl .	Program Title	Fee	July	August	September	October	November	December
1	Leveraging AI and Generative AI for Innovation and Efficiency	Tk. 16,000	3rd Week	4th Week	—	1st Week	2nd Week	—
2	Harnessing Data Science for Effective Decision-Making and Innovation	Tk. 16,000	—	1st Week	2nd Week	4th Week	—	1st Week
3	Precision Intelligence: Accelerating Digital Transformation in Government Services	Tk. 16,000	4th Week	2nd Week	1st Week	3rd Week	3rd Week	—
4	Cyber Security Awareness Program for Government Employees	Tk. 16,000	1st Week	—	4th Week	—	1st Week	2nd Week
5	Cyber Security CIS Benchmark Implementation: Building Robust Security for Government Systems	Tk. 16,000	2nd Week	—	3rd Week	2nd Week	4th Week	—

Note: Fees are quoted per person, excluding VAT and Tax. Fees include refreshment, lunch, training materials, and certificate.

## **Orientation Program (Day Long)**

At the orientation program 5 (Five) topics will be covered on five different days. Day long orientation program is detailed out in the next page.

# Orientation Program 01

## 1. Major Topic: Generative AI: Opportunities for Transformation

### 1.1 Synopsis

This module introduces Generative AI and explains how it can support transformation in government and organizational work. Focus areas include report drafting, document summarization, citizen communication, knowledge support, process automation, content generation, and improved service delivery.

### 1.2 Learning Objectives / Coverage

- Understand the basics of Generative AI and how it differs from traditional software and rule-based systems.
- Explore use cases that improve efficiency, service quality, and institutional decision support.
- Identify areas where Generative AI can streamline routine processes and support innovation within existing systems.
- Understand the limits, risks, and responsible use requirements of AI-generated outputs.
- Gain introductory exposure to commonly used Generative AI tools through demonstrations and guided examples.

### 1.3 Training Method

- Expert-led presentations with real-world government case examples.
- Live demonstrations of Generative AI tools relevant to public administration.
- Guided exercises to draft sample prompts and outputs.
- Group discussions to identify potential organizational applications.

### 1.4 Key Takeaways

- Basic understanding of Generative AI and its practical utility in government.
- Ability to identify relevant use cases for improving processes and service delivery.
- Foundational skills in using AI tools responsibly and effectively.

### 1.5 Training Fees

Tk. 8,000.00 per person (excluding VAT & Tax). It will include refreshment, lunch, training materials, and certificate.

### 1.6 Tentative Month-wise Schedule (2026)

Month	Week
August 2026	Any day of 1st Week
September 2026	Any day of 2nd Week
October 2026	Any day of 3rd Week
November 2026	Any day of 4th Week
December 2026	Any day of 1st Week

# Orientation Program 02

## 2. Major Topic: Transforming Public Services through Data Science

### 2.1 Synopsis

This module explains the basic concepts of Data Science and its relevance for public administration. Participants will learn how data is collected, cleaned, analyzed, visualized, and interpreted to support planning, monitoring, accountability, and operational improvement.

### 2.2 Learning Objectives / Coverage

- Understand the core principles of Data Science, including data collection, data quality, analysis, and visualization.
- Explore examples of Data Science applications across public services, finance, health, education, infrastructure, and administration.
- Learn how data can be converted into actionable insights for process improvement and informed policy-making.
- Understand basic statistical and analytical ideas that support evidence-based decision-making.

### 2.3 Training Method

- Short lectures to explain Data Science principles and public sector applications.
- Practical demonstrations using Excel, dashboards, and basic Python/R tools.
- Case-based discussions showing real-world public sector examples.
- Group exercises to practice interpreting datasets and generating insights.

### 2.4 Key Takeaways

- Clear understanding of how Data Science supports informed decision-making.
- Ability to analyze and visualize data for government planning and monitoring.
- Insight into actionable applications of data for public service efficiency.

### 2.5 Training Fees

Tk. 8,000.00 per person (excluding VAT & Tax). Fees will include refreshment, lunch, training materials, and certificate.

### 2.6 Tentative Month-wise Schedule (2026)

Month	Week
August 2026	Any day of 2nd Week
September 2026	Any day of 3rd Week
October 2026	Any day of 4 <sup>th</sup> Week
December 2026	Any day of 2nd Week

# Orientation Program 03

## 3. Major Topic: Data-Driven Decision Making: Turning Insights into Action

### 3.1 Synopsis

This module focuses on using data and analytics to improve decision quality. Participants will examine how insights are interpreted, prioritized, communicated, and converted into practical actions in government and organizational contexts.

### 3.2 Learning Objectives / Coverage

- Understand the role of data-driven decision making in improving organizational performance and public service outcomes.
- Learn the four major types of analytics: descriptive, diagnostic, predictive, and prescriptive analytics.
- Examine practical examples showing how analytics can support planning, monitoring, risk identification, and service improvement.
- Become familiar with tools for analysis and visualization, including Excel, BI tools, dashboards, and statistical software.
- Learn practical steps for moving from data interpretation to data-backed decisions and action plans.

### 3.3 Training Method

- Interactive lectures and visual demonstrations of analytics types.
- Hands-on exercises using sample datasets to practice analysis workflows.
- Guided discussions on transforming data insights into actionable government decisions.
- Case studies highlighting success stories from public sector organizations.

### 3.4 Key Takeaways

- Improved understanding of analytics and its role in organizational decisions.
- Ability to interpret data insights and apply them to planning and operational improvements.
- Knowledge of tools and methods to support evidence-based decision-making.

### 3.5 Training Fees

Tk. 8,000.00 per person (excluding VAT & Tax). Includes refreshment, lunch, training materials, and certificate.

### 3.6 Tentative Month-wise Schedule (2026)

Month	Week
August 2026	Any day of 3 <sup>rd</sup> Week
September 2026	Any day of 4 <sup>th</sup> Week
October 2026	Any day of 1 <sup>st</sup> Week
November 2026	Any day of 1 <sup>st</sup> Week

# Orientation Program 04

## 4. Major Topic: Effective Prompt Engineering for Smarter AI Use

### 4.1 Synopsis

This module introduces prompt engineering as a practical skill for improving the quality, relevance, and reliability of AI outputs. Participants will learn how to write prompts for government-relevant tasks such as drafting letters, preparing summaries, generating meeting notes, creating briefing points, and supporting analysis.

### 4.2 Learning Objectives / Coverage

- Understand the fundamentals of prompt engineering and why prompt quality affects AI output quality.
- Learn how to craft clear, precise, role-based, context-aware, and task-specific prompts.
- Practice iterative prompt refinement to improve accuracy, usefulness, tone, structure, and completeness.
- Explore real-world use cases where prompt engineering improves productivity and decision support.
- Develop a responsible-use mindset when using prompts for official tasks, including verification, confidentiality, and accountability.

### 4.3 Training Method

- Live demonstrations showing effective vs. ineffective prompts.
- Hands-on exercises to write and refine prompts for real public-sector scenarios.
- Group discussions to analyze prompt outcomes and improve quality iteratively.
- Guided examples of AI tool applications in report drafting, summarization, and communication.

### 4.4 Key Takeaways

- Practical skills in prompt design to maximize AI output quality.
- Confidence in applying AI tools for daily government tasks.

### 4.5 Training Fees

Tk. 8,000.00 per person (excluding VAT & Tax). Includes refreshment, lunch, training materials, and certificate.

### 4.6 Tentative Month-wise Schedule (2026)

Month	Week
July 2026	Any day of 4 <sup>th</sup> week
August 2026	Any day of 4 <sup>th</sup> week
October 2026	Any day of 2 <sup>nd</sup> week
November 2026	Any day of 2 <sup>nd</sup> week

# Orientation Program 05

## 5. Major Topic: Data Privacy & Personal Data Protection Compliance for Govt Officers

### 5.1 Synopsis

This one-day orientation program is designed to build practical awareness among government officers on data privacy, personal data protection, and responsible handling of official information. The program will help participants understand emerging global privacy trends, Bangladesh's data privacy/legal framework, government responsibilities in handling personal and sensitive data, consent and data-sharing rules, breach reporting obligations, and safe digital practices for email, file sharing, and mobile device use. The orientation will also use Bangladesh and international case studies to connect privacy compliance with daily public-sector responsibilities.

### 5.2 Learning Objectives / Coverage

- Understand the basic concepts of data privacy, personal data protection, and global privacy trends.
- Gain awareness of Bangladesh's data privacy framework and relevant government compliance responsibilities.
- Distinguish between personal data, sensitive data, and official data requiring special protection.
- Understand consent, lawful data collection, data sharing, and responsible information handling rules.
- Learn the consequences of data breaches, incident reporting requirements, and possible penalties.
- Improve safe practices for email use, file sharing, mobile device handling, and official communication.
- Learn from Bangladesh and international case studies on privacy failures, compliance gaps, and good practices.

### 5.3 Training Method

- Expert-led presentations with simplified explanations of privacy and compliance concepts.
- Practical examples related to government offices, citizen data, and official communication.
- Scenario-based discussions on data collection, sharing, breach response, and secure handling.
- Case study analysis from Bangladesh and international contexts.
- Interactive Q&A, short assessment, and feedback session to measure participant understanding.

### 5.4 Key Takeaways

- Clear understanding of data privacy and personal data protection responsibilities in government work.
- Ability to identify personal and sensitive data and handle it responsibly.
- Awareness of consent, data sharing, breach reporting, and compliance requirements.
- Improved cyber hygiene in email, file sharing, and mobile device use.
- Practical understanding of how privacy compliance supports citizen trust, institutional accountability, and secure public service delivery.

### 5.5 Training Fees

Tk. 8,000.00 per person (excluding VAT & Tax). Includes refreshment, lunch, training materials, and certificate.

### 5.6 Tentative Month-wise Schedule (2026)

Month	Week
July 2026	Any day of 2 <sup>nd</sup> week
August 2026	Any day of 3 <sup>rd</sup> week
September 2026	Any day of 1 <sup>st</sup> week
November 2026	Any day of 3 <sup>rd</sup> week
December 2026	Any day of 3 <sup>rd</sup> week

## **Two-Day Professional Training Program**

Two-day consecutive Training program will cover 5 (Five) topics. This will be a Day long Professional program that will be theoretical and hands on training which is detailed out in the next page.

# Two-Day Professional Training Program 01

## Topic A: Leveraging AI and Generative AI for Innovation and Efficiency

### A.1 Synopsis

This two-day training introduces participants to Artificial Intelligence and Generative AI with a strong focus on practical applications, responsible use, and opportunities for improving efficiency and service quality in government and organizational work. Participants will explore how AI technologies can support decision-making, streamline routine processes, generate useful outputs, and enhance innovation in public service delivery.

### A.2 Sessions

#### Day 1 – AI Foundations

- Introduction to Artificial Intelligence: key concepts, how AI works, and how it differs from traditional software systems.
- Overview of Machine Learning, Natural Language Processing, Computer Vision, and Neural Networks.
- Practical AI use cases in governance, public service delivery, healthcare, finance, customer support, resource planning, and operational efficiency.

#### Day 2 – Generative AI & Prompt Engineering

- Use of Generative AI tools to create text, images, summaries, reports, communication materials, and other official outputs.
- Writing clear, structured, and effective prompts to improve the quality of AI-generated results.
- Hands-on exercises using practical workplace scenarios such as report drafting, document summarization, and communication support.

### A.3 Training Method

- Expert-led presentations and practical demonstrations of AI and Generative AI tools.
- Guided prompt-writing exercises and hands-on tasks based on official work scenarios.
- Group discussions, real-world use cases, and interactive activities to identify organizational applications.

### A.4 Key Takeaways

- Understanding of AI and Generative AI fundamentals and their relevance to government work.
- Ability to identify practical AI use cases for improving efficiency, productivity, and service delivery.
- Foundational skills in prompt engineering and responsible use of AI tools for official tasks.

### A.5 Training Fees

Tk. 16,000.00 per person (excluding VAT & Tax). Includes refreshment, lunch, training materials, and certificate.

### A.6 Tentative Month-wise Schedule (2026)

Month	Week
May 2026	Any day of 3 <sup>rd</sup> week
July 2026	Any day of 3 <sup>rd</sup> week
October 2026	Any day of 4 <sup>th</sup> week
October 2026	Any day of 1 <sup>st</sup> week
November 2026	Any day of 2 <sup>nd</sup> week

# Two-Day Professional Training Program 02

## B. Major Topic: Harnessing Data Science for Effective Decision-Making and Innovation

### B.1 Synopsis

This two-day training introduces participants to the core concepts of Data Science and its application in decision-making, planning, service delivery, and innovation. It explains how data can be collected, cleaned, analyzed, visualized, and transformed into actionable insights to support evidence-based decisions in government and organizational settings.

### B.2 Sessions

#### Day 1 – Data Science Fundamentals

- Overview of the Data Science process: data collection, cleaning, analysis, modeling, reporting, and interpretation.
- Introduction to common tools such as Excel, Python, R, and Tableau.
- Basic data analysis and visualization techniques for identifying trends, patterns, and insights.

#### Day 2 – Machine Learning & Emerging Technologies

- Introduction to Machine Learning concepts, including supervised and unsupervised learning.
- Forecasting, model evaluation, and practical use of predictive analytics.
- Connection between Data Science, Artificial Intelligence, and Internet of Things applications in smart city planning, resource management, and public service improvement.

### B.3 Training Method

- Short lectures, practical demonstrations, and guided exercises using sample datasets.
- Group work and case-based discussions related to public sector decision-making.
- Hands-on exposure to data analysis, visualization, and interpretation for planning and monitoring.

### B.4 Key Takeaways

- Clear understanding of Data Science principles and their application in government operations.
- Ability to analyze, visualize, and interpret data for evidence-based decision-making.
- Knowledge of how analytics, visualization, and machine learning can improve planning, monitoring, and innovation.

### B.5 Training Fees

Tk. 16,000.00 per person (excluding VAT & Tax). Includes refreshment, lunch, training materials, and certificate.

### B.6 Tentative Month-wise Schedule (2026)

Month	Week
June 2026	Any day of 2 <sup>nd</sup> week
August 2026	Any day of 1 <sup>st</sup> week
September 2026	Any day of 2 <sup>nd</sup> week
October 2026	Any day of 4 <sup>th</sup> week
December 2026	Any day of 1 <sup>st</sup> week

# Two-Day Professional Training Program 03

## C. Major Topic: Precision Intelligence: Accelerating Digital Transformation in Government Services

### C.1 Synopsis

This two-day professional training program empowers government officials with the conceptual and practical frameworks of Precision Intelligence. Using the analogy of data as the fuel, Data Science as the engine, and AI as the vehicle, participants learn how to transition from traditional manual record-keeping to predictive and prescriptive intelligence. The program emphasizes operational excellence, data-driven transparency, and proactive citizen services.

### C.2 Sessions

#### Day 1 – Foundations & The Data Engine

- Refining the Fuel: Modern Data Concepts – transitioning from paper ledgers to digital data streams; identifying “Dark Data” in government archives.
- The Data Science Engine – predictive analytics and modeling using historical public-sector datasets.
- Supervised vs. Unsupervised Learning – automated classification of public grievances and sentiment analysis of regional news.
- Data Analytics vs. Data Science – comparative workshop creating predictive dashboards versus standard reports.

#### Day 2 – AI Implementation & Strategic Readiness

- Deep Learning: The High-Speed Vehicle – computer vision for urban planning and satellite-based infrastructure monitoring.
- Generative AI & Prompt Engineering – using LLMs for official circulars, summaries, and policy briefs.
- Precision Intelligence & RAG – building a digital assistant for legal and administrative document retrieval.
- Strategic Digital Readiness – navigating data ethics, security, and the roadmap for departmental digital transformation.

### C.3 Training Method

- Interactive lectures, live demonstrations, scenario-based exercises, collaborative workshops, and guided hands-on practice with AI and Data Science tools.

### C.4 Key Takeaways

- Strategic literacy in Data Science, AI, and Precision Intelligence applications.
- Practical ability to implement predictive analytics, AI models, and digital solutions for government processes.
- Skills in prompt engineering, dashboard creation, and evidence-based decision-making.
- Awareness of ethical, secure, and responsible AI usage in public sector services.

### C.5 Training Fees

Tk. 16,000.00 per person (excluding VAT & Tax). Includes refreshment, lunch, training materials, and certificate.

### C.6 Tentative Month-wise Schedule (2026)

Month	Week
July 2026	Any day of 4 <sup>th</sup> week
August 2026	Any day of 2 <sup>nd</sup> week
September 2026	Any day of 1 <sup>st</sup> week
October 2026	Any day of 3 <sup>rd</sup> week
November 2026	Any day of 3 <sup>rd</sup> week

# Two-Day Professional Training Program 04

## D. Major Topic: Cyber Security Awareness Program for Government Employees

### D.1 Synopsis

This two-day training strengthens cybersecurity awareness among government employees, helping them understand how routine official activities can create cyber risks. It covers current cyber threats, safe digital behavior, policy awareness, and timely reporting of suspicious activities, enabling participants to integrate security practices into daily workflows.

### D.2 Sessions

#### Day 1

- Importance of cybersecurity in public sector operations.
- Overview of current threat trends: ransomware, phishing, vishing, social engineering, and insider threats.
- Human error and its impact on security incidents.
- Introduction to ISO 27001 essentials and Information Security Management System (ISMS).
- Password hygiene, device security, safe browsing, email safety, and data classification.

#### Day 2

- Phishing simulations and hands-on role-based attack scenarios.
- Incident response procedures and timely reporting of suspicious activities.
- Building a culture of cybersecurity within government offices.
- Integrating secure practices into daily government workflows.

### D.3 Training Method

- Expert-led presentations with real-world examples.
- Scenario-based discussions and collaborative exercises.
- Phishing simulation exercises and guided incident response practice.
- Group debriefing, practical demonstrations, feedback sessions, and Q&A interactions.

### D.4 Key Takeaways

- Awareness of the current cyber threat landscape affecting government operations.
- Ability to recognize and mitigate cyber risks in daily activities.
- Practical skills in cyber hygiene, incident reporting, and secure workflow integration.
- Foundation for contributing to a proactive culture of cybersecurity within offices.

### D.5 Training Fees

Tk. 16,000.00 per person (excluding VAT & Tax). Includes refreshment, lunch, training materials, and certificate.

### D.6 Tentative Month-wise Schedule (2026)

Month	Week
May 2026	Any day of 3 <sup>rd</sup> week
July 2026	Any day of 1 <sup>st</sup> week
September 2026	Any day of 4 <sup>th</sup> week
November 2026	Any day of 1 <sup>st</sup> week
December 2026	Any day of 2 <sup>nd</sup> week

# Two-Day Professional Training Program 05

## E. Major Topic: Cyber Security CIS Benchmark Implementation: Building Robust Security for Government Systems

### E.1 Synopsis

This two-day training provides practical understanding of CIS Benchmarks and their role in strengthening the security of government IT systems. It covers secure configuration practices for Windows Server 2016 and RHEL 8, with attention to practical implementation challenges in government IT environments.

### E.2 Sessions

#### Day 1 – CIS Benchmarks & Windows Hardening

- Overview of the Center for Internet Security (CIS), CIS Benchmarks, and CIS Controls.
- Alignment of CIS Benchmarks with global standards such as NIST and ISO.
- Windows Server 2016 hardening: password policies, account controls, audit settings, event logging, firewall rules, patch management, and secure configuration practices.

#### Day 2 – RHEL Hardening & Implementation Challenges

- RHEL 8 hardening: user and group management, file system security, SELinux, SSH hardening, firewall configuration, logging, auditd, and kernel tuning.
- Continuous compliance and discussion of implementation barriers, including legacy systems, limited resources, skill gaps, usability concerns, and resistance to policy changes.

### E.3 Training Method

- Technical presentations, guided walkthroughs, configuration demonstrations, practical examples, case studies, and facilitated discussions.
- Review of benchmark requirements and implementation strategies suitable for government IT environments.

### E.4 Key Takeaways

- Practical skills in securing Windows and RHEL systems using CIS Benchmarks.
- Understanding of common implementation challenges in government IT environments.
- Actionable strategies to improve cybersecurity, compliance, audit readiness, and operational resilience.

### E.5 Training Fees

Tk. 16,000.00 per person (excluding VAT & Tax). Includes refreshment, lunch, training materials, and certificate.

### E.6 Tentative Month-wise Schedule (2026)

Month	Week
June 2026	Any day of 2 <sup>nd</sup> week
July 2026	Any day of 2 <sup>nd</sup> week
September 2026	Any day of 3 <sup>rd</sup> week
October 2026	Any day of 2 <sup>nd</sup> week
November 2026	Any day of 4 <sup>th</sup> week

## Resource Persons

### **Md. Hafizur Rahman MSS (Economics), MSc (Health Economics)**

Md. Hafizur Rahman is a distinguished senior civil servant and macro-policy expert with over 33 years of transformative leadership in public administration, infrastructure financing, and governance reform in Bangladesh. A member of the elite Bangladesh Civil Service (BCS) Administration cadre (9th Batch), he achieved the pinnacle of the civil service hierarchy, **retiring as Secretary** to the Government and Chief Executive Officer (CEO) of the Public Private Partnership (PPP) Authority under the Prime Minister's Office.

Throughout his illustrious career, Mr. Rahman spearheaded strategic operations across nine pivotal ministries. As Additional Secretary in the Ministry of Commerce, he co-authored national Export and Import Policies that significantly enhanced global trade competitiveness and regulated nationwide trade bodies. In the Ministry of Housing and Public Works, he oversaw major urban development authorities, modernized structural regulatory codes, and introduced digital project-tracking frameworks. His administrative versatility is further demonstrated by his senior leadership roles as Member (Administration & Finance) of the Civil Aviation Authority, Additional Secretary in the Ministry of Land, and Joint/Additional Secretary in the Ministry of Religious Affairs, where he fully digitized the national Hajj management architecture.

Beyond administrative execution, Mr. Rahman possesses deep analytical expertise in healthcare systems. For nearly a decade, he served as Director of Research for the Health Economics Unit within the Ministry of Health and Family Welfare, driving evidence-based fiscal models for Universal Health Coverage. He holds an MSS in Economics from the University of Dhaka and an MSc in Health Economics and Health Policy from the University of Birmingham, UK. An accomplished scholar, his research on public healthcare financing is published in peer-reviewed global journals, including *PLOS ONE* and *Health Policy & Planning*.

Renowned for academic excellence and strategic leadership, Mr. Rahman secured 3rd position in his BCS recruitment exam and clinched 1st position in both the 73rd Senior Staff Course and the 85th Advanced Course on Administration and Development (ACAD). He remains an active member of the International Health Economics Association (iHEA) and the Bangladesh Administrative Service Association.

### **Dr. Md. Anwar Ullah B. Com (Hons), M. Com (DU), PGD in MCMIS & MBA (Holland), FCMA, PHD (AIT)**

Dr. Md. Anwar Ullah FCMA, **Former Secretary** to the Government of the People's Republic of Bangladesh, has 35 years long working experience worked for different ministries and divisions including field level administration as the BCS (Admin) Cadre officer. He has practical experience regarding data and Informatics Management working for the Statistical & Informatics Division under Ministry of Planning.

Dr. Anwar secured 19th and 8th position in SSC & HSC exam respectively in the merit list with first division from Comilla Board and obtained B. Com (Honors) and M. Com in accounting with merit position from the University of Dhaka in 1986. He obtained a Post Graduate Diploma in 1999 in "**Managerial Control and Management Information Systems**" from the Maastricht School of Management (MSM) Netherlands under the Royal Netherlands Fellowship and an MBA degree in 2001 with a major in "**Corporate Strategy and Economic Policy**" from MSM. He obtained his FCMA degree as a Professional CMA degree from the Institute of Cost and Management Accountants of Bangladesh (ICMAB). Later, he obtained his PhD degree in 2011 through research in the field of "**Regional and Rural Development Planning**" from the Asian Institute of Technology (AIT), Thailand. He has 22 published articles and research papers in domestic and international reputed journals.

Dr. Md. Anwar Ullah FCMA worked as adjunct faculty at State University Bangladesh, ASHA University Bangladesh, Independent University Bangladesh, ICMAB and Southeast University Bangladesh since 2011. He has experience as trainer in different training institutes including working as a moderator, Session Chair, Panelist in

different Workshops & Seminars. He has presented papers at several trainings/seminars/workshops at home and abroad. He visited many countries including Netherlands, Belgium, France, Germany, Luxembourg, UK, Japan, Singapore, Turkey and Thailand as part of his official duties and academic tours.

He has received several awards in recognition of his skill, competency and honesty as a member of the BCS (Administration) cadre. Among them, innovation work for IT based 'Autism Screening Tool' & 'Bolte Chai App' is mentionable award he is being awarded. He is awarded with integrity certification at work place.

Dr. Md. Anwar Ullah FCMA was a former president of Bangladesh Administrative Service Association and former President of the Governing Board of the Institute of Administration and Management (BIAM).

### **Omar F. Khandaker, CISSP, CISM, CISA, CDPSE, ISO 27001 LA & LI, PCI QSA, CE Assessor, PMP (Sovereign Secure (UK))**

Omar Khandaker is a seasoned cybersecurity and IT risk management expert with over 35 years of international experience spanning the UK, USA, Canada, South Asia, and Bangladesh. He has led the design and implementation of Cybersecurity Operations Centers (CSOCs), secure payment gateways, and large-scale FinTech and banking IT infrastructures. His roles include Principal Consultant at Sovereign Secure (UK), Senior e-GP System Security Consultant (STC) at the World Bank South Asia Region, CIO at PaySign Inc. (formerly 3Pea International), USA, CTO and CISO at Wow! Technologies, USA, CTO and CISO at SecureMoney Inc., Canada, Technology IT Manager at BAT Bangladesh, and Faculty Member at IUT, Gazipur.

He holds advanced professional certifications including CISSP, CISA, CISM, CDPSE, PMP, PCI QSA, ISO 27001 Lead Auditor/Implementer, UK Ministry of Defence. Defence Cyber Certification (DCC) Assessor, and National Cyber Security Centre (NCSC) UK Cyber Essentials (CE) Assessor. His extensive knowledge and practical experience in cybersecurity, IT governance, AI, and digital transformation make him highly qualified to deliver application-oriented training for government officials, strengthening operational efficiency, secure public service delivery, and resilience against cyber risks.

### **Md. Latiful Islam, Senior FinTech Specialist at Sovereign Secure (UK)**

Mr. Islam is a member of the trainer panel for Data Science, Machine Learning, Artificial Intelligence, Generative AI, and Prompt Engineering. He is a senior FinTech and advanced analytics professional with more than 23 years of experience in banking, IT operations, business analytics, service quality, process automation, and enterprise transformation. He has held senior leadership positions at Eastern Bank PLC, where he worked on banking operations, core banking systems, RTGS, AML systems, MIS, compliance reporting, access control, and digital process improvement.

He holds MSc and BSc (Honours) in Statistics from Jahangirnagar University and an Advanced Certificate in Business Administration from IBA, University of Dhaka. He has also completed professional training and certifications in Data Science, Machine Learning, Generative AI, Prompt Engineering, databases, analytics tools, cybersecurity, and financial technology from reputed international training institutions. His strong academic background, practical industry experience, and training exposure make him well-suited to deliver application-oriented sessions for government officials.

### **Md. Mehedi Hasan, Cyber Security Consultant at Sovereign Secure (UK)**

Mr. Mehedi Hasan, CISA, CISM, CEH, ISO 27001 LI, PCI QSA, is a member of the trainer panel for the Cyber Security training programs. He is a Cyber Security Consultant at Sovereign Secure and has more than 20 years of professional experience in Information Technology, Information Security, and Information System Audit, particularly in the financial sector.

He formerly served as Chief Information Security Officer (CISO) of Bangladesh Bank and held important technology and security leadership roles at NCC Bank Limited and Uttara Bank Limited. He completed his graduation in Computer Science and Engineering from Khulna University and holds several leading professional certifications in

information security and audit. He has also been conducting certification-level training on CISA, CISM, and other information security and audit-related areas since 2012. His strong technical background, senior-level institutional experience, and recognized cybersecurity qualifications make him highly suitable to conduct cybersecurity training for government officials.

### **Prof. Khandokar A. Mamun, Ph.D.**

Professor Khondaker A. Mamun is a distinguished academician, scientist, innovator, and AI policy advisor with over 20 years of experience in artificial intelligence, digital health, and large-scale intelligent systems. He is a Vice President for AI, Innovation and Entrepreneurship at Washington University of Science and Technology, USA with joint appointment as a Professor of Artificial Intelligence at United International University (UIU), Bangladesh, and founder director of multiple research and innovation platforms, including AIMS Lab, BCI Research Lab, the Center for Digital Health Innovation, and the Institute of Research, Innovation, Incubation and Commercialization (IRIIC).

His work focuses on applying AI, big data, and IoT to government services, healthcare, education, and inclusive technologies. He has published over 200 scientific articles, holds several patents, and has received numerous national and international awards. Prof. Mamun leads several impactful research-to-commercialization initiatives, including CMED Health, delivering AI-driven primary healthcare to over 4 million people; MindWave Analytics (AI and BCI for neuromarketing); iPower (intelligent energy forecasting); and AIMS Talk (AI-based automation solutions). He also founded AI Forum Bangladesh to democratize access to AI. He earned his PhD from the University of Southampton and completed postdoctoral research at the University of Toronto. Beyond research and academia, he also worked as a consultant for Government of Bangladesh (GoB), Asian Development Bank (ADB), World Bank, UN Technology Bank for Least Developed Countries (UNTB-LDC), WHO, UNICEF and Voluntary Service Overseas (VSO), and was awarded various research and innovation grants (~ 3 million USD) from agencies like the Gates Foundation and International Development Research Centre (IDRC), Canada.

### **Dr. Engr. Md. Rafiqul Islam Khan, MCIPS, CP3P**

Dr. Engr. Md. Rafiqul Islam Khan, MCIPS, CP3P is a distinguished civil engineer, infrastructure strategist, and retired senior public administrator with over 34 years of leadership experience in government service, policy development, and large-scale infrastructure projects. As a retired Additional Secretary to the Government of Bangladesh, he has held key leadership roles across multiple ministries, contributing extensively to public-private partnerships (PPP), public procurement, port and maritime development, power sector reforms, health services, disaster management, and investment facilitation. He has played significant roles in nationally important projects involving port infrastructure, urban development, PPP initiatives, and international investment collaborations with global development partners such as the World Bank, ADB, and JICA.

Academically, he holds a PhD in Tidal Power, along with advanced engineering qualifications from Bangladesh University of Engineering and Technology (BUET) and Norwegian University of Science and Technology (NTNU), complemented by internationally recognized certifications in procurement (CIPS, UK) and PPP (APMG International). He also has experience in cybersecurity and the application of AI tools in professional and strategic contexts. Currently serving as Director (Planning and Development) at Jana Business Ltd., he brings strategic leadership, governance expertise, and a strong vision for infrastructure investment, innovation, and sustainable development.

### **Mohammad Faruque Alam**

Mohammad Faruque Alam is a highly accomplished, retired Secretary of the Bangladesh Civil Service (BCS Administration, 9th Batch) with over three decades of public governance experience. He has built an extensive career spanning administrative leadership, civil engineering, project management, and human resource development.

Beyond core ministries, Mr. Alam demonstrated exceptional macro-management expertise during his long-term deputation as a Member of the Bangladesh Export Processing Zones Authority (BEPZA) and as a Deputy Project Director for the Digital Land Management Project.

Mr. Alam holds a strong academic foundation, starting with a First-Class Bachelor's degree in Civil Engineering from the Bangladesh University of Engineering and Technology (BUET) in 1988. He later diversified into management, obtaining a post-graduate degree in Human Resource Management from Atish Dipankar University, alongside a specialized Diploma from London Metropolitan University in 2012. He also holds a Bachelor of Laws (LLB) degree.

His career is complemented by extensive national and international training. He completed core leadership programs at the Bangladesh Public Administration Training Centre (BPATC), alongside technical and administrative courses in Japan, India, and the United Kingdom. He is also multi-lingual, possessing extraordinary proficiency in Bangla, English, and Arabic.

### **Asaduzzaman Chowdhury B.Sc. Eng (BUET), MBA (IBA, DU)**

Former managing director, Bangladesh telecommunications company limited (BTCL). Member of BCS telecommunication cadre and served around 33 years at different positions at the BTTB/BTCL, the state-owned national telecommunication operator of Bangladesh. Serving as part-time faculty at the department of business administration, the university of Asia pacific, Dhaka since 2003. Earlier served as lecturer during 1988-89, at the department of mechanical engineering, Bangladesh institute of technology (BIT) Khulna (now the university of engineering and technology, Khulna). Also served at the Titas gas Transmission and Distribution Company Limited, Dhaka during 1989-1991.



**JANA BUSINESS LIMITED**



**SOVEREIGN SECURE (BD) LIMITED**

**TRAINING REGISTRATION FORM**

**Professional Training Program on Cyber Security, Data Science & Artificial Intelligence**

Conducted jointly by **Jana Business Limited** and **Sovereign Secure (BD) Limited**

*For Government Official/Corporate Participant*

1 Participant Information			
<b>Full Name:</b>			
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	<b>Date of Birth:</b>	
<b>National ID / Employee ID:</b>			
<b>Mobile Number:</b>		<b>Email Address:</b>	

2 Official / Organizational Information			
<b>Participant Category:</b>	<input type="checkbox"/> Government Official <input type="checkbox"/> Corporate Executive <input type="checkbox"/> Other		
<b>Designation / Job Title:</b>		<b>Grade / Level:</b>	
<b>Organization / Department / Company:</b>			
<b>Ministry / Division (if applicable):</b>		<b>Cadre / Unit (if applicable):</b>	
<b>Office Address:</b>			
<b>City:</b>		<b>Postal Code:</b>	
<b>Official Telephone:</b>		<b>Official Email:</b>	

### 3 Training Information

<b>Training Area(s) of Interest:</b>	<input type="checkbox"/> Cyber Security <input type="checkbox"/> Data Science <input type="checkbox"/> Artificial Intelligence		
<b>Preferred Batch / Date:</b>		<b>Training Mode:</b>	<input type="checkbox"/> In-person <input type="checkbox"/> Online <input type="checkbox"/> Hybrid
<b>Previous Relevant Experience:</b>			
<b>Expectations from the Training:</b>			
<b>Special Requirements, if any:</b>			

### 4 Nomination / Approval

<b>Name of Nominating / Approving Authority:</b>			
<b>Designation:</b>		<b>Organization:</b>	
<b>Contact Number:</b>		<b>Email:</b>	
<b>Signature &amp; Seal:</b>			

**Declaration:** I hereby confirm that the information provided above is true and correct to the best of my knowledge.

Participant Signature	Date (DD / MM / YYYY)

*Please complete all sections clearly and submit the form to the training coordinator. It will be collected on the first day of each training at the registration desk before starting program.*



## JANA'S others Training Programs for the Government Officials

- **Public Procurement training – 3 days**
- **Public-Private Partnership Training – 3 days**
- **Leadership Training – 2 days**
- **Training on Ethics & Mannerism – 2 days**
- **Institutional, Systematic & Individual Level Corruption Prevention – 2 days**
- **Secretariate Management Course – 3 days**
- **Financial Management Training – 3/5 days**
- **DPP Preparation Training – 3/5 days**
- **Budget Preparation & Implementation Training – 3/5 days**

*N.B The Schedule of the above trainings will be informed in due course. Moreover, it will be available in JANA'S Website Very soon.*

### Our Contact

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**JANA**  
JANA BUSINESS LIMITED



**SOVEREIGN  
SECURE (UK)**

# Training Plan Q2 - Q4, 2026

Reskilling on Emerging Technologies,  
Securing the Future

