About Us

The HRD & Training Domain (HRD & T) of TMSS is one of the most important and essential domain of TMSS. Training is one of the mandated functions of this domain. It provides training to the personnel of nation building departments, people's representatives, NGO personnel, Cooperators and TMSS staff with a view to creating skill and awareness in the field of development and capacity building.

It 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.

The HRD & Training Domain offers training facilities for the development and continuing education of executives, managers and workers in development field. To support the development initiatives of various organizations in Bangladesh, the Training Domain materialized its strengths with organizational system, participatory management, HR development, good management information system and monitoring & evaluation system, microfinance and sustainable programming etc. Especially in NGO sector and other development & commercial organizations, Training Domain provides wide range of services such as training, consultancy and management service using high quality professional staff for its client organization.

HRD & Training Domain has a very skilled internal capacity building & facilitators team those have diversified programs and training experiences as well. They have a significant reputation in training& capacity building market, especially in NGO and commercial sector. They have attended various training courses in home and abroad and specialized for particular training programs. Staffs have strong educational background and professional degrees that might create acceptance to the clients level in favor of their competency.
Goal

The goal of the HRD & Training Domain is to improve the management capacity of development practitioners and to enhance the human and operational skills of the beneficiaries and program participants. These efforts are consistent & development the core competence of the organization.

Objectives

Overall Objective: To enhance the capacity and capability of the staff of TMSS and other external organizations and beneficiaries of different develop oriented project and program through imparting Human Resource Development So that they will contribute the sustainable development in our country.

Specific Objective: HRD & Training Domain responds to a diversity of individual and organizational needs. The specific objectives of this domain are as follows:

- To identify the problem of the individuals for which one can not perform at desired level.
- To assess the training needs through proper Training Needs Assessment Process.
- To design and develop the Training Courses according to the report of training need assessment process.
- To provide training courses among Development Practitioners and program participants to develop their skill and capacity.
- To develop the capacity of staffs of internal and external organizations (Go & NGO’s), Project participants and by providing needs based professional training.
- To extend right support and facilities to other organizations for organizing training, seminars etc.
- To evaluate the training course or impact assessment of this course.
- To develop the business plan of a suitable business.
HRD & Training 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 & Training Domain

- Human Resource Development (HRD)
- Training Design & Development Section (TDS)
- Training Department (TD)
- Domain Secretariat (Training Admin, Accounts & Monitoring)

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.
Our Services

- Training
- Materials
- Venue Rent
- Guest House
- Equipments
- Canteen
- Photocopy and others
- Support Services
Activities:

A. Training Related
- 01. Training
- 02. Support Service - FO, Bogra
- 03. Training Sub Center - Nator
- 04. Training Sub Center - Joypurhat
- 05. Dormitory (Bogra, Natore, Joypurhat)

B. Business Venture
- 01. Departmental Store, FO, Bogra
- 02. Departmental Store, Natore
- 03. Canteen – FO, Bogra
- 04. BCSC-FO, Bogra
- 05. Supply Project

C. Educational Institution
- 01. TTI
- 02. TTTTI
- 03. STEP
- 04. TPI - Natore
- 05. Joypurhat KG School
- 06. Hostel
HRD & Training Domain’s Training Campus

- **Main Training Campus:** Bogra
- **Regional Centers in Training Department:**
  - Dhaka
  - Natore
  - Joypurhat
  - Rangpur (Under Construction)
- **Sub Training Campus:** 26 Zone Wise
## Physical Facilities of HRD & Training Domain

### Main Training Campus : Bogra

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Number</th>
<th>Capacity</th>
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<tbody>
<tr>
<td><strong>Training Venue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC Venue</td>
<td></td>
<td>2</td>
<td>80 Person</td>
</tr>
<tr>
<td>Non AC Venue</td>
<td></td>
<td>2</td>
<td>80 Person</td>
</tr>
<tr>
<td><strong>Accommodation</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>VIP Dormitory (AC)</td>
<td>13 (Rooms)</td>
<td></td>
<td>22 Sit</td>
</tr>
<tr>
<td>VIP Dormitory</td>
<td></td>
<td>______</td>
<td>37 Sit</td>
</tr>
<tr>
<td>General Dormitory (Training Participants)</td>
<td></td>
<td></td>
<td>78 Sit</td>
</tr>
<tr>
<td>General Dormitory (Students)</td>
<td></td>
<td>______</td>
<td>86 Sit</td>
</tr>
<tr>
<td>Medical Student Hostel</td>
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<td>______</td>
<td>102 Sit</td>
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<tr>
<td><strong>Canteen</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIP (AC)</td>
<td>1</td>
<td></td>
<td>22 Sit</td>
</tr>
<tr>
<td>VIP Non AC</td>
<td>1</td>
<td></td>
<td>63 Sit</td>
</tr>
<tr>
<td>Semi VIP Non AC</td>
<td>1</td>
<td></td>
<td>48 Sit</td>
</tr>
<tr>
<td>General</td>
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<td>50 Sit</td>
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### TMSS Regional Training Center: Joypurhat

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<td><strong>Training Venue</strong></td>
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</tr>
<tr>
<td>AC Venue</td>
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<td>1</td>
<td>25-35 Person</td>
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<td>2</td>
<td>30-80 Person</td>
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<td><strong>Accommodation</strong></td>
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</tr>
<tr>
<td>AC Guest House</td>
<td>4 (Rooms)</td>
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<td>8 Sit</td>
</tr>
<tr>
<td>VIP/Semi VIP Dormitory</td>
<td>4 (Rooms)</td>
<td></td>
<td>11 Sit</td>
</tr>
<tr>
<td>General Dormitory</td>
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<td>______</td>
<td>73 Sit</td>
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<tr>
<td>General Dormitory (Staff)</td>
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<td>______</td>
<td>3 Sit</td>
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<tr>
<td><strong>Canteen</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Non AC</td>
<td></td>
<td>1</td>
<td>80 Sit</td>
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### TMSS Regional Training Center: Natore

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<th>Title</th>
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<th>Number</th>
<th>Capacity</th>
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<tbody>
<tr>
<td><strong>Training Venue</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>AC Venue</td>
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<td></td>
<td>30-40 Person</td>
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<tr>
<td>Non AC Venue</td>
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<td>100 Person</td>
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<tr>
<td><strong>Accommodation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIP Dormitory (AC)</td>
<td>5 (Rooms)</td>
<td></td>
<td>10 Sit</td>
</tr>
<tr>
<td>General Dormitory</td>
<td>_______</td>
<td></td>
<td>100 Sit</td>
</tr>
<tr>
<td><strong>Canteen</strong></td>
<td>Non AC</td>
<td>1</td>
<td>100 Sit</td>
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### TMSS Regional Training Center: Dhaka

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<td><strong>Training Venue</strong></td>
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<tr>
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<td>75 Person</td>
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<tr>
<td><strong>Accommodation</strong></td>
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</tr>
<tr>
<td>Dormitory</td>
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<td></td>
<td>75 Sit</td>
</tr>
<tr>
<td><strong>Canteen</strong></td>
<td>General</td>
<td>1</td>
<td>75 Sit</td>
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</table>
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 serene and beauty
Training campus is sprawling covers an area of about 150 acres of land including vegetable firms, 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.
**Promotion of HRD & Training Domain**

1. **Advertising**
HRD & Training Domain goes for advertisement in every quarter through very popular and well-circulated two daily newspapers. The advertisement contains the information including course title, contents, date, duration, suitable for and course fees. HRD & T also sends this copy of paper advertisement to around 100 client organizations by currier service and post office.

2. **Personal selling**
Under the process of personal selling, HRD & T staffs visit clients' organizations on a regular basis throughout the year, give them training brochure and tries to attract the organizations to nominate their staff members to TMSS.

3. **Direct marketing**
Under this process, HRD & Training keeps clients organizations address, Fax numbers and also tries to find out new names and information about potential client organization. Then HRD & T contacts and provides training plan and brochure to these potential clients through fax, E-mail and currier services.
About Training

Training Principles
In order to yield the best training course results, the following training principles are adopted:

- Learner Centered
- Problem Based
- Need Oriented
- Experienced Based
- Flexible
- Participatory
- Action/Result oriented

Course trainers strive to 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 the training participants are being selected, issues that are taken into consideration include homogeneity with respect to age, education and experience.
Training Methods
Different types of training methods are used at the HRD & Training Domain and those are selected very cautiously while designing a particular course. The factors considered for selecting the methods include objectives of the course, academic background, experience and level of the participants, size of the group, duration, etc. Some of the training methods used frequently is lecture-discussion, brainstorming, group discussion, role-play, panel presentation, practical exercises, demonstration and field observations, etc. For field observation and practical demonstration the trainee are taken to the action research project village and demonstration Farm of the Academy.
**Mode of Evaluation**

In each course, the trainees are evaluated at different stages of the training course. At the initial stage a pre-course evaluation is done to access 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 are used for evaluation depends on the nature of the course, level of the participants and duration of the course. The trainees also evaluate to access 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 Academy. The section provides different types of Performa to the trainees and consolidates the findings for use by the trainers of the Course Director.
Training Implementation Flow-chart:

HRD & Training Domain of TMSS ensures quality of various training implementation in following steps:

1. Approval of Curriculum & Handout
2. Venue Selection
3. Preparing Training Materials
4. Room Arrangement
5. Conduct Training
6. Evaluate Training
7. Is the outcome positive?
   - Yes: Prepare & Submit report
   - No: Evaluate Training
8. To Make Recommendation for Changing Curriculum & Handout
Supervision and Monitoring Plan

The whole training program will be periodically supervised by concern department of the organization and intensive monitored by responsible Team leader as well as lead trainer of the program.

The core team will ensure qualitative implementation of the training program through following activities:

- A representative of HRD will responsible to monitor the training program on behalf of the organization.
- A formal TOT Orientation on relevant training will be organized before smooth implementation.
- The team leader will arrange a monthly meeting with the trainers and co facilitators in regular basis to review implementation strategies.
- Team leader will collect formative data to monitor quality of the program.
- The lead trainer will coach or provide necessary inputs for effective implementation after completion of each and every day training activities.
- Every training program will evaluated through effective participatory methods.
- In each training program, there is an opportunity to evaluate the facilitator’s performance by the participants.
Types of 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

1. Training of Trainers (ToT)
2. ToT on Enhancing Training Quality and Facilitation Skills
3. Advance ToT for Developing Training & Management Skill
4. Project Design and Writing Quality Proposal for NGO
5. Applied Report Writing & Analytical Skill Development
6. Project Proposal Writing
7. 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

<table>
<thead>
<tr>
<th>Cluster – 8. Income Generation &amp; Skill Development Courses</th>
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</thead>
<tbody>
<tr>
<td>1. Vegetable Cultivation</td>
</tr>
<tr>
<td>2. Fish Cultivation</td>
</tr>
<tr>
<td>3. Food Processing</td>
</tr>
<tr>
<td>5. Goat Rearing</td>
</tr>
<tr>
<td>7. Fish culture</td>
</tr>
<tr>
<td>8. Apiculture</td>
</tr>
<tr>
<td>11. Poultry Worker</td>
</tr>
<tr>
<td>12. Tailoring</td>
</tr>
<tr>
<td>15. Nursery</td>
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Clients Info

Our honourable clients at present-
- World Vision - Bangladesh
- Bangladesh NGO Foundation (BNF)
- SME Foundation
- Swisscontact
- PKSF etc.
Awards Received
Contact Us

HRD & Training Domain
TMSS, Foundation Office (FO),
Thengamara, Bogra
Fax: 051-78563, Phone: 051-78569, Ext-147
E-mail: td.tmss@yahoo.com
tdtmss@gmail.com

Head Office (HO):
TMSS Bhaban
631/5, West Kazipara,
Mirpur-10, Dhaka-1216
URL: www.tmss-bd.org

Thank You for visiting us.