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| 1. | Managerial Development Course | • To know about management approach  
• To know team management and meeting conduction  
• To know about report writing and documentation. | • 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               | • 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 | • 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 | • To know about conducting training  
• To know about training methodology  
• To know about development communication | • 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 | • To know how to form groups and group meetings.  
• To operate the savings and credit program in the shomoties. | • 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 | • 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. | • 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 | • To enhance the knowledge of leaders on gender.  
• To develop the positive attitude on gender equity. | • 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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<td>7.</td>
<td>Participatory Outcome Mapping and TOC/LFA; 5 days; 1 batch</td>
<td>• To know about the LFA and OM. To know how to apply LFA and OM for M&amp;E</td>
<td>• 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</td>
<td>PC, M&amp;E, PO,</td>
<td>Sep 5, 2019</td>
<td>Sep 5, 2019</td>
<td>SKB &amp; IQU</td>
<td>22-24 Sep, 2019</td>
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<td>8.</td>
<td>Budget and Finance Monitoring- 04days. 1 batch</td>
<td>• To know the financial trend analysis  • To prepare the budget  • Budget variance  • To analyze income/expenditure</td>
<td>• 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.</td>
<td>RTL, PC, RPC, AO,</td>
<td>Feb 25, 2020</td>
<td>Feb 25, 2020</td>
<td>DD+ Head</td>
<td>14-17 Mar, 2020</td>
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<td>9.</td>
<td>Presentation and Development Commutation Course ; 4 days</td>
<td>• To know about Development Communication  • To know about to make presentation</td>
<td>• Developing presentation, how to present  • Development communication tools and it’s detatils</td>
<td>Mid level staff</td>
<td>Oct 25, 2019</td>
<td>Oct 25, 2019</td>
<td>BUM &amp; MHM</td>
<td>2-4 Nov, 2019; CfMTC</td>
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<td>10.</td>
<td>Basic Accounts for BM; 5 batches; 3 days</td>
<td>• To maintaining cashbook and petty cash  • To preparing accounts related reports</td>
<td>• 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</td>
<td>All BA</td>
<td>Done</td>
<td>Before one week</td>
<td>Coordinator &amp; Head</td>
<td>2-4 Jan, 2010; CfMTC (2) 21-23 Mar, 2020; CxMTC 18-20 April,2020; NHK 23-25 May, 2020; Ctg</td>
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<td>11.</td>
<td>English Proficiency Course</td>
<td>• To develop the English writing, listening and speaking skills of the</td>
<td>• Reading daily English newspaper  • Identifying 10 words everyday</td>
<td>Mid Level Staff</td>
<td>Done</td>
<td>Done</td>
<td>ZL &amp; SI</td>
<td>3-5 Aug, 2019; CxMTC</td>
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<td>mid level staff</td>
<td>• Identifying meaning of 10 words by using dictionary</td>
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<td>• To develop the skills of email and Facebook management</td>
<td>English Proficiency-Pronunciation/listing -SI</td>
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<td>• Bangla and English drafting</td>
<td>• Listing/ watching- BBC world and CNN</td>
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<td>• Reciting</td>
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<td>• Self-talking</td>
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<td>• Talking in office</td>
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<td>English Proficiency- Writing-ZI</td>
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<td>• Write one page in everyday</td>
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<td>• Write short sentence</td>
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<td>• No confusion or duplication</td>
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<td>• Self-editing</td>
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<td>• Simple grammar, Tense, Voice</td>
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<td>• Report writing, Case study etc.</td>
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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.**

Prepared by