

COAST Training Plan during July 2019- June 2020

SL	Course title, duration and batch and duration	Objectives After the course the participants will be able	Major contents	Target Audience	Date of Curriculum Development	Date of Participant selection and invitation	Course Facilitators	Specific Schedule and Venue
1.	Managerial Development Course	<ul style="list-style-type: none"> • To know about management approach • To know team management and meeting conduction • To know about report writing and documentation. 	<ul style="list-style-type: none"> • Management theory • Problem solving and Decision making process • Supportive Supervision • Planning-daily, weekly, monthly, 3 monthly • Meeting conduction: Norms etc • Meeting minutes • Time mgt • Team management and building • Conflict Management • Stress Management • Time management • Delegation and its implication • One way and two way communication • Verbal and non verbal communication 	Mid level staff	Done	Before one week	JA & SI	21-23 July, 2019; CxMTC

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2.	Advance MF for AM & BM, 4days	<ul style="list-style-type: none"> To know how to take decision by analyzing Financial statement To know about Social performance management if its necessity. To know the client protection policy. To explain about the supportive supervision technique. To know how to develop immediate colleagues as a manager 	<ul style="list-style-type: none"> MF trend analysis Management Information System Financial statement Ratio analysis Social Performance Management Client Protection Principals Motivation and energizing Staff supervision technique. Stress management. Management styles and approaches. MF trend analysis Mental and psychological support, human relation On the job training Co-work, mentoring, coaching. Learning sharing 	AM & BM	done	done	Head and RPC	24-27 Aug, 2019 at all Regions
3.	Training Methodology and Development Course	<ul style="list-style-type: none"> To know about conducting training To know about training methodology To know about development communication 	<ul style="list-style-type: none"> What is Training, why it is needed? Training, teaching, facilitation, learning sharing, monitoring, supportive supervision Training theory: Pedagogy, Andragogy, Synergogy and Grape vine theory Training Methodologies: One way training and Two way training Rules of an ideal trainer, controlling, techniques and lessons, follow up. Checklist 	Mid Level Staff	done	done	JI & MR	26-29 July, 2019; CfMTC

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4.	Management and COAST Program Approach for CDOs-3 days. 4 batches	<ul style="list-style-type: none"> To know how to form groups and group meetings. To operate the savings and credit program in the shomoties. 	<ul style="list-style-type: none"> Formation for groups and group meetings. Different micro finance products. Group discipline technique. 	CDO, All regions	Done	Before one week	RPC & AM	28-30 Dec, 2019; CxMTC 11-13 Jan, 2020; NKH 18-20 Jan, 2020; CxMTC 8-10 Feb, 2020; Ctg
5.	Bio safety rules and Promotion of Hygiene – 2days-4 batches	<ul style="list-style-type: none"> To understand them about bio safety rules To motivate them to follow bio safety rules To understand them the bad effects if the rules are not following. 	<ul style="list-style-type: none"> Concepts of bio safety rules and promotion of hygiene The bio safety rules of COAST Trust How to follow the bio safety Why the rules need to be followed in our personal and professional life 	CSOs	Oct 1, 2017	Before one week of scheduled date	Hasibul Haque, Nitto, Shohor Ali	19-20 July, 2019; NHK 25-26 Oct, 2019; Ctg 15-16 Nov, 2019; CfMTC 15-16 May, 2020; CxMTC
6.	Gender and Development, 3 days. 1 batch	<ul style="list-style-type: none"> To enhance the knowledge of leaders on gender. To develop the positive attitude on gender equity. 	<ul style="list-style-type: none"> Gender concept Gender discrimination Gender and development Gender and ethics COAST gender policy approach and mainstreaming Legal basement of gender / Gender and human rights. 	Mid level Staff	Dec 01, 2019	Dec 01, 2019	FAR, RB	Dec 8-10, 2019; CfMTC

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7.	Participatory Outcome Mapping and TOC/LFA; 5 days; 1 batch	<ul style="list-style-type: none"> To know about the LFA and OM. To know how to Apply LFA and OM for M&E 	<ul style="list-style-type: none"> Mission n Vision Problem tree Output, outcome, impact and other terminologies. Monitoring and evaluation Project proposal sharing Study of project proposal Contents of PP and budget Practical sessions on PP writing Theory of change 	PC, M&E, PO,	Sep 5, 2019	Sep 5, 2019	SKB & IQU	22-24 Sep, 2019
8.	Budget and Finance Monitoring- 04days. 1 batch	<ul style="list-style-type: none"> To know the financial trend analysis To prepare the budget Budget variance To analyze income /expenditure 	<ul style="list-style-type: none"> Financial trend analysis and its effect to the management and operation Budget preparation technique Budget variance and cost control Compliances with MOU of donor and COAST financial manual. 	RTL, PC, RPC, AO,	Feb 25, 2020	Feb 25, 2020	DD+ Head	14-17 Mar, 2020
9.	Presentation and Development Commutation Course ; 4 days	<ul style="list-style-type: none"> To know about Development Communication To know about to make presentation 	<ul style="list-style-type: none"> Developing presentation, how to present Development communication tools and it's detatils 	Mid level staff	Oct 25, 2019	Oct 25, 2019	BUM & MHM	2-4 Nov, 2019; CfMTC
10.	Basic Accounts for BM; 5 batches; 3 days	<ul style="list-style-type: none"> To maintaining cashbook and petty cash To preparing accounts related reports 	<ul style="list-style-type: none"> How to maintain cashbook and petty cash Preparation of accounts related reports Budget variance analysis and cost control mechanism Vouchers –Debit, Credit Accounting and Business vouching 	All BA	Done	Before one week	Coordinator & Head	2-4 Jan, 2010; CfMTC (2) 21-23 Mar, 2020; CxMTC 18-20 April,2020; NHK 23-25 May, 2020; Ctg
11.	English Proficiency Course	<ul style="list-style-type: none"> To develop the English writing, listening and speaking skills of the 	<ul style="list-style-type: none"> Reading daily English news paper Identifying 10 words everyday 	Mid Level Staff	Done	Done	ZI & SI	3-5 Aug, 2019; CxMTC

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		mid level staff <ul style="list-style-type: none"> To develop the skills of email and Face Book management Bangla and English drafting 	<ul style="list-style-type: none"> Identifying meaning of 10 words by using dictionary English Proficiency- Pronunciation/listing -SI <ul style="list-style-type: none"> Listing/ watching- BBC world and CNN Reciting Self-talking Talking in office English Proficiency- Writing-ZI <ul style="list-style-type: none"> Write one page in everyday Write short sentence No confusion or duplication Self-editing Simple grammar, Tense, Voice Report writing, Case study etc. 					

Decentralized training record, performance and training monitoring as basic rules. The training reporting after completion the course will also be sent to Director and Executive Director along with a copy to AD-HRM for personnel file of participant.

Notes:

1. Core Program Foundation course: After accumulation of 15-20 new staff 5 days foundation training course will be organized. A prototype curriculum will be developed and it will be three days course. But before receiving the foundation course all staff will go the orientation one to one training method. It will be primary induction on the job.
2. Respective Regional Team Leader will ensure the quality of the training courses and ensure the reports through prescribed formats.
3. All the courses will have to be included with UDHR, Gender Issues, COAST Humanitarian Accountability Framework, Complaint Response Mechanism, Information Disclosure Policy and COAST MF with RBA integration, Bio-safety rules.
4. Morning exercise, different teams responsibilities will be ensured and these are the core parts of the courses.
5. After each course a cultural program will be organized where the other staff of BMTC/CMTC/Noakhali Region Office will be present and after the program a slight office-made snacks will be entertained. For the participants improved diet will have to be provided.
6. Course coordinator can give one day leave after the completion of training course.
7. Books or materials can be purchased by facilitators with their jurisdiction. But the books and materials shall be used after stocking into the office resource centre.
8. **The respective Course Coordinator will select the participants through discussion with Director and Executive Director.**
9. **Course Coordinator and Facilitator(s) will prepare curriculum through discussion with Director and then Executive Director before 1.5 month of training conducting date.**

Ferdous Ara Rume
Assistant Director-Human Resource, Gender and Community Radio
June 30, 2019