

INSTITUTE OF RURAL MANAGEMENT

IRM TRAINING PORTFOLIO



~Unlocking your true potential...



Community
Training Portfolio

Sr. #	Training Programme	Duration
Managerial Training		
001	Activist Management Training (AMT)	03 days
002	Activist Capacity Enhancement Training	03 days
003	Activist Workshop	01 day
004	Book Keeping Training (BKT)	04 days
005	Community Activist Action Planning (CAAP)	04 days
006	Community Management Skills Training	03 days
007	Credit Appraisal Techniques (CAT)	03 days
008	Community Citizen Board Mobilization (CCBM)	06 days
009	Financial Management Training	03 days
010	Internal Lending at Community Level(ILCL)	10 days
011	Leadership & Management skills Training (LMST)	05 days
012	Project Planning & Monitoring (PPM)	04 days
013	Workshop on Social Capital	05 days
014	Situation Analysis Techniques(SAT)	03 days
015	Village Development Plan(VDP)	03 days
016	Micro investment Planning	06 days
017	Institutional Development at Grass Root (IDGR)	04 days
018	Legal aspect of CBOs	06 days
019	Networking and registration of CBOs with line agencies	06 days
020	Community Infrastructure Management	03 days
021	Management of Cluster Organization (ModuleI)	03 days
022	Management of Cluster Organization (Module-II)	03 days
Capacity Building for local bodies representatives Councilors, Nazims		
023	Participatory Development and Elected Representatives	05 days
024	Communication & Presentation Skills for CCB	05 days
025	Community Management Skills Training for CCB	05 days
026	Community Participation and Elected Councilors Workshop	05 days
027	Devolution Plan 2000 and Participatory Development	05 days
028	Leadership and Management Skills for Training for Elected Representative	05 days
029	Monitoring and assessment skills for councilors	05 days

Sr. #	Training Programme	Duration
030	Situation Analysis Workshop	05 days
031	Workshop on Assessing Local Level Needs	05 days
032	Workshop on Good Governance	05 days
033	Development of Participatory Project Proposals and Plans	05 days
034	Workshop on role of Women Councilors in Participatory development	05 days
Education		
039	Adult Learning Techniques	10 days
040	Basic Teacher Training	06 days
041	Management of Adult Learning Centers	05 days
042	Environment & Education	03 days
043	Training of School Monitors	06 days
044	Training of Village education Committee	05 days
045	Workshop on School as “ Community Enterprise”	05 days
046	Workshop on Management of community school	05 days
Environment & Natural Resource Management (ENRM)		
Agriculture		
Sloping Agriculture land Technologies (SALT)		
047	Soil and water conservation for sustainable land use	06 days
048	SALT its importance in Hill farming	06 days
049	Land use to conserve fragile mountain resources	06 days
050	Establishment & Management of Hedgerows	06 days
051	Establishment & Management of Low Cost Nurseries	06 days
052	Introduction and Establishment of protein fodder crop	06 days
053	Dry Afforestation	06 days
054	Integration of Fruits and Vegetables in SALT	06 days
055	Visit to Agro - Forestry Nursery and Project Sites	06 days
056	Tunnel Farming	10 days
Crop Production and Protection Techniques		
057	Introduction to The Major Crops of The Area	06 days
058	Insight Into Agronomic Practices	06 days
059	Identification and Control of Insect Bites and Diseases	06 days

Sr. #	Training Programme	Duration
060	Introduction of Latest Weeding Methods	06 days
061	Briefing on Pesticides and Sprays	06 days
Post Harvest Training for Grains		
062	Workshop on Grain Storage & Management	03 days
063	Identification of Insects and Diseases	03 days
064	Fumigation Method & Reduction of Storage Losses	03 days
	Utilization of Damaged Storage Material	03 days
Seed Production & Processing techniques		
065	Seed Production methods and Pest Management	05 days
066	Seed Extraction and Processing	05 days
067	Seed packaging and Storage & Marketing	05 days
Soil and Water Management Techniques		
068	Introduction to Land Leveling	04 days
069	Understanding Water Conservation	04 days
070	Irrigation Systems and Techniques	04 days
071	Moisture Conservation Methods	04 days
072	Soil erosion & Water Course Maintenance	04 days
073	Orientation of Silt Removing & Weeding Methods	04 days
Production and Processing of Cotton Crops		
074	Appraisal of Planning and Sowing Stage	10 days
075	Cotton Crop Handling & Processing	10 days
Horticulture		
Orchard Development, Management and protection		
076	Introduction to fruit Industry's Prospects and Problems	06 days
077	Site identification and Plant selection For Orchards	06 days
078	Fertilizer Application and Transportation	06 days
079	Pest Management and Fumigation	06 days
080	Field Stud Visit to Orchard and Nurseries	06 days
081	Kitchen Gardening	30 days
Summer Vegetables Production and Management		
082	Site Selection and Appraisal on Agronomic Practices	06 days
083	Introduction to Nursery Raising and Transplantation	06 days

Sr. #	Training Programme	Duration
084	Off Season Vegetable Cultivation	06 days
085	Seed Production and Pesticide Application	06 days
086	Post Harvest Services and Summer Market Linkages	06 days
Winter Vegetables Production & Management		
087	Site Selection and Land Preparation	06 days
088	Latest Irrigation and Fertilization Techniques	06 days
089	Nursery Raising and Pesticide Application	06 days
090	Post Harvest and Winter Vegetable Market Linkages	06 days
Plantation Technology for Fruit & Forest Plants		
091	Forestry and Environment Improvement	06 days
092	Land Amelioration through forestry	06 days
093	Plantation: Budding, Grafting and layering Techniques	06 days
094	Work plan preparation for forestry	06 days
Date Orchard Development & Mechanical Pollination		
095	Introduction to Date Industry	03 days
096	Site Selection and layout procedures	03 days
097	Mechanical Pollination and Pest Management	03 days
098	Picking, Grading, Packaging and Marketing	03 days
Horticulture		
099	Community Livestock Extension workers (CLEWs)	30 days
Advanced Course on Livestock Nutrition & Reproduction		
100	Anatomy, Nutrition & Feeding Formulations of Livestock	20 days
101	Livestock Disease Identification	08 days
102	Administration of Vaccines and Breed Improvement	08 days
103	Livestock management and fodder selection	02 days
Backyard Poultry		
104	Introduction to Poultry Production and Egg Selection	06 days
105	Hatchery Management & Chick Protection	06 days
106	Feeding, Vaccination and Disease Prevention	06 days
Commercial Poultry		
107	Appraisal of Poultry Breeds, Egg Selection	08 days
108	Hatchery Management	08 days

Sr. #	Training Programme	Duration
109	Feeding, Vaccination and Disease Prevention	08 days
110	Poultry Diseases and Commercial Vaccination Exercises	08 days
Aquaculture		
111	Site Selection and Orientation to Fish Farming	06 days
112	Fish Breed, Feed and Diseases	06 days
113	Reproduction and Catch Nets	06 days
114	Grading, Packaging and Market Linkages	06 days
Forestry & Range Development		
Plantation of Trees and Nurseries		
115	Appraisal of Planning and Sowing Stage	04 days
116	Introduction to Preventive and Curative methods	04days
117	Plant Handling Stages	04 days
Plantation of Trees and Nurseries		
115	Appraisal of Planning and Sowing Stage	04 days
116	Introduction to Preventive and Curative methods	04days
117	Plant Handling Stages	04 days
Apiculture: Honey Bee Keeping		
118	Introduction to Bee Keeping	04 days
119	Modern and Traditional Tool Comparison	04 days
120	Establishing apiaries and site Selection	04 days
Apiculture: Honey Bee Keeping		
118	Introduction to Bee Keeping	04 days
119	Modern and Traditional Tool Comparison	04 days
120	Establishing apiaries and site Selection	04 days
Advance Bee Keeping Training		
121	Introduction to Queen Rearing	06 days
122	An appraisal of Grafting	06 days
123	Appraisal o Breeder Colony Selection	06 days
Mushroom Growth		
124	Introduction to Mushrooms	04 days
125	Spawn Making , cultivation Site and Bed Preparation	04 days
126	Mushroom preservation	04 days

Sr. #	Training Programme	Duration
Agricultural Machinery		
127		02 days
128	Installation, Efficient working and Safety Measures of Water Pumps & peter Engines	02 days
129	Operation and Maintenance of Drills, Harvesters & Threshers	02 days
130		02 days
131	Operation & Maintenance of Seed Grader	02 days
Water & Soil Resource Development & Management		
132	On farm Precision Land Leveling(with Laser Equipment)	04 days
133	On Farm Water Course Improvement	04 days
134	Measurement of Flowing Water	04 days
135	Irrigation Techniques: Sprinkler, Trickle/Drip and Cultivation of Crops on Ridges	02 days
136	Introduction to Check dams and Delay Action Dams	02 days
137	Introduction to Mini Dams and Ponds	04 days
138	Irrigation and Water and Soil Erosion	04 days
Subject Specific Workshops		
139	Rodent & Porcupine Control	01 day
140	Tomatoes Nursery and Transplantation	01 day
141	Goat Fattening	01 day
142	Gram Cultivation	01 day
143	Cotton Production	01 day
144	Wheat Cultivation	01 day
145	Oat Cultivation	01 day
146	Sugarcane Cultivation	01 day
147	Rice Cultivation and Paddy Preparation	01 day
148	Maize Seed Organization	01 day
149	Mung (Pulses)Cultivation & Harvesting	01 day
150	Soil Sampling Methodology	01 day
151	Wild Boar Management	01 day
152	Ground Nut Pest Management	01 day

Sr. #	Training Programme	Duration
	Urea Treatment for Livestock	01 day
	Gender and Development	03 days
	Environment and Poverty	03 days
	Water Purification Training	03 days
157	Disaster Management	03 days
158	Health & Hygiene Session	01 day
Health		
Primary & Reproductive Health		
159	Awareness workshops on different health issues	02 days
160	Epidemic Prevention	13 days
161	Family Planning orientation	01 day
	Lady Health workers	
	Traditional Birth Attendants (TBA)	30 days
164	Mother and Child Care Training	60 days
Emergency, Relief and Sanitation		
165	First Aid Training (level I & II)	10 days
166	Flood Rescue Training	01 day
167	Epidemic Prevention	05 days
168	Health & Sanitation Training	15 days
169	School Health Services	06 days
Employable Health Training		
170	Nursing Attendant Training	30 days
171	Dressing Attendant Training	30 days
172	X-ray Attendant Training	30 days
173	Outdoor patient Daily(OPD)	30 days
Attendant Training		
174	Maternity Attendant Training	30 days
175	Operation Theatre Attendant Training	30 days
176	Medical Store Attendant Training	30 days
177	Medical Representative Training	30 days
178	Dentist Attendant Training	30 days
179	Optical Attendant Training	30 days

Sr. #	Training Programme	Duration
Community Health Training		
180	Social Safety Net Training	30 days
181	Health Committee Training	3 days
182	Community Health Worker Training (level I to III)	30 days
Vocational & Technical Training		
183	Advance Civil Surveyor	90 days
184	Advance Quantity Surveyor	90 days
185	Advance Computer Training	30 days
186	Advance course on Pottery	30 days
187	Advance Dress Designing	30 days
188	Advance Tailoring	30 days
189	Aluminum Carpenter	
190	Appliqué Work	30 days
191	Arc Work (welding)	30 days
192	Aluminum Carpenter	60 days
193	Auto Electrician	30 days
194	Auto Mechanic	60 days
195	Bag Making	30-90 days
196	Bakery Products	60 days
197	Basic Computer Training	30 days
198	Battery Repairing	30 days
199	Beautician and Parlor Management	30 days
200	Boat Repairing & Maintenance	30 days
201	Bicycle Repairing & Maintenance	30 days
202	Book Binding	60 days
203	Building Electrician	60 days
204	Cable Jointer	30 days
205	Car A.C . Repairing	30 days
206	Car Decoration	30 days
207	Carpenter	60 days
208	Carpet Making	60 days
209	Chick Making	30 days
210	Civil Draft Man	60 days

Sr. #	Training Programme	Duration
211	Civil Surveyor	30 days
212	CNG Installation & Service	30 days
213	CNG Filling	30 days
214	CNG compressor Operator	30 days
215	Coat & Vest Coat Stitching	30 days
216	Cooking Training	30 days
217	Curtain Making	30 days
218	Cushion & Pillow Making	30 days
219	Denting & Painting (Vehicle)	60 days
220	Door /Window Other Fixtures Repair	60 days
221	Driving-light Vehicle	15 days
222	Driving-Tractor	15 days
223	Dress Designing (Basic stitching)	30 days
224	Dress Designing (Ladies)	30 days
224	Electric Generator	60 days
225	Electric Motor Winding	30 days
226	Electric Welding	60 days
227	Fax Machine Repairing	30 days
228	Fiber Optics	90 days
229	Fiber Glass	30 days
230	Fire Fighting	30 days
231	Football Stitching	30 days
232	Frame Making & Mounting	30 days
233	Photocopier Repair & Maintenance	30 days
234	Professional Photography	30 days
235	Fumigation	30 days
236	Furniture Polish	30 days
237	Gardening	30 days
238	Generator Repairing	30 days
239	Glass Painting	30 days
240	Greeting Card Making	15 days
241	Handmade paper production	15 days
242	Hand pump Repair &Maintenance	15 days

Sr. #	Training Programme	Duration
243	Hair Dresser	30 days
244	Hotel Waiter	30 days
245	House Hold Appliances Repair	60 days
246	HVAC Duct Man	60 days
247	HVAC Technician	60 days
248	HVAC Welder	60 days
249	Industrial Electrician	90 days
250	Industrial Electronics (Repairing)	90 days
251	Key Maker	30 days
252	Khusa Making	30 days
253	Leather Work	30 days
254	Machine Embroidery	30 days
255	Machinist	30 days
256	Marriage Card Designing	30 days
257	Marriage Stage Decoration	30 days
258	Mason	30 days
259	Mechanical Draftsman	30 days
260	Mobile Phone Repairing	30 days
261	Motor Boat Engine Repair	30 days
262	Motor Cycle Mechanic	60 days
263	Motor Cycle Repair & Maintenance	30 days
264	Motor Winding (Electric)	30 days
265	Nursery Raising	30 days
266	Oil & Gas Drilling	30 days
267	Painting Vehicle	60 days
268	Peter Engine repair	30 days
269	Photo Copier Repairing	30 days
270	Pickle packing	30 days
271	Plastic Chapal making	30 days
272	Plastic Coating	30 days
273	Plumbing and Pipe Fitting	30 days
274	Poshish Making (Sofa)	30 days
275	Poshish Making (Vehicles)	30 days

Sr. #	Training Programme	Duration
276	Ghabha Sazi (Kashmiri art)	10 days
277	Printing Press Apprentice	30 days
278	Professional Tailoring	30 days
279	Quantity Surveyor	60 days
280	Radio/ Tape Repair	30 days
281	Refrigeration & Air Conditioner	30-60 days
282	Rilli Making	30 days
283	Roof Water Proofing	30 days
284	Screen Printing	30 days
285	Security Guard	30 days
286	Sewing Machine Repair	30 days
287	Stamp Making	10 days
288	Steel Fixer	60 days
289	Tailoring (Dress Designing?)	60 days
290	Tile and Marble Fixer	30 days
291	Tire Puncture	10 days
292	Tractor Repairing	60 days
293	Trunk Making	30 days
294	Tube well Repair & Maintenance	15 days
295	TV/ DVD Player Repair	30 days
296	Shield Making	30 days
297	UPS Making & Repairing	30 days
298	Video Film Making	30 days
299	Waiter Training (men & women)	30 days
300	Watch Repairing	30 days
301	White Wash	30 days
302	Wood Furniture	60 days
303	Wrought Iron (Furniture)	60 days
Vocational & Technical Training		
304	Auto CAD	30 days
305	Computer Graphic	30 days
306	Computer Hardware Repair/Maintenance	30 days

Sr. #	Training Programme	Duration
329	Beautician & Parlor Management	30 days
330	Beverage Making (Sharbat Making)	5-15 days
331	Book Binding	5-15 days
332	Branding your enterprise by Video making for YouTube	10 days
333	Button Making	30 days
334	Calligraphy	30 days
335	Candle Making	05-10 days
336	Candy Floss	10 days
337	Carpentry (wood work)	30 days
338	Cooking	30 days
339	Detergent Making	05 days
340	Dry Cleaning	30 days
341	Electric Motor Winding	30 days
342	Electronic Door Bell	30 days
343	Embroidery (Hand)	30 days
344	Embroidery (Machine)	30 days
345	Fabric Painting	30 days
346	Food Preservation	05 days
347	Furniture Polish	30 days
348	Gardening	30 days
349	Glass Painting	30 days
350	Hair Dressing	30 days
351	Hand Made Paper Production	30 days
352	Handicraft Making & Designing	30 days
353	Ice Cream Making	30 days
354	Jam/Jelly	30 days
355	Knitting & Sewing	05 days
356	Light Engineering (lathe, sharper)	30 days
357	Makroma Making	30 days
358	Mason Training	15 days
359	Mobile Phone Repairing	30 days
360	Mohra Making	30 days
361	Nursery Raising	30 days

Sr. #	Training Programme	Duration
362	Paper Mache`	30 days
363	Pickle Making & Packing	30 days
364	Pottery	30 days
365	Product Development	30 days
307	Computer Network & system Admin (Microsoft)	30 days
308	Computer Network &system Admin (Open Source)	30 days
309	Computer Aided Designing (CAD)	30 days
310	Composing: Sindhi/Urdu/English	30 days
311	Office Automation	30 days
312	Website Designing	30 days
Heavy Machinery		
313	Excavator Operator (Chain)	30 days
314	Excavator Operator (Wheeled)	30 days
315	Shovel Operator	30 days
316	Dozer Operator	30 days
317	Bulldozer Operator	30 days
319	Earth Drilling Machines	30 days
320	Hydraulic Truck Driving	30 days
322	Road Roller Operators	30 days
323	Road Driller	30 days
324	Lifter Operator	30 days
325	Crane operator	30 days
324	Grader Operator	30 days
325	Tractor Driving and Thrasher Usage	30 days
Enterprise Development		
326	Ajrak Making	30 days
327	Bakery Products	30 days
328	Bakery Products	30 days
366	Rope Making	30 days
367	Shoe Making	30 days
368	Surf & Soap Making	10 days
369	Supply Chain	05 days

Sr. #	Training Programme	Duration
370	Tie & Die	5-15 days
371	TIG-MIG (Welding)	45 days
372	Training on Best practices in Livelihood Sectors (Community)	04 days
373	Training on Value Chain & Marketing (Community)	03 days
374	Topi Making (Basic)	30 days
375	Topi Making (Sindhi)	30 days
376	UPS Making and Repairing	30 days
377	Use of Oil Seed as Enterprise	10 days
378	Vaseline Making	5 days
379	Waste Cotton Recycling Unit	10 days
*Business Management Skills Training (BMST: 1 day-4 days) is value added component of all vocational and employable skills training for community members		



Staff Training Portfolio

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Sr. #	Training Programme	Duration
Institutional Development Training		
001	Building Grassroots Institutions for Community Empowerment	08 days
002	Institutional Building at The Grassroots (IDGR)	15 days
003	Orientation Training Workshop (OTW)	15 days
Training Skills		
004	Training of Trainers (ToT)	10 days
005	Design & Organization of Training event (DOT)	10 days
006	Training and Its Management (TIM)	05 days
007	Training Needs Assessment (TNA)	06 days
Management Development Programme		
008	Learning The Art of Winning Proposals	03 days
009	Financial Resource Management For non-financial people	05days
010	Effective Interpersonal Skills	02 days
011	Participatory Development Through Social Mobilization	03 days
012	Advance Writing skills	02 days
013	Managing Vocational Training Institutes (In collaboration with ITC-ILO)	10 days
014	Leading Organizational Change	05 days
015	Leadership and Management	07 days
016	Advance Leadership & Management	05 days
017	Project Cycle Management	03 days
018	Knowing About Business (KAB) (In Collaboration with ITC-ILO)	10 days
019	ToT in Advocacy and Networking	05 days
020	Starting and Improving your Business (In collaboration with ITC-ILO)	10 days
021	Art of Facilitation	03 days
022	MS Project (Version 2010)	03 days
023	Managing Non Profit Organizations (NPOs)	03 days
024	Social Protection & Human Rights	02 days
025	Knowledge Management for Development	03 days
026	Capacity Works	03 days
027	Preparing for ISO Audit	04 days
028	HR Audit	03 days
029	Manual Development	05 days

Sr. #	Training Programme	Duration
030	Lobbying and Fundraising	03 days
031	High Motivation and improved Performance	02 days
032	Security Awareness for NGOs Professionals	03 days
Interpersonal Skills		
033	Conflict Resolution	02 days
034	Effective Communication and Conflict Resolution	03 days
035	Anger Management	01 day
036	Conflict Resolution (CR)	05 days
037	Effective Communication Skills (ECS)	03 days
038	Effective Presentation Skills	03 days
039	Interviewing Techniques	03 days
040	Observation Skills	01 day
041	Profile for Achieving Creativity and Techniques (PACT)	03 days
042	Team Building and Group dynamics	03 days
043	Motivational Sessions and Life Coaching	01 day
044	Time Management (TM)	03 days
045	Stress Management	01 day
046	Balancing your Personal & Professional life	01 day
047	Grooming for Success	01 day
048	Job Satisfaction and Workplace Ethics	01 day
049	Personal & Professional development (Women Exclusively)	01 day
050	Motivational Skills	01 day
051	Job Hunting and Career Counseling	01 day
Gender Focused Training		
052	Gender Mainstreaming	03 days
053	Gender Audit	03 days
054	Gender Budgeting	03 days
055	Breaking The Glass Ceiling	05 days
056	Beyond the Gender progress	05 days
057	Gender Awareness and analysis	03 days
058	Introduction to Gender and Development (GAD)	03 days
059	Introduction to Women in Development(WID)	03 days

Sr. #	Training Programme	Duration
060	Involving Community Women in the Programme Action Planning with Gender	03 days
061	Thematic TOT in Gender and Development	07 days
062	Tools for GAD Analysis	03 days
063	Sexual & Gender Based Violence	05 days
064	Gender Academy	10 days
065	Environment & Gender	02 days
Planning Monitoring Evaluation & Research		
066	Field Office Management	05 days
067	How to Conduct Case Studies	03 days
068	Logical framework Analysis	03 days
069	Office Management Training	05 days
070	Participatory Monitoring	03 days
071	Planning, Assessment and Monitoring	10 days
072	Strategic Planning Exercise	03 days
073	Training Utilization Study	03 days
074	Evaluation of Micro Enterprise Projects	03 days
075	SPSS for Data Management	03 days
076	Gender sensitive Reporting	03 days
077	Remote Monitoring	03 days
078	Result based Monitoring	03 days
079	Linking Organizational Learning to M&E	03 days
080	Complementary Based Learning	03 days
081	M&E and IT Systems	03 days
082	Organizational Assessment Tools & Techniques	03 days
083	Desktop Monitoring	03 days
084	Grant Management	03 days
Micro Finance		
085	Management of Micro Finance (Islamic Banking)	06 days
086	Management of Large Scale Micro Financing Programme	06 days
087	Basic Accountancy & Book-keeping in Micro Finance (FU Level)	03 days
088	Workshop on Islamic Mode of Financing	03 days

Sr. #	Training Programme	Duration
089		03 days
090	Calculation of Service Charge / Mark up	02 days
091	Introduction to Micro Credit	06 days
092	Management of Micro Credit Programme	03 days
093	Workshop on micro cash solutions (easy paisa etc.)	03 days
094	Training Workshop on Internal Lending	03 days
095	Portfolio Management	04 days
096	Thematic TOT on Group Lending	05 days
097	Participatory Financial Assessment	05 days
098	TOT for Loan Portfolio Management	05 days
099	TOT for Operational Risks Management	05 days
100	TOT or Client Appraisal Techniques	05 days
101	Credit Appraisal Recovery Techniques	03 days
102	Bank Customer Education Training	05 days
Micro Finance		
103	Enterprise Development Training	04 days
104	Training on Best Practices in Livelihood Sectors	05 days
105	Thematic ToT on Micro Enterprise Development	05 days
Marketing		
106	Value chain & Marketing	05 days
107	Supply Chain Management	05 days
108	Thematic TOT in Skills in Rural Marketing	05 days
Social Mobilization Training		
109	Social Organizer Training (SOT)	06 days
110	Social Mobilization Training (SMT)	06 days
111	Citizen Community Board Mobilization (CCBM)	03 days
112	Nazim & Councilors Training	03 days
113	Village Development Committee Training	02 days
114	Participatory Rural Appraisal (PRA)	03 days
115	Effective SO Diary Writing	01 day
116	Leadership Management Skills Training (LMST)	03 days
117	LSO Management	03 days

Sr. #	Training Programme	Duration
Disaster Risk Reduction		
118	Disaster Risk Reduction	03 days
119	ToT on Disaster Risk Management (for govt. officials)	05 days
120	First Aid Training	03 days
121	Epidemic prevention in Disaster	02 days
122	Early Recovery & Needs Assessment	02 days
Community Health		
123	Environment & Occupational Health	05 days
124	Social Safety Net Training	30 days
125	Applied Nutrition	10 days
126	Mobilization Training for Reproductive Health	05 days
127	Family Planning Orientation	02 days
Education		
128	Teacher Training on Innovative Teaching Method	10 days
129	Head Teacher Training on School Management	02 days
130	Classroom Management Training	05 days
131	School Council Management Skill Training	03 days
132	Capacity Building of govt. Officials on School Management	03days
133	Training on Early Childhood Center Development	06days
134	ToT on Joyful Learning	05 days
Education		
135	Teacher Training on Innovative Teaching Method	10 days
136	Head Teacher Training on School Management	02 days
137	Classroom Management Training	05 days
138	School Council Management Skill Training	03 days
139	Capacity Building of govt. Officials on School Management	03days
140	Training on Early Childhood Center Development	06days
141	ToT on Joyful Learning	05 days
Environment		
142	Environment Impact Assessment (EIA)	03 days
143	Village Based Solid Waste Management	03 days
144	Crop Maximization	05 days
145	Integrated Pest management	03 days

Staff Training Portfolio

Sr. #	Training Programme	Duration
146	Renewable Energy Techniques	03 days
147	Computerized Irrigation Channels Designing	06 days
148	Management of WATSAN Projects	04 days
Sectoral Focused		
149	Effective Administration	02 days
150	Finance and Accounts Training	03 days
151	Human Resource Management	05 days
152	Monitoring Assessment and Planning	02 days
153	Physical Infrastructure	02 days
154	Rural Credit & Enterprise Development	02 days
155	Social Sector Services	02 days
156	HRD Sectoral Workshop	02 days
157	NRM Sectoral Workshop	02 days
Office Automation Equipment Training		
158	A/V Equipment Training	02 days
159	Basic Photocopier & Document Binding Training	02 days
160	Equipment Maintenance Training	02 days
161	Office Equipment Usage	03 days
Video Film Making & Photography		
162	Innovative Still Photography for Historical Record Keeping	05 days
163	Still Photography and Editing Training	03 days
164	Advance Photography learn to control Shadows	02 days
165	Video Editing and Special Effect Training	05 days
166	Simple video editing using PC based free software	03 days
167	Advanced Video editing using PC based free software	03 days
168	Branding your organization by Video making for YouTube	03 days
169	Video Film Making (VFM)	05 days
Computer Based Skills		
170	Ensuring Computer Safety and Avoiding Hacking	03 days
171	Information and Network Security Audit	02 days
172	Creative Animation	30 days
173	Photo Editing Using PC	05 days

Sr. #	Training Programme	Duration
174	Video Editing using PC	05 days
IT Training		
175	Advance Computer Training (ACT)	15 days
175	Basic Computer Training (BCT)	15 days
175	Computer Graphics Training (CGT)	15 days
175	AutoCAD Training Programme	06 days
Certificate Courses		
176	Credit / Extension Integrated Social Mobilization for MCOs	4 months
177	Internship in Human Resource Development	6 months
178	Internship in Micro Finance	6 months
179	Internship in Monitoring, Assessment & Planning	6 months
180	Internship in Social Sector	6 months
181	Internship Training Programme (ITP) Part-I (Social Organization)	6 months
182	Internship Training Programme (ITP) Part-II (Sectoral Focus)	5 months
182	Summer Internship Programme	6 weeks
Diploma Courses		
183	Executive Diploma in English Language proficiency	12 weeks
184	Diploma in Project Management	08 weeks
185	Diploma in NGO Leadership & Management	08 weeks
186	Diploma in Human Resource Management	08 weeks
187	Women Leadership Programme	01 year
188	Young professional Leadership Programme	01 Year



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