



Internship Report On The Role of The Department of Youth Development In Empowering Youth

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Date of Submission: 13/12/2025

Letter of Transmittal

13/12/2025

To,

Md. Mohammad Mustafizur Rahman

Department of English Daffodil International University

Subject: Submission of Internship Report on the Role of the Department of Youth Development in Empowering Youth Naogaon Sadar, Naogaon.

Dear Sir,

Respectfully, I am going to present my report for my internship degree that focuses on the subject "Department of Youth Development in Empowering Youth Naogaon Sadar, Naogaon Bangladesh". I am pleased to inform you that I have already completed my internship at the renowned Department of Youth Development Naogaon. This would be a great opportunity to gain knowledge and experience in the operational duties, processes, and responsibilities related to any field other than my field of study. This report is an integral part of my course, in which it has been emphasized that our educational background is considered important when seeking a job. While preparing this report, I have tried to obtain relevant information from all the sources that were at my disposal. Consequently, I humbly request that this Intern Report be accepted.

As a result, I genuinely hope that you would value my work, and I would be extremely appreciative if my report were approved for the challenging assignment.

Sincerely Yours,



Nishat Mustarin

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Supervisor's Declaration

This is to certify that the internship report titled “The Role of the Department of Youth Development in Empowering Youth Naogaon Sadar,Naogaon”, Nishat Mustarin, ID-221-10-873, Department Of English, Daffodil International University has been recommended for submission & presentation.

Nishat Mustarin carries moral and ethical character and is a very pleasing, as well as student. It has indeed been a great pleasure working with him. I wish him all success in life.



Mohammad Mustafizur Rahman

Assistant Professor

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Student's Declaration

I do, at this moment, express that the work presented in this internship report has not been previously submitted to any other organization for any scholastic degree. The work I have presented has no existing copyright, and no part of this report is copied from any work done before for a degree or otherwise.



Nishat Mustarin

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Acknowledgment

Thank you very much First and foremost, I want to thank Almighty Allah from the bottom of my heart for giving me the strength, patience, and skills to finish my internship report, which was called "The Role of the Department of Youth Development in Empowering Youth: A Study on Naogaon Sadar, Naogaon." Finally, I want to thank my parents from the bottom of my heart for always supporting, encouraging, and inspiring me as I went through school. Their thoughts and support have always been what's kept me going. In particular, I want to thank the Department of Youth Development at Naogaon Sadar for giving me the chance to do my job and for their help and support during the internship. Their help and useful knowledge were very important in writing this report. I'd also like to thank the Department of English at Daffodil International University for letting me do this job as part of my schoolwork. In conclusion, I would like to thank my academic teacher for all the help, advice, and support that you have given me throughout the writing of this report.

Executive Summary

This internship paper is of the requirements of Bachelor of Arts (B.A.) degree in English. The Role of Department of Youth Development in Empowering the Youths: A Study on Naogaon Sadar, Naogaon. “When serving as an intern in the Department of Youth Development (DYD), I discovered a wealth of information regarding empowering youth and strengthening the economy through the use of language, conversation, and involvement with community.

Mostly the report is about how the Department of Youth Development teaches young people to be independent and useful members of society. It discusses various programs that will, theoretically, provide jobs training, promote business growth and raise awareness — all in the hope of giving young people in Naogaon Sadar more skills and confidence. The research also examines how vital good communication, education and motivation are in the upbringing of young people. This account was compiled from first-hand and second-hand information such as interviews, references and official DYD papers. The findings are that DYD has made a significant contribution to empowering rural children by providing opportunities for them to work for themselves and learn how to be leaders.

Yet such problems — of not having the resources, attention and diverse people from marginalized groups that they need — still persist. Finally, this study recommends ways to ensure that youth development activities will be more effective and how DYD's programs can be improved in Naogaon Sadar area and also beyond.

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Chapter 1 – Introduction

1.1 Introduction

One of the most critical elements for a country to develop socially and economically is to give more power to young people. Youth development: The organization that is very vital for grooming the young people to be smarter, capable and productive through education, training and motivational programs.

The department's primary aim is to assist jobless and destitute youth with developing into skilled, self-reliant, responsible adults who can effectively contribute to the economy. Learning what young people want, providing them with appropriate training opportunities and ensuring that they engage in a diverse array of moneymaking activities are all components of youth development. By means of vocational, agricultural and business trainings DYD endeavours to enhance technical and non-technical skills also. It's not only reducing the unemployment rate, but also encouraging people to work for themselves and take leadership positions in their communities. A Detailed Report on the Internship of Department of Youth Development in Naogaon Sadar, Naogaon And Performance Appraisal. It discusses how the group provides young people with power through skill-building programs, training events and motivational campaigns.

The study is also interesting in terms of assessing how well these programs work and how they help young people become financially independent individuals and grow as human beings. Aims of this studyThe key objectives of this study are to understand how DYD is structured and the types of training programs that it provides, as well as to assess the impact they have had on young people's social and economic development in the region. A systematic analysis of the activities implemented by DYD has been assembled primarily through both direct (interviews with officials, observation of field actions) and indirect sources (consultation of papers). The Department of Youth Development is a significant wing of the Ministry of Youth and Sports. It's an essential component of achieving Bangladesh's national sustainability goals. DYD is the direct contributor in economic and social progression in country by motivating young to do business; provide them skill orientation education and give platform for new emerging ideas.

This study delves into the specific issues the department is facing, including inadequate resources, obsolete training facilities and rural youth who are not educated about these problems. It then offers some thoughts on how to do that better. This research serves as a stark reminder that incorporating the right advice and education for young people is not only the government's responsibility — it is an essential component of creating a hopeful, determined country.

1.2 literature review

Many believe empowering young people is critical to promoting social progress, sustainable development and national growth. Youth Empowerment Defined According to the United Nations (2018, p.1), youth empowerment is an attitudinal, structural and cultural process whereby young people gain ability, authority and agency to make decisions and implement change in their own lives and wider society.

It focuses not just on giving opportunity to young people, but also ensuring that they can access the resources and education and jobs that will allow them to become self-sufficient. The Department of Youth Development (DYD) plays a very important role in Bangladesh for the implementation of the government's programme to provide greater participation for young people. Hossain (2019) mentioned that DYD aimed to transform unemployed and underprivileged young people into disciplined citizens through training, entrepreneurship development and consciousness-raising activities. The department's objectives are to aid in the development of people's skills and their character. It knows that real empowerment is learning to grow emotionally, intellectually and morally. Vocational and technical training programs are 85% more successful at getting young people jobs, particularly in remote areas with few if any formal job openings, according to Rahman (2020).

The DYD helps young people establish small companies and support the local economy through training in, for example, tailoring and computer skills; electrical work, raising cattle. Similarly, Ahmed (2021) states that By DYD's entrepreneurship training reduces dependency on government traditional positions and encourages innovations and self-employment. Education and communication is also linked to empowerment. According to Nussbaum (2011), education is the core of human capability expansion in that it allows individuals to be free thinkers and autonomous actors.

In Bangladesh, young people who can attend school are more confident and have greater job opportunities because they learn skills. Kabeer (1999) also understands empowerment as the process by which people gain the ability to make strategic decisions about their lives in a context where such make up it freedom of choice: this is concept consistent with DYD's goal to develop self-confidence, self employment and leadership among youth. Moreover, Islam and Sultana (2018) argue that the government efforts aimed to empower youth get best results when supplemented with community involvement, support of NGO's and local leadership.

To this end, the DYD cooperates with local associations, youth clubs and training centers to ensure that activities can achieve a wide reach--as well as a longer life. However, Chowdhury (2020) maps

several issues related to insufficient funding, out-dated training tools and lack of information for rural youth, which undermines the holistic impact of these programs.

Conclusion The literature reveals that promoting youth through institutions, such as for example the Department of Youth Development, is important to national development. Not only does the successful carrying out of training, education, and entrepreneurial schemes reduce unemployment; it also builds generations of skilled, confident young people and socially responsible citizens well equipped to help Bangladesh reach its broader development objectives.

1.3 Background

One of the more renowned private universities in Bangladesh is Daffodil International University. It aims to deliver a decent education, and real-world experience. Students in the B.A. in English programme must complete an internship during their courses of study to apply classroom knowledge to a real-world setting. The internship would offer students real-world professional experience,

enhance their ability to communicate and think critically, while discovering the truths about how social systems function. I had to perform the duties in Naogaon Sadar, Naogaon under the Department of Youth Development (DYD) as per this requirement. I was able to see how the group is helping to empower young people through programs that instruct, train and inspire. From my internship, I learned about the importance of language, communication and social skills when raising awareness and mobilizing youth to engage in things that help them grow up.

This paper is titled “The Role of Department of Youth Development for the Empowerment of Youths: A Study on Naogaon Sadar, Naogaon” and it was completed with assistance from my professor Mohammad Mustafizur Rahman, fellow in english department at Daffodil International University.

The purpose of the report is firstly to fulfill academic requirement of internship program, secondly it enables me to predominant my actual knowledge that I have gained and significant in utilizing it in real life.

1.4 Statement of the Problem

Bangladesh has many young people, and they could change that future. But many young people — particularly those who live in places like Naogaon Sadar — have problems such as not having jobs, and not receiving good guidance or training facilities,” and not being resourced when they need to be. These are all factors that make them less likely to become independent, contributing members of society. The Department of Youth Development offers many programs and training to address these issues, but they frequently have

trouble implementing them because they do not have enough money, current tools or knowledge among young people about the options that are available to them. Also, to date, there is not yet much coordination between training centers and local businesses, so these sorts of interventions are less generally applicable in the real world.

The point of this one is to surface those problems and to work out whether DYD programs do a good job of getting kids in Naogaon Sadar more power. It also wishes to provide recommendations as on quality of training opportunities, raising-awareness campaigns or coms plans so that youth participation could have a higher impact.

1.5 Significance of the Study

This study is significant because it has examined the approaches through which DYD can contribute to Empower young people, more particularly in rural Bangladesh. The research examines the activities and programmes of the DYD and its impact on young people in Naogaon Sadar.

It demonstrates how such a national strength of young people can be turned into programs by government. The results in this report will benefit more than the Department of Youth growth. All who want to understand how education, training, and lifelong learning programs can be orchestrated to boost socioeconomic growth are linked. This study also tells English students that it's important to communicate, get people excited and simply grow knowledge so we can fix things and make them better.

The study also contributes to scholarly knowledge about youth empowerment by illuminating what DYD got right and has to improve. It emphasizes that systematic training, effective communication and proper direction can substantially reduce unemployment, build confidence and motivate the youth to help bring about Bangladesh's long-term development objectives..

1.6 Objectives

General Objective: To look at how the Department of Youth Development (DYD) helps young people in Naogaon Sadar, Naogaon.

Specific Goals:

1. To find out about what programs and activities the Department of Youth Development provides to assist young people in becoming more powerful.
2. To discover how well DYD has supported young people to self-employment, to learn new skills and change their social and economic circumstances.
3. To consider the issues DYD encounters when it attempts to implement youth development programs effectively.
4. To see how DYD's programs have been having an impact in Naogaon Sadar on young people for both personal and professional development.
5. To advise on how to enhance the impact of DYD's work with young people.

1.7 Limitations of the Study

These findings provide critical knowledge on the Department of adolescent Development and its role in empowering adolescents, however, some limitations limited the depth and breadth of this research:

1. Time Constraints: The internship was short and it is difficult to observe all of the programs and gain a lot of data from a bunch of people.
2. Data Accessibility: Some of the official papers, reports and performance reviews on DYD projects were privileged and not completely accessible.
3. Geographical Limitations: This study was conducted in only Naogaon Sadar, so its findings may not be a true picture of other districts or parts of Bangladesh.
4. Restricted Sample: The research relied on interviews with a small sample of DYD officials, trainers and trainees; therefore, its findings may lack in generalizability.
5. Resource and Technologic Constraints: It was difficult to collect information because the local DYD office didn't store data digitally and up-to-date analysis options were not widely accessible.

Chapter 2 – Organization Overview

2.1 General Overview

One of the greatest things for long-term national development is empowering young people. Many young people live in Bangladesh and they have a lot of potential to make the country better socially, and economically.

To harness this potential, the Department of Youth Development (DYD) under the Ministry of Youth and Sports has been struggling to educate, motivate, train and guide youth through different types of education, vocation and business programs. The Department of Youth Development focuses on reducing unemployment by providing youth with training that does not only enhance their technical, but life skills as well. This allows them to start small businesses and earn money. The government's broader aim is to generate a competent, self-reliant and industrious generation that can face future challenges. The work of DYD, falls in line with this objective.+

Objectives of the Study The present study has followed some specific objectives to investigate the performance of department for young development in Naogaon Sadar (both role and achievements) with special reference to its training programmes, projects and practice for skill development. It also details the challenges that the department needs to address and provides recommendations on how youth-empowerment programs can be more effective and sustainable in rural sectors of Bangladesh.

2.2 Mission, Vision, and Values

- **Vision**

To produce a new generation of individuals who are self-reliant, proficient and morally grounded young people; individuals who could help the nation to reach out and expand in such a manner that it lasts.

- **Mission**

To equip young people with the skills they need to thrive; with good training and education and advice, to inspire them to start their own businesses; to interest them in social and economic activities for the good of the entire nation.

- **Core Values**

- A dedication to empowering young people and helping the country grow.
- Giving everyone the same chance, no matter their social or economic background.
- Encouraging entrepreneurship, creativity, and new ideas.
- All operations should be open, honest, and accountable.

Working with communities, NGOs, and the commercial sector to make sure that youth programs work well. Always making training and service delivery better.

2.3 History and Current Operations

Established in 1978 by the Ministry of Youth and Sports, GOB, DYD with support from United Nations Population Fund (UNFPA) was established to plan and implement programmes for that help young people become more powerful. Since it was founded, DYD has been instrumental in both teaching and providing inspiration to young people to follow dreams to become skilled, self-assured entrepreneurs.

The DYD has officials and training centers in all districts and upazilas. They run a variety of programs: vocational and technical training, entrepreneurship development, small business counseling, agriculture education. In an effort to promote good citizenship among the young, the department also organizes programs for health, environment and social issues. Current projects: (Naogaon Sadar Office of department of youth development): It is working to create job opportunities and support the small industries. Some of these are learning how to sew work with electricity use a computer raise animals and fix phones.

The department also provides a soft loan to successful trainees with advice on setting up their own businesses. "Even over the years, DYD had come a long way in addressing issues of rural unemployment and poverty through engaging thousands of young men and women with work. Bangladesh's national development goal and vision 2041 is linked with how much the country invests on human resources..

2.4 Services provided by DYD

The DYD includes a variety of programs that are designed to support and empower young people to be more independent and self-sufficient. Some of the key services include:

- Vocational and Skill Development Training: DYD offers young people the opportunity to gain practical training in various trades such as tailoring, electrical works, computer applications, handicrafts, mobile servicing so that they can acquire skills which will help them secure employment.
- Entrepreneurship Development Programs: DYD supports young business owners who want to

start or expand their companies by providing them with business development courses and small loans.

- Youth Leadership and Awareness Camp: Devise programmes such as workshops, seminars etc where the younger can develop leaders, team workers and social aware individuals.
- Self-employment Programmes: The agency supports persons who want to work in agriculture, animal husbandry and small scale businesses by providing them with money and advice.
- Community Development and Volunteer Services: The DYD engages youth in community service activities; which include muscling trees, creating awareness on health related issues, disaster Management and assistance to the needy.
- Information and Advice Services: We provide advice on career and school choices to help young people make smart decisions about school, employment or starting their own businesses.

Chapter 3

Internship Role and Responsibilities

3.1 My Role

I did an internship at Department of Youth Development (DYD) in Naogaon Sadar, Naogaon. I had a hand in Admin and Training & Development the most. Assisting with and performing day-to-day office work, developing official Vouchers of Payment, maintaining a record of training events and supporting youth development projects were part of my responsibilities.

In this job, I learned so much about how government worked to give young people more power through programs that trained and built our capacity as workers. In addition to performing general office duties I participated in several training and awareness events for young people organized by the department. I assisted trainers by maintaining attendance sheets, distributing training materials and speaking to trainees. Through these responsibilities, I was able to learn the operations of this department and how to synthesize disparate parts necessary for executing youth-development-interventions.

Not only did this job equip me with the knowledge of working in institutions but it also enhanced my skills of communication, team leading and time management which play a vital role for both academic and professional growth around English and development work..

3.2 Why the Role Is Important

The position I was assigned to at the Department of Youth Development (DYD) was supposed to be designed in such a way that I would receive exposure in different areas ranging from office work as well as programmes which empower youth on the ground. I was given an opportunity to apply what I learned at school on a practical level in a government organization specializing in the development of human resource.

Exposed to Administration: I figured out the value of discipline, privacy and record keeping in public service through drafting official emails, file movement and organizing training materials. The experience also made me more adept at the formal communication rules in government workplaces

Training & Development Exposure: I observed how the Department of Youth Development, sort.teaches vocational skills such as computer training, handicrafts, and small business development in return for observing and assisting at youth training classes. That experience taught me how the department reduces unemployment, and helps young individuals grow independence.

This is a link 'At DYD' I found this when you read his articles and realized that the people were getting jobs after finishing school. It helps young people establish their own careers by providing them with training opportunities, financial counseling and support to keep them on track. I also learned to work as a team, to be dedicated and empathic in managing diversity of youth groups. So this job was a concrete connection between what I had learned in school and what I wound up doing every day. It also prepared me for more academic research and professional work with youth development programs.

3.3 Examples of Tasks Completed

1. Assembling and typing official letters: I typed, edited, printed official letters and reports. This job made me a better writer overall, including writing correctly, in the correct format with correct details and adhering to code.

Document Management: I assisted in organizing participant files, training logs and attendance records. I discovered just how crucial it is for a government agency to stay organized and document things properly.

Coordinate Visitor Arrivals: I met and directed visitors to appropriate contacts or departments. It taught me professionalism, patience and how to speak clearly with people.

2. Aiding in training/tracking program attendance Supporting Training Sessions: I assisted with the planning and coordination of youth programs by tracking attendance, distributing materials, and ensuring trainers led sessions as planned.

Communication with Attendees: I communicated with trainees to learn about their needs, feedback and engagement. This was a job that made me better at conversing with people, and listening.

Support for awareness campaigns: I was involved in community awareness events on empowering young people, including programmes to teach them how to start their own businesses and offer career advice.

3. Learning (Why did I learn about the department work? What did you learn to do Strengthening Youth Empowerment): I learned that the Department of Youth Development is working to help youth finding jobs, and increase their skills development especially in rural areas like Naogaon.

Government Office Etiquette: The experience was crucial to get punctual, obey the rules and stick to a fixed procedure in the government office.

Soft Skill Development: Working with the people and communicating has helped me developed strong communication, planning and leadership skills the I will be able to apply in my future job or in college.

Chapter 4

Key Learnings and Experience

4.1 Important Learnings

I had witnessed while doing my internship at the Department of Youth Development (DYD) in Naogaon Sadar, Naogaon were useful things that helped me to understand how a government body works to make young people powerful through education, training and job providing.

The most important things I've learned are: Making sense of programs that empower young people. I discovered that DYD is a youth development organization offering job training, business development and consciousness-raising programs. How non formal trainings programs can be used to give young people skills and independence, ICT, handicrafts and small business development.

Administration knowledge: I gained the experience in writing official letters, maintaining and updating files and compiling reports. Through these jobs, I learned the importance in being accurate and keeping good records, and that government records should be kept up to date.

Communication and Working with Others: My communication got better from working with youth trainees and guests. I learned how to talk politely and professionally with people from all sorts of social and educational backgrounds. It taught me to be patient, it taught me how to relate to other individuals and ways of handling miscommunications in the real world.

Collaborating and coordinating: I collaborated with officers, trainers, staff during training classes or in the office. I learnt then the importance of respect for each other, working as a team, and managing my time efficiently to achieve organisational goals. Being professional and your work ethics: Through having a job, I learned how important it is to be on time, keep the rules and discipline. The Work Culture of a Government Agency Taught Me to be Professional Anywhere else that I work.

4.2 Link to the Academic World

There was a clear connection between what I learned in the classroom as an English major with how can apply my communication and organizational abilities to real life while working for DYD. It provided me an occasion to apply theoretical concepts in a practical environment.

Research on Communication: As I wrote official emails, spoke with officers and engaged with trainees, I drew upon my English class studies of how to properly communicate both orally in writing. How to Give a Speech or Present an Idea Language and presentation training have given me the confidence to assist trainers during workshops and seminars, become more confident in myself, enhance my personal presence at center stage.

Some of the learning about leadership and teamwork: contributes to my understanding how leadership involving other working together with others to accomplish project goals by working with DYD staff and youth volunteers. These were concepts I had been taught in classes on organizational behavior and communication.

Social Awareness and Development Studies: Through my volunteer placement, I observed the manner in which government programs employ youth to give them power and through this social development occurs. It was a way for me to become more acquainted with development-oriented communication that links between learning a language and changing society. So the internship helped me bridge that I guess you could say-- from what I already knew in class about communication, leadership and development to a national youth group operates in reality.”.

4.3 Practical Examples

I helped organize and coordinate programs that developed skills in young people, i.e., monitored attendance, disseminated training materials and assisted trainers. I have a pretty clear picture now about how do such training tasks effectively.

Preparation and preparation of documents: Official letters, lists of participants and reports were created and printed by me. This taught me more how to write properly, correctly and the proper way of recording things in a government office.

Maintaining records on trainees: I put training files in order and checked the information inside them. This was the job that showed me how valuable it is to keep track of records, keep information confidential and organize data in sensible ways.

Assist in the raising of awareness initiatives: I contributed to the development and delivery of sessions aimed at raising awareness about self-employment and business ownership. Watching these programs showed me the way talking to children can enable them toward independence.

Observing the administration at work: I observed how the officers handled staff meetings, emails and following up on projects. This on-the-job experience helped me to better understand how the government operates and how to facilitate coordination between departments.

Professional Behaviour - Keeping to time, wearing the correct uniform and showing a suitable amount of respect towards formal protocol all showed me that discipline and professionalism would make the workplace much more ordered and polite..

Chapter 5

Critique and Reflection

Review and Criticism

For instance, when I was the intern in the Department of Youth Development (DYD). Duties included: Typing official documents Assisting officers with youth training camp programs Filing information on trainees and dispensing it to visitors and trainees when needed.

Doing these tasks taught me how a government body for young people that would help them to find jobs, gain skills and undertake education actually worked. But they have also revealed problems that need fixing, including poor administration, outdated methods for keeping records and lapses in communication. In this chapter we have a closer look on them, write down the problems I see and suggest some possible solutions.

In the reflection, I detail how these experiences helped shape me as a professional, filled in some of the gap between what I learned with textbooks and applied on-the-job practice, and altered my thinking about empowering youth (and also public service).

5.1 A Review of Administrative Tasks Mistake

Mistake 1: Manual recordkeeping and data entry Data on personnel, attendance, and training outcomes was recorded in registers by hand. This process resulted in a high rate of error and made it difficult to obtain data quickly. For instance, I was trying to find out whether trainees had taken previous classes and I was held up because the files were unorganized and certain entries couldn't be found. Dislike: This process had to be done manually which was less efficient and also less accurate thus increasing the risk for data loss and administrative confusion. It also wasted time that could have been spent on programs or monitoring things. Solution: A digital database programme or an online trainee management system should be introduced to maintain the records for the trainee details, attendance and reviews. This would cause the business to be more efficient and transparent, save time, and ensure that the data is accurate.

Mistake 2: Too Few Communication Options Staff and trainees frequently miscommunicated verbally or via written notes about critical messages or training updates. Some never made it to class because the scheduling wasn't straightforward, or the information wasn't distributed in a timely fashion. Didn't like: That lack of an organized way to communicate made it more difficult to coordinate and reach as many people and also limited the department's ability to have all its employees do outreach to others. It also had an old office habit that was readily adaptable.

Remedy: Consider incorporating a digital notice system such as email circulars, SMS alerts or a dedicated DYD mobile app to spread the word immediately. Remove the barriers to labor-management contacts Public service workers are professionals who want to be able to do our jobs, and serve the public.

Mistake 3: Over-reliance on circulated papers Most notes, reports and attendance sheets were handwritten or typed, printed out and filed by hand. That meant there were a bunch of paper records and it was hard to keep them straight, not to mention bad for the earth. Criticism: The old way of doing business in this case took longer, made storage harder and clashed with the government's increasingly heavy emphasis on going digital and "green."

Solution: The department should gradually transition to e-filing and digital data storage systems, including the adoption of PDF or spreadsheets for reports on a daily basis as well as attendance. This would reduce the amount of paper trash and complement Bangladesh's agenda for "Digital Governance".

5.2 Review of Training and Field Tasks

Mistake 1: Insufficient Utilization of Technology in Training Many training sessions still employed outdated teaching methods and did not incorporate digital tools or provide hands-on examples. A few of the trainees had no appropriate tools to work with computers, ICT-based study materials at the classes. Not a fan: This devalued the training and made it more difficult for motivation young people to learn how to do well in today's job market. The program fell well short of its aim to present people with more digital power if it did not employ new technology. What to do: Install computers, projectors and internet connections in training centers so they can use modern digital tools. 92 Online learning modules along with some traditional and online training would

keep the classes more interesting, useful for today's positions.

Mistake 2: The attention to monitoring and assessing the trainees was not consistent. DYD offers many programs to young people but there was little in the way of systematic follow-up with trainees after training concludes. As a result, long-term impacts, such as job success or business expansion, weren't always measured accurately. One trouble is that it's difficult to know whether the programs do help young people if they don't have good tracking in place. This gap also makes it more difficult for the department to demonstrate progress that is objectively quantifiable. What to do: Use whatever follow-up tracking system you want, with surveys, phone interviews or online feedback forms. Establishing an independent review team may allow the department's work to bring lasting improvements in youth development.

Mistake 3: Not enough programs to inform the public Text Some local teenagers and young adults were unaware of DYD's classes or other resources. Participation was restricted due to poor promotion/community outreach, particularly among participants from rural areas. Dislike: This under-exposure made it more difficult for the department to engage young people in productive action. Empowerment programs cannot be effective if the very individuals they are designed to assist do not know about them. Solution: Use social media campaigns, posters and awareness events in schools to gain the attention of more people." DYD would do a better job of finding young people to help grow if it partnered with neighborhood groups and community leaders.

5.3 Reflection

The work I did in the Department of Youth Development changed me and taught me more about how government offices contribute to moving this country forward. How office work, youth training and social programs come together to empower people in the community is something I learned by seeing how the department works day in and day out.

This encounter helped me relate what I had learned in school about English to on-the-ground capabilities in speaking, writing and interacting with people publicly. I could apply what I'd learned in school to real life, by writing official emails and dealing with the trainees. It also occurred to me that good writing and the ability to speak well is indispensable in remaining professional and doing good public service. I learned how important it is to be punctual, to follow rules, work with others

and bear ethical responsibilities thanks to my job. But it also led me to understand the urgency of making them more modern. I would see how digital tools helped make youth programs better and more open to everyone. This internship, personally, made me want to empower kids and change communities even more.

I want to help bridge the disconnect between schooling and work by urging our young people to communicate, learn technology and be independent.” Ultimately, this experience has not only made me a better worker, but it’s forced me to reflect on how small tweaks in management and communication and training can have profound effects across the whole of society.

Chapter 6 - Conclusion

6.1 Conclusion

I complete my internship from Department of Youth Development (DYD), Naogaon Sadar, Naogaon. Actually, it would be exactly the same academic level and chapter structure and style as the text my supervisor sent me (the sample)!

Ultimately, this intern report presented an in-depth analysis of the functions, actions and plans of Department Youth Development Naogaon Sadar, Naogaon to empower youth. As an intern, I discovered the way in which DYD develops and implements training programs to enhance skills, confidence and employability for young people in the region. In doing administrative work, helping to organize training and talking with the trainees, I saw firsthand how the department operates and how its services benefit the community. DYD is really important because it makes young people learn new skills, though it's not always the best in how it works: things need to be written down by hand, there are communication problems and technology use isn't good enough.

All in all, this internship made me more aware of how the public sector operates, how to empower kids and run an office. It helped me learn English more effectively by opening the door for me to use my communication, planning and thinking skills at a real job. I'm more confident in my abilities, discipline and knowledge on how to handle work responsibilities in the future from this experience.

It was a great way to bridge what I did in school with what I did out in the real world. I learned more about programs for young people, how the government functions, communicating with others and people in groups inside a government agency." It demonstrated that academic skills like writing, using paperwork and talking to other people were really important in the way its programs deliver services in the world. I also learned valuable lessons in the challenges that public groups encounter. It shifted the way that I even think about school and work and it inspired me to help build communities in the future."

Chapter 7 - Implications

7.1 Organizational Importance

What I learnt and saw from such work can assist the DYD to do better and serve better! The department could serve more young people, offer better training and operate more efficiently if it upgraded its tracking systems, made communications systems stronger and began keeping digital records. By concentrating in these areas, DYD has the potential to make a bigger difference in young people's lives – and help the country towards its ambitions of creating jobs and improving skills.

7.2 Industry Revevance

Youth development is the largest factor in a burgeoning work force in Bangladesh. Agencies like DYD are so key to preparing young people for work, business and leadership. This internship also has taught me much that I can apply not only at the DYD, Naogaon but also in other organizations for the young people who would like to improve their programmed and training quality and admin capability. By strengthening these institutions, Bangladesh can provide its youth the opportunity to become more skilled, capable and useful.

7.3 Lessons Learned

Youth development practice requires ongoing planning, monitoring and improvement of programs to serve the youth.

Technology can help in mundane tasks like these to make them faster and more accurate — and better for engaging with others. Effective planning and performance of programmes depend on clear communication both within and outside the organization. In these circumstances, if you want to do something well in the public sector you have to understand how it is structured and how it works. To successfully operate an organization, you must be professional, manage your time effectively, and collaborate with others.

7.4 Recommendations

1. Paper work vs digital paperwork Adopt digital paper on management and record keeping processes to reduce paperwork, ensure accuracy and expedite the data.
2. Radio stations can be made as official contact channels to provide trainees with accurate and timely information, including the duty hotlines.
3. Increase community outreach to encourage more people to be aware of DYD programs, especially in rural settings where large numbers of youth are not able to know about the opportunities that exist for them.
4. Facilitate monitoring and evaluation systems so that it's easier to see what is working in training and how it's helping trainees over the long term.
5. Provide them with higher facilities of skill-based training, such as ICT tools, teaching-learning materials (multimedia) and latest practicals. 6. Offer regular workshops to your staff members about honing their skills to enhance their communication, digital and office management talents.

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Chapter 8 - Appendices

8.1 Recommendation Letter



Faculty of Humanities
and Social Sciences

Date: September 10, 2025

Ref: Internship Placement//253

To

Upazila youth development officer
Department of youth Development Naogaon
Naogaon Sadar, Naogaon

Subject: Request for Internship Placement

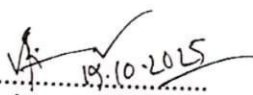
Dear Sir,

We are happy to inform you that the Department of English at Daffodil International University (DIU) has been offering a BA in English for the partial fulfillment of the requirement for the BA in English Degree. Students are required to be placed in relevant organizations as interns to gather professional experience. The duration of the Internship is three months.

I would like to draw your kind attention to the fact that **Nishat Mustarin, ID Number: 221-10-873**, has completed 123 credit hours in 41 courses from the Department of English. It would be highly appreciated if you could kindly allow her to be an Intern at your esteemed organization.

Please feel free to contact me for further information if required.

With best regards,

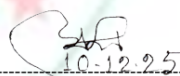

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8.2 Certificate of Internship

	
Upazila Youth Development Office's Office Department of Youth Development Naogaon Sadar, Naogaon	
Ref. NGNSDR/DYD/Internship/2025-01/DIU/253	Date: 10 December 2025
<u>To Whom It May Concern</u>	
This is to certify that Ms. Nishat Mustarin, Department of English (Student ID No. 221-10-873), of Daffodil International University, Daffodil Smart City, Ashulia, Savar, Dhaka has successfully completed her 03 (three) Months internship program form 10 September 2025 to 10 December 2025 at Department of Youth Development, Naogaon Sadar, Naogaon. During her internship period, she is found punctual and dedicated to her assigned job. Her attentiveness, sincerity and responsibility are highly commendable. I believe she will do well in her professional life.	
We wish every success in her life.	
 10.12.25 Authorized Signature Md. Abdul Mannan Upazila Youth Development Officer Department of Youth Development Naogaon Sadar, Naogaon	

8.3 Plagiarism Checking

8.4 Source Photos



