


## COAST Foundation Training Calendar 2025

☐ Leave deducted from Annual leave    ○ National Holidays

MONTH	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	MONTH							
January				1	2	3	4	5	6	7	8	Team Building & Human Relation For BM 2 batch. (NK, CTG)			12	13	14	15	Team Building & Human Relation For BM 2 batch. (Cox, NK)			19	20	21	22	Team Building & Human Relation For BM 2 batch. (BRS, CF)			26	27	28	29	30	31	January			
February							1	2	3	4	5	Gender Relation Development & PSEAH Course-CXB			9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	February			
March							1	2	3	4	5	6	7	8	9	10	11	12	Audit process for project accountants-CXB			16	17	18	19	Accounting & Budget Control-Pr. Accountants CXB			23	24	25	26	27	28	29	30	31	March
April			1	2	3	4	5	6	7	8	9	Audit process for MF Branch Accountants-Charfession			13	14	15	16	Team Building & Human Reln Course-Project, SKB+MKA			20	21	22	23	Audit process MF Branch Accountants-Bhola			27	28	29	30	April					
May					1	2	3	4	5	6	7	Accounting & Budget Control-MF-BA CXB			11	12	13	14	15	16	17	18	19	20	21	Audit process MF Branch Accountants-Noakhali			25	26	27	28	Overdue & Delinquency Management - Charfession		May			
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	HR Management-CXB			22	23	24	25	Accounting & Budget Control-MF-BA-Charfession			29	30	June							
July			1	2	Accounting & Budget Control-MF-BA Bhola			6	7	8	9	10	11	12	13	14	15	16	Basic MF For CDO 5 batch. (NK, CTG, CXB, CF, BSL)			20	21	22	23	COAST Approach & CSO Development-CXB			27	28	29	30	31	July				
August						1	2	3	4	5	6	HR Management-Charfession			10	11	12	13	Accounting & Budget Control-MF-BA Barishal			17	18	19	20	Advocacy, Networking & Social Media-Charfession			24	25	26	27	Audit process MF Branch Accountants-Noakhali		31	August		
September		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Accounting & Budget Control-MF-BA Chattogram			21	22	23	24	25	26	27	28	29	30	September						
October			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Outcome Mapping & ToC Course-CXB			26	27	28	29	30	31	October				
November							1	2	3	4	5	Basic MF For CDO 5 batch. (NK, CTG, CXB, CF, BSL)			9	10	11	12	13	14	15	16	17	18	19	Gender Relation Development - Chattogram			23	24	25	26	27	28	29	30	November	
December		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	December					

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COAST Training Plan for the year 2025

Monthly Order	Sl.	Course Title and no. of batches	Tentative Venue	Major Objectives of the Course	Target Trainees	Responsible (Designation)
January, April	1.	Team building and Human Relations-2 batches	<ul style="list-style-type: none"> <li>Charfession</li> <li>Cox's Bazar</li> </ul>	<ul style="list-style-type: none"> <li>To know the team building concept</li> <li>To learn how a team can run with full satisfaction</li> <li>To know the techniques for increasing the human relations</li> </ul>	Branch Managers of Micro Finance Program	Assistant Director-CO and Deputy Director-CO
February, November	2.	Gender Relation Development & PSEA-2 batches	<ul style="list-style-type: none"> <li>Cox's Bazar</li> <li>Chattogram</li> </ul>	<ul style="list-style-type: none"> <li>To learn gender equity</li> <li>To practice gender equity</li> <li>To learn how to implement the PSEA</li> </ul>	PM, PO and Micro Finance Branch Managers	Central Gender Focal and Gender Focal of Principal Office
March, April, May, August and October	3.	Audit process-5 batches	<ul style="list-style-type: none"> <li>Cox's Bazar</li> <li>Charfession</li> <li>Bhola</li> <li>Noakhali</li> <li>Chattogram</li> </ul>	<ul style="list-style-type: none"> <li>To learn the audit techniques</li> <li>To be able to identify the findings during audit</li> <li>To know critically thinking during the audit</li> </ul>	PM, Project Finance Officer and Micro Finance Branch Accountants	Director-IA &C, DD-Procurement and AD-IA
March, May, June, July, August, September	4.	Accounting and Budget Control-6 batches	<ul style="list-style-type: none"> <li>Cox's Bazar</li> <li>Noakhali</li> <li>Barishal</li> <li>Chattogram</li> <li>Bhola</li> <li>Charfession</li> </ul>	<ul style="list-style-type: none"> <li>To know how the sector wise budget can be prepared</li> <li>To learn how to monitor and control the budget</li> <li>To learn periodic budget reporting</li> </ul>	PMs, Project Finance Officer and Micro Finance Branch Accountants	JD-BFC, AD-FM, AD-FM&C
May	5.	Overdue and Delinquency Management	<ul style="list-style-type: none"> <li>Charfession</li> </ul>	<ul style="list-style-type: none"> <li>To learn the aging of overdue</li> <li>To learn how to control the overdue</li> <li>To learn the impact of overdue</li> </ul>	RPC, AM and BM	Director-CP, DD-CO and AD-CO
June, August	6.	Human Recourse Management-2 batches	<ul style="list-style-type: none"> <li>Cox's Bazar</li> <li>Charfession</li> </ul>	<ul style="list-style-type: none"> <li>To know the techniques to pick good candidates during recruitment process</li> <li>To know the managing personnel files</li> </ul>	RPC, PMs, Project Accountants and BM	DED & Director-Admin
July, November	7.	COAST Approach and CSO Development-1 batch	<ul style="list-style-type: none"> <li>Cox's Bazar</li> </ul>	<ul style="list-style-type: none"> <li>To know COAST approach in programs and management</li> <li>To know the importance of CSO effectiveness</li> <li>To know the relations among NGOs and CSOs</li> </ul>	RTLs, PMs, Project Officer, SMTs	Director-Partnership & Director-Admin.
	8.	Basic Micro Finance-10 batches	<ul style="list-style-type: none"> <li>Bhola</li> <li>Cox's Bazar</li> <li>Noakhali</li> <li>Chattogram</li> <li>Barishal</li> <li>Charfession</li> </ul>	<ul style="list-style-type: none"> <li>To know the micro finance program</li> <li>To learn how to operate the micro finance program</li> <li>To know the integration of right-based approach in micro finance</li> <li>To know how the products can be analyzed</li> </ul>	Credit and Development Officer	DD-CO, AD-CO & RPCs
August	9.	Advocacy, Networking and Social Media	<ul style="list-style-type: none"> <li>Charfession</li> </ul>	<ul style="list-style-type: none"> <li>To learn how to identify the policy- advocacy managements</li> </ul>	RTLs, PMs, Project Officer, SMTs	Director-Admin/Partnership.

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				<ul style="list-style-type: none"> <li>To know the networking techniques in national level</li> <li>To know the dos and donots in social media.</li> <li>To learn how to use of Artificial Intelligence</li> </ul>		And AD-ICT
October	10.	Outcome Mapping and ToC	<ul style="list-style-type: none"> <li>Cox's Bazar</li> </ul>	<ul style="list-style-type: none"> <li>To know the principles of ToC</li> <li>To know the technique the preparation outcome mapping</li> </ul>	RTLs, PMs and Project Officer	DED, JD-MEAL

**Notes:**

- Foundation Course:** No staff is given responsibilities without foundation training course according to the curriculum that is in place and it will be for four-day 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.
- Each batch size will be 20-25 participants.
- Respective Regional Team Leader/Regional Program Coordinator will ensure the quality of the training courses.
- All the courses will have to be included with Universal Declaration of Human Rights, Gender Issues, Complaint Response Mechanism and Mental Health Issues
- In each course a cultural program will be organized where the other staff of the Centres will be present and they will be served dinner.
- Books or materials can be purchased by facilitators with their jurisdiction. But the books and materials shall be used after stocking in the office resource centre.
- A module will be developed for each course and to be finalized after discussion with Deputy Executive Director and Executive Director**


Declared by



Sanat Kumar Bhowmik,

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Date: 27 February 2025.

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