



Course Title*: Soft Skill Development and Well-Being for Auto Shop Employees, DAERS, BUET

Key Objectives: Improvement of Professionalism, Work Efficiency, and Driving Skills with Updated Traffic Rules and Regulations for BUET Auto Shop Employees.

Audience: 27 Drivers and 11 Shop Attendants/Helpers under Automobile Shop, DAERS, BUET.

Total Session: 2 Session. 19 Participants in each session.

Date: 27 June 2024 (First Batch) and 04 July 2024 (Second Batch)

Tentative Course Duration: 04 Hours in each session.

Course Objectives:

- To raise awareness about health and well-being practices for Drivers and Helpers.
- To enrich Participants with strategies to improve physical and mental work efficiency.
- To update participants on the latest traffic rules and regulations.
- To know about conflict, Stress, Fatigue Management, and effective communication.
- To develop strategies for good ethical behavior in interactions with employees and colleagues.

Course Outline:

Lecture 01: Health Awareness & Well-Being (01 Hour)

- **Physical Fitness for Drivers:** Diet for Drivers, Importance of exercise, posture, fatigue management and injury prevention.
- **Health Risks of Sedentary Work:** Musculoskeletal issues, cardiovascular health concerns, and techniques for mitigation.
- **Importance of Sleep:** Impact on alertness, reaction time, and decision-making. Strategies for improving sleep hygiene.
- **First Aid and Crisis Management:** Use of First Aid Box, Basics of CPR (Cardiopulmonary Resuscitation).

Lecture 02: Mental Health Awareness and Punctuality (01 Hour)

- **Mental Health Awareness:** Recognizing signs of stress, burnout, and depression. Resources for mental health support, improve focus, and maintain alertness during long shifts.
- **Time Management Skills:** Route planning, prioritizing tasks, and optimizing work schedules to increase productivity.
- **Awareness Regarding Electronic Devices:** Effect of long-term use of Smart Phone, positive and Negative use of social media.

*The above-titled Short Course is proposed by the Scientific Officers of the Directorate of Continuing Education (DCE), BUET according to the custom demand of Auto Shop, DAERS, BUET.



Lecture 03: Professionalism and Ethics (01 Hour)

- **Effective Communication Skills:** Techniques for clear and polite communication with employees, colleagues, and other populations.
- **Customer Service Excellence:** Strategies for managing passenger expectations and maintaining a positive and professional image.
- **Ethical Conduct:** Upholding and Enhancing University Reputation, avoiding conflicts of interest, and responsible use of university resources.

Lecture 04: Updated Traffic Rules & Regulations (01 Hour)

- **Changes in Traffic Laws:** Overview of any recent changes to traffic laws and Special laws relevant to university vehicles (e.g., speed limits, parking regulations, safety protocols, Vehicle Fitness, License issues, and renewals).
- **Defensive Driving Techniques:** Strategies for anticipating hazards, maintaining safe following distances, and avoiding accidents.
- **Emergency Response Procedures:** Protocols for responding to accidents, medical emergencies, and vehicle breakdowns.

Lecture 05: Traffic Signaling System (01 Hour)

- **Traffic Control and Coordination:** Vehicle Tracking, Smart Traffic Management System
- **Technology used in Traffic management:** Introduction of Intelligent Transport System (ITS)
- **Understanding Traffic Signs and Symbols**

N.B: Based on the Lecture Duration Additional Course Content can be included according to the resource person's opinion.

Course Delivery:

- Interactive sessions with a mix of presentations, discussions, and exercises.
- Visual aids like videos, infographics, and handouts for better understanding.



**Short Course on
Soft Skill Development and Well-Being for
Auto Shop Employees, DAERS, BUET
Organized by: DCE, BUET
27 June and 04 July 2024**

Program Schedule

Date	Time	Event/Topic and Resource Person	
27.06.2024 (First Batch) & 04 July 2024 (Second Batch) (Thursday)	08:30 AM-09:00 AM	Registration	
	09:00 AM-10:00 AM	Lecture 01: Health Awareness & Well-being <ul style="list-style-type: none">• Physical Fitness for Drivers• Health Risks of Sedentary Work• Importance of Sleep• First Aid and Crisis Management	Dr. Abu Hena Abid Zafr Chief Medical Officer, Medical Center, BUET
	10:00 AM-11:00 PM	Lecture 02: Mental Health Awareness and Punctuality <ul style="list-style-type: none">• Mental Health Awareness• Time Management Skills• Awareness Regarding Electronic Devices	Prof. Dr. Md. Abdul Wahab Senior Consultant Psychiatry, Medical Center, BUET
	11:00 AM-11:15 AM	Tea Break	
	11:15 AM-12:15 PM	Lecture 03: Professionalism and Ethics <ul style="list-style-type: none">• Effective Communication Skills• Customer Service Excellence• Ethical Conduct	Md. Rafiuz Zaman, Assistant Professor, Department of Humanities, BUET
	12:15 PM - 01:15 PM	Lecture 04: Updated Traffic Rules & Regulations <ul style="list-style-type: none">• Changes in Traffic Laws• Defensive Driving Techniques• Emergency Response Procedures	Traffic Division, Dahka Metropoliton Police, Dhaka
	01:15 PM - 02:00 PM	Prayer and Lunch Break	
	02:00 PM - 03:00 PM	Lecture 05: Traffic Signaling System <ul style="list-style-type: none">• Traffic Control and Coordination• Technology used in Traffic management• Understanding Traffic Signs and Symbols	Dr. Md. Asif Raihan Associate Professor Accident Research Institute, BUET