

Web Document of HRD & T

Overview

TMSS believes that training is a key element of the development approach which focuses on people and their participation. Training has been introduced as an essential element of TMSS's intervention strategy. Realizing the importance of training, TMSS has developed HRD&T Domain to address its own training needs as well as that of government and other non-government organizations. It has 05 residential Regional Training Centers (RTC) in different parts of Bangladesh. HRD&T offers appropriate training facilities in a rural & natural setting for the development and continuing education of managers involved in development programs.

The Domain was established in 1985 as a specialized training service-providing wing of TMSS and for training, research and action–research related to rural development. Since its inception this domain provided training to thousands of participants. It is located 229 km away from capital city of Dhaka and about 6 km away from Bogra town.

HRD&T Domain: Objectives

The overall objective of the HRD&T is to improve the effectiveness of TMSS through enhancement of human potential of its staff, program participants, and other stakeholders. These efforts are consistent with TMSS's poverty alleviation and empowerment goals. In order to respond appropriately to diversity and organizational needs, specific objectives of the domain are as follows:

1. Make the domain a centre of excellence for training on leadership and management skills.
2. Provide capacity building support to TMSS and other development organizations
3. Establish partnership and networks with other national, regional and international training institutions to continuously improve training facilities and capabilities.
4. Promote organizational values and culture of TMSS.

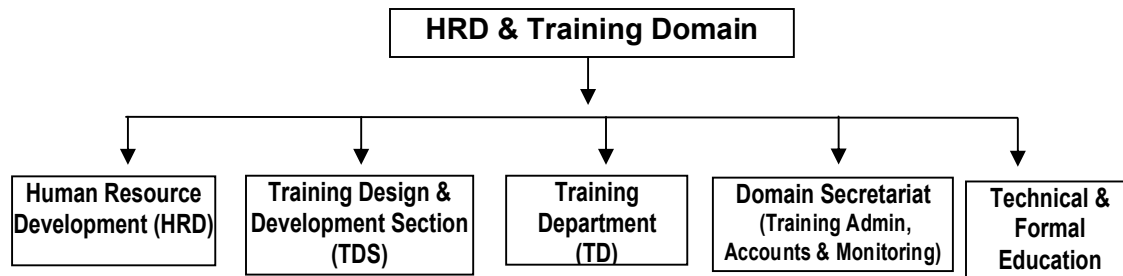
HRD&T: Timeline

1964 -TMSS foundation of philosophy.
1975 -TMSS constitute resources.
1980 -TMSS re-birth.
1985 -Training cell established.
1988 - Dhaka RTC established.
1990 -Training Department adopted
1995 -Jypurhat RTC established.
1998 -Nator RTC established.
2000 -Human Resource Development Division Adopted
2005 - Rangpur RTC established.
2007 – HRD&T Domain Adopted

HRD & Training Domain Management

HRD & Training offers a variety of training courses in different areas of development. The training courses are arranged for the grassroots level workers, supervisors, senior and mid-level managers of development organizations and of them Development Management, Effective Office Management, Project Proposal Writing, Report writing, Effective Communication Skills, Gender Awareness and Advocacy courses are mostly wanted. Not only respective venues sometime HRD & T -Trainers conducted some highly affected courses by marketing to other national NGOs and their venues. These courses are conducted by professional facilitators who have gained considerable experiences in the art and

technology of training in Bangladesh and around the world. The training staffs are experienced in various fields of development, and there has been the presence of experts from Bangladesh during some courses. HRD & Training is followed by the Management Diagram given below:



HRD & T- Foundation Office and Dhaka have maintained very good relationship with the agencies of Ministry of Education (MoE) and Ministry of Agriculture and Livestock, Ministry of Youth and Women Affairs and different national and international development agencies. HRD & T- has not only initiated a number of training in staff level, it also performs some training and workshop in executive level. Policy Advocacy is such type of course that gives much benefit to executive and policy makers. In spite of some challenges like program strategy & cultural diversity and competitive training market, HRD & T- would like to set up more training centers to the different corner of Bangladesh to enhance the capacity for thousands of development practitioners across the country.

Human Resource Development (HRD)

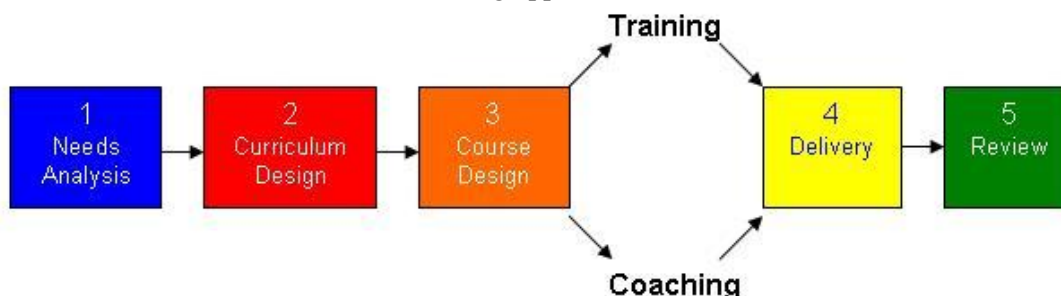
The Section of the domain is responsible for TNA of the staff of TMSS and the external clients to identify their needs of development. The section is also responsible for follow-up and impact evaluation of the year round service delivery.

Training Design & Development Section (TDS)

The Section of the domain is responsible for Design Training courses and support materials needed for Training implementation. Finding We do learning experience using a structured five-step design process to ensure the best possible fit with client expectations.

- We first **analyze** the training requirements and expected outcomes by speaking with project sponsors and participants, so that we can develop material targeted to client-specific needs.
- Next, we **design** the course work, typically taking existing material and modifying it to meet client-specific needs.
- The next step is to **develop** the course materials. This involves the creation of any required custom content and the production of the final course materials.
- We then **deliver** each program according to the agreed upon work plan and schedule.
- Finally, we **evaluate** the results and outcomes of each program to ensure that it has fully met client objectives.

This work has resulted in numerous training opportunities for our clients.



Training Department (TD)

Training department is responsible for training implementing and organizing recourses for the courses offered externally and internally. They prepared Course schedule and allocate resource to the respective RTC where training imparted.

Domain Secretariat

This section is responsible for training marketing and internal management for the resource sale. Domain chief is surrounded by the potential personnel to perform administration, accounts and monitoring the physical facilities and other institutions of the domain.

Technical & Formal Education

The domain is uniquely combination with Training and Education domain. There is Technical Institute, Vocational Training institute and a Kindergarten School is enrolled with the domain. The institutions are operated individual management set-up with an integral part of the domain.

Uniqueness of HRD & Training Domain

1. Well experienced Team

HRD & Training Domain has a very good combination of trainers' and consultant team. They have tremendous training and subject expertise near about 12 to 13 years with different National, international, multinational, donor organization, well academic, general and professional degrees and all have them easy access and some sorts of expertise on different subject those offered by HRD & Training as well as research & innovation

2. Rich training materials

HRD & Training Domain gives a set of reading materials to the participants on the first day of the training. These hornpouts are being collected by downloading latest information from websites and incorporated by going through different books written by world renowned writers. The trainers' team on a regular basis updates these reading materials.

3. Strong Network

HRD & Training Domain has a very strong network among NGOs and commercial organizations. There are 100 client organizations those are nominating their staff to HRD & T- time to time their staff development as well as consultancy work.

4. Diversified training courses

HRD & Training Domain is now offering various natures of courses by keep in mind the client organizations need. The courses are suitable for field level, supervisory level, mid-level management level and senior management staff of concerned organizations.

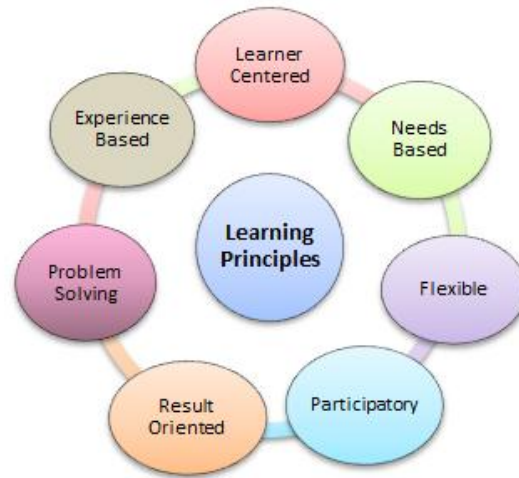
5. Natural scenery and beauty

Training campus is sprawling covers an area of about 150 acres of land including vegetable farms, ponds, nurseries, parks, road lines, with surrounding landscape, Eco-park and green valley of TMSS. The campus has 53 types of demonstration plot for both demonstration and skill training purposes. The layout of the training campus and green landscape give the campus a serene and idyllic beauty. The ancient city Mohasthan of Bangladesh is closed to the campus.

Training Principles

In order to maximize the desired results from the training courses, we uphold the following principles:

Course trainers strive to create and maintain a learning environment of openness, friendliness, mutual trust, and respect. Trainers regard themselves not as pedagogues but simply as facilitators in the learning process. When selecting training participants, TMSS values homogeneity with respect to age, education and experience.



HRD&T: Facilities

All RTC offer training courses as per to National and International standard. Considering favorable adult learning and other training related facilities the preconditions for making training effective; HRD&T offers the ideal training courses in each RTC. The interior and exterior facilities given below are provided in all RTCs:

- Trainees' hostel, Cafeteria
- Adequate number of Class Rooms
- Air Conditioned Class Room
- Computer and Language Lab
- Library Facility
- Auditorium, Internet Facility
- Multi Purpose Hall Room
- Multi Media (Audio Visual, Computer, Microphone, Overhead Projector)
- Big play Ground, Beautiful Garden
- Quality Cooking
- Full time (24 hours) Security
- Instant power Supply
- Comfortable Bed Room with Attached Bathrooms
- Indoor and Outdoor Games

Learning Methodologies

State-of-the-art methodologies are used for the training program to make every session interactive, vigorous and meaningful by creating a proper learning environment.

- To ensure the full engagement of the participants, a wide range of participants' centered methodologies namely structured experience; role-play, simulations and case study are deliberately included. Participants can share their experiences with others through those methods that break the monotony.
- Lecture, discussion, panel discussion, expert opinions and seminars are organized to emphasize on the conceptual issues. Group and individual assignments are important elements for developing personal skills.
- Moreover, sensitivity analysis, self exercise and pair learning has been integrated in the training methodologies.

Mode of Evaluation

The trainees are evaluated at different stages of the training course. At the initial stage a pre-course evaluation is done to assess the baseline knowledge of the trainees. This is followed by midterm and final evaluation. The evaluation tools include written examinations, practical tests and written reports on return from field attachment or field visits. The tools used for evaluation depend on the nature of the course, level of the participants and duration of the course. The trainees also evaluate to assess their performance. Each trainee does this individually either at the end of the day or end of the week. Further, to receive feedback from the trainees to improve the course, the trainees at the course also do evaluation. All these evaluations are done by the evaluation section of the Domain. The section provides different types of Performance to the trainees and consolidates the findings for use by the trainers of the Course Director.

Services of HRD&T:

Consultancy

HRD&T is responsible for augmenting the capacity and professionalism of TMSS staff and program participants through a wide range of training and learning programs. It also provides other development organizations and government organizations with need-based and tailor-made consultancy services at different organizations. Business Plan Development, Materials Development and Documentary preparation are mentionable services of them.

Resource Sale

A number of qualified resources are engaged for imparting training courses to the hire case basis. The courses are organized by the management interests and external demand issues.

Training Courses offered at a glance

The training courses offered by HRD& T are broadly categorized into following categories

- a. Orientation
- b. Job Training
- c. Management Training
- d. Skill Training
- e. Workshop, Conference & Seminar
- f. Non-training Interventions

Training & Development Interventions

Cluster-1 Development Related Training Courses

Cluster-2 Microfinance, Finance and Accounts Training Courses

Cluster-3 Health Related Training Courses

Cluster-4 Education Related Training Courses

Cluster-5 Management Related Training Courses

Cluster-6 Entrepreneurship Development Related Training Courses

Cluster-7 Awareness & Gender Related Training Courses

Cluster-8 Income Generation & Skill Development Courses

Cluster wise details:

Cluster – 1. Development Related Training Courses
<ol style="list-style-type: none">1. Training of Trainers (ToT)2. ToT on Enhancing Training Quality and Facilitation Skills3. Advance ToT for Developing Training & Management Skill4. Project Design and Writing Quality Proposal for NGO5. Applied Report Writing & Analytical Skill Development6. Project Proposal Writing7. Participatory Rural Appraisal (PRA)

Cluster – 2. Microfinance, Finance and Accounts Training Courses

1. Savings & Credit Management Training
2. Branch Operation & Management Course
3. Microfinance Management course (MMC)
4. Income Generation and Women Empowerment
5. Basic Accounting
6. Financial Management Course (FMC)
7. Financial Management Course: Budget focused
8. Microfinance Management and Development
9. Project Planning and Management on Microfinance
10. Effective Microfinance Operation,
11. Risk analysis & Delinquency Management
12. Operation Management-1
13. Operation Management-2

Cluster – 3. Health Related Training Courses

1. Basic Curative Diseases
2. Technical Awareness building on Expanded Program on Immunization (EPI)
3. Reproductive Health of Adolescent
4. Reproductive Health and Family Planning
5. Basic Course on Common Health Problems
6. Nutrition Awareness for Mother and Child Health
7. Awareness Building on Family Planning
8. Neo natal and Post natal Care
9. Pregnancy Related Care
10. Patient Counseling and Curative Care
11. Communication and Community Mobilization on Health
12. Primary Health Care (PHC)
13. Training on Health, Hygiene ,Safe Water & Nutrition

Cluster – 4. Education Related Training Courses

1. Basic Teacher Training on Non formal Primary Education (NFPE)
2. Training of Trainer on Non-formal Primary Education (NFPE)
3. Supportive Supervision and Monitoring in Education Program
4. Education Management and Development
5. Community Mobilization on Education
6. Participatory Rural Appraisal (PRA): Education focused
7. Pre-School Facilitation Techniques (ToT.)
8. ToT on Adult Education

Cluster – 5. Management Related Training Courses

1. *Development Management*
2. *Supportive Supervisory Competency*
3. *Management Information System (MIS)*
4. *Participatory Monitoring & Evaluation*
5. *Conflict Mediation and Dialogue*
6. *Project Planning and Management*
7. *Human Resource Management (HRM)*
8. *Leadership and NGO Management*
9. *Organization Development (OD)*
10. *Good Governance in NGO*
11. *Functional Office Management & General Administration*

Cluster – 6. Entrepreneurship Development Related Training Courses

1. *New Business Creation Course (NBC) Literate*
2. *New Business Creation Course (NBC) Non-Literate*
3. *Entrepreneurship Development and Business Management Course (EDBM)*
4. *Marketing Management Course*
5. *Business Improvement Course (BIC)*
6. *Business Promotion and Salesmanship*
7. *Accounting Training for non Account Person*
8. *Entrepreneurship Development and Business Planning for SME*
9. *TOT on Business Counseling*

Cluster – 7. Awareness & Gender Related Training Courses

1. *Human Rights and Law*
2. *Child Rights and Law*
3. *Gender and Development*
4. *Mainstreaming Gender in Development Program*
5. *Reproductive Health and Gender*
6. *Gender Awareness and Analysis Course (GAAC)*
7. *Training of Trainer (TOT) on Gender*
8. *Awareness Training on Acid Violence*
9. *Awareness Training for Destitute Women*
10. *Awareness Training on Child and Women Trafficking*

Cluster – 8. Income Generation & Skill Development Courses

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|--------------------------|------------------------------|
| 1. Vegetable Cultivation | 17. Bamboo and Cain Industry |
| 2. Fish Cultivation | 18. Rickshaw-van Repairing |
| 3. Food Processing | 19. Small cottage Industry |
| 4. Cow Rearing | 20. Candle Making |
| 5. Goat Rearing | 21. Soap Making |
| 6. Beef Fattening | 22. Welding |
| 7. Fish culture | 23. Wood Furniture |
| 8. Apiculture | 24. Block Batik |
| 9. Calf Rearing | 25. Electric Wearing |
| 10. Poultry Key-Rarer | 26. TV Mechanics |
| 11. Poultry Worker | 27. Auto Mobile |
| 12. Tailoring | 28. Motor Driving |
| 13. Vaccination | 29. Computer Operation |
| 14. Nakshi Kantha | 30. Seed Processing |
| 15. Nursery | 31. Cake Making |
| 16. Sweetmeat Making | |

Service Partners :**Our honorable clients at present-**

- World Vision- Bangladesh
- Bangladesh NGO Foundation (BNF)
- SME Foundation
- Swisscontact
- PKSF etc.

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