

Development Through Video, Making a Session Plan, Facilitation Skills of a Trainer, Icebreaker and Energizer Games, Mind Mapping.

- iv. Public Speaking : Each participant will give a short presentation.

### 5. Training Methods

Lecture-cum-discussion; Group Work and Presentation; VIPP; Panel Discussion; Role Play; Fish Bowl; Case studies; Brainstorming etc.

### 6. Course Fee

The course fee is Tk. 5,000 (Five thousand only) for each participant. This includes food, accommodation and training cost.

### 7. Accommodation

Double-seated room with attached bath at the BARD campus will be provided as accommodation. The participants need to report BARD hostel in the evening of the day before the course starts.

### 8. Award

On successful completion of the course, the participants will be awarded with certificates of attendance.

## 9. Address for Correspondence

### Director (Training)

BARD, Kotbari, Cumilla-3503  
Bangladesh

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## Training of Trainers Course

**A Professional Training Course  
for Trainers and Officials  
involved in imparting Training**

**Duration: One Week**



**Bangladesh Academy for Rural Development (BARD)**  
Kotbari, Cumilla

## 1. Introduction

Training is recognized as an integral component for facilitating the development process by creating awareness, improving skills, changing attitudes and building confidence of humans. A trained person would be able to perform better by utilising gained knowledge and positive attitude subject to a congenial working environment at work place. The immediate objective of training is to bring expected change in the knowledge, skills and attitude of the participants while the ultimate objective is to improve the organizational performance through better contribution of trained manpower.

Now-a-days, there is hardly any institution which does not recognize the importance of training in developing their human resources. But training itself is not a panacea for human resource development. An effective training; that would be able to contribute to human resource development needs positive attitude and professionalism of both training providers and receivers.

BARD, since its inception has been imparting training to develop a cadre of skilled and capable human resources from among officials of different GOs and NGOs, who are, as it is believed, the prime contributors to an organization's effectiveness and productivity in the sphere of development. With the passage of time, it has emerged as a pioneer institution of training. The

Academy follows a flexible training policy to serve a wide range of clientele.

BARD started TOT courses in the early sixties for the thana (now Upazilla) officials to act as trainers at the TTDC. On the basis of its accumulated experience, BARD offers a specialized Training of Trainers (TOT) course for those officials who are supposed to be future trainers in their respective fields.

TOT will enable the participants of various training institutions to develop a comprehensive notion about training programmes, methods, techniques, materials and other resources. It would build up their confidence to make rapport with the training clients and to be successful trainers. Moreover, the TOT course will make them acquainted with the latest development in training policy and methodology.

## 2. Objectives

The general objective of the course is to develop understanding of the participants on training cycle and to enhance skills in designing, implementing, and evaluating training courses. On completion of the course, the participants will be able to:

- describe the principles of training and adult learning;
- design and develop appropriate training courses to address special needs of development programmes;

- Select suitable methods and techniques for conducting training sessions;
- develop skills in presentation and use of suitable audio-visual aids; and use ICT for conducting training courses effectively .

## 3. Participants

The expected participants of this course are junior and mid- level of trainers of training institutions or officials of government and non-government organizations involved in imparting training.

## 4. Course Curriculum

- i. Learning and changes in Behavior for Human Resource Development: Human Resource Development : Role of Training, Learning: Theories, Concepts and Principles of Adult Learning, Transactional Analysis.
- ii. Training Cycle : Training Need Assessment: Objectives. Techniques and Methods, Setting Training Objectives, Content Analysis and Selection; Selection of Training Methods and Techniques, Course and Post Training Evaluation
- iii. Session Facilitation Effective Communication Techniques, Preparation and Use of Audio-visual Training Materials, Digital Innovation for Knowledge Gathering, Interactive Content

- (i) **SPSS:** Introduction to SPSS, preparation of data files, data entry, data cleaning, preparation of output tables and statistical analysis of data.
- (j) **Report Writing:** Interpretation of data and generalization, organizing table of contents, report writing and PowerPoint presentation of the report

## 5. TRAINING METHODS

- (a) **Theoretical Concepts:** Classroom lectures with visual aids supplemented by lecture scripts and followed by discussions and library work.
- (b) **Guide Exercise:** Problem-solving exercise in the classroom and case studies guided by the Faculty Members.
- (c) **Home Work:** Each lecture topic will be followed by homework to be submitted on the following days.
- (d) **Practical:** Each participant will have to formulate a research proposal, prepare a questionnaire, collect data from the villages, analyze data through SPSS computer software, write a research report and present the report through PowerPoint under the supervision of Faculty Members. There will be a pre and post-test for evaluating the performance of the participants.

6. **DURATION :** Three weeks.

## 7. COURSE FEE AND OTHER COSTS

A course fee of Tk. 15,000.00 (Fifteen thousand only) including food and hostel accommodation for three weeks will be charged for each participant. The

participants or their nominating organizations will have to bear travel expenses.

## 8. ACADEMIC STAFF

Senior members of the BARD Faculty having experiences in social research and evaluation studies in the field of rural development will be the trainers. Besides, experienced subject matter specialists of other institutions will be invited as guest speakers.

## 9. ACCOMMODATION

BARD will provide hostel accommodation for the participants at the campus at a subsidized rate.

## 10. AWARD

On successful completion of the course, each participant will be provided with a certificate of attendance.

## 11. ADDRESS FOR CONTACT

### Director

Research Division  
BARD, Kotbari, Cumilla-3503  
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# RESEARCH METHODOLOGY FOR SOCIAL SCIENCES

A Training Course for Professionals and  
Researchers of Public and Private Sector  
Organizations and Students in Social Sciences

**Duration: Three Week**



**Bangladesh Academy for Rural Development (BARD)**  
Kotbari, Cumilla

## 1. INTRODUCTION

Socio-economic research and evaluation studies in the field of rural development are of crucial importance for proper planning of development programs in rural areas. The standard and quality of the research report and the usefulness of its findings strictly depend on the appropriateness of the methodology used. Recognizing the training need for potential researchers and upgrading the skills of the practitioners, BARD has designed a training course on Research Methodology for Social Sciences for researchers and practitioners involved in the process of rural development. This is a comprehensive training course incorporating all essential aspects of the methodological issues and research process. Formulation of research proposal and design, preparation of questionnaire and pre-testing, sampling techniques, data collection, data processing, statistical analysis through SPSS, interpretation of data, citation of references and compiling bibliography, research ethics and validity, organizing contents, writing a research report etc. – all are blended in one course to make it a comprehensive one.

The participants practically learn the complete cycle of a research in this training course. This type of practical training in research methodology is not usually available in any university or any other research and training institute in Bangladesh. This training is expected to equip the participants with concepts and issues of social research, methodological skills and techniques of social research through practical exercises and improve the quality of their research output.

## 2. OBJECTIVES

The general objective of the training course is to equip the participants with knowledge and skill of social science research, so that they can identify various socio-economic problems, formulate a research proposal, collect required data, process and analyze data through SPSS and prepare a standard research report. The specific objectives of the course are to:

- a) provide an understanding of research problems, scope, methods, and formulation of a research proposal;
- b) acquaint participants with different methods of data collection, data processing, statistical tools, data analysis, and SPSS computer software; and
- c) enable participants to acquire skills in presenting, interpreting and analyzing data and writing a standard research report.

## 3. PARTICIPANTS

The expected participants of this course are junior and mid-level researchers involved in social and evaluation studies in the field of rural development. Various national research and training institutes, universities, government & Non-Government Organizations may nominate relevant officials for undertaking this course. Twenty to thirty participants can be accommodated in each course.

## 4. COURSE CURRICULUM

- (a) **Introduction:** Concepts of research in rural development; approaches to and types of social research.
- (b) **Formulation of Research Design:** Background, objectives, hypothesis, scope, literature review, conceptual framework, references, methods, budget and time schedule.
- (c) **Questionnaire:** Preparation of questionnaire and checklists, pre-testing and finalization of the questionnaire.
- (d) **Sampling:** Sampling concepts; simple random, stratified, systematic and cluster sampling; determination of sample size.
- (e) **Data Collection and Editing:** Primary and secondary sources of data; interview procedure, observation and anthropological method, PRA tools and techniques, data editing.
- (f) **Data Processing:** Coding, tabulation, one and two way classification and graphical representation.
- (g) **Statistical Methods:** Statistical terms and symbols, population, sample, normal distribution, measures of central tendency, measures of dispersion; Test of hypothesis: Z-test, F-test, t-test, Chi-square test, confidence interval, etc.
- (h) **Data Analysis:** Simple and multiple correlation and regression, partial and rank correlation. Gini-coefficient, Analysis of Variance and testing procedure.

## Training Methods

The following methods will be followed in conducting the course:

### I. Lectures:

Lectures followed by discussions and supply of handouts:

### II. Reading Assignment & Group Work:

On the basis of lectures and case studies, the participants will be given some selected books and articles to study in the library. Moreover, the participants will be given group works on certain topics.

### III. Guided Field visits:

Visit to local level project areas, relevant institutions and some important areas.

## Duration

Duration of the Course will be 05 working days.

## Course Fee

Tk. 8,000.00  
(including food and accommodation)

## ADDRESS FOR CORRESPONDENCE

### Director (Training)

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# Training Course On Monitoring and Evaluation of Development Projects

**Duration: One Week**



**Bangladesh Academy for Rural Development (BARD)**  
Kotbari, Cumilla

## INTRODUCTION

Success of a project is largely attributed to effective monitoring mechanism and evaluation process where by the lacking and drawbacks are identified properly. Effective monitoring and evaluation is highly significant to make the project outcomes more cost effective, to minimize negative effects and to maximize the benefit from the project through using its scarce resources for development purposes. Project monitoring and evaluation has thus become one of the most valued skills in running development projects. To thrive, it is essential to deliver the project interventions on time which rely heavily on the expertise of skilled project personnel. Project management personnel need to understand not only the project activities but also the overall needs of the organization and processes of project monitoring and evaluation.

Bangladesh Academy for Rural Development (BARD), Cumilla has been experimenting rural development theories and ideas with the concept of comprehensive project planning and management for effective participation of all categories of stakeholders, development organizations and other relevant agencies for a considerable period of time. As development is an ongoing process there are many skills to learn. BARD, with this view in mind, has designed the 'Monitoring and Evaluation of

Development Projects' course in order to provide skills of setting out processes, methods and tools to enable a smooth and successful implementation of project.

## Objectives of the Course

The general objective of the course is to acquaint the participant with the key elements necessary for effective monitoring and evaluation of development projects. The specific objectives of the course are to:

- i. describe the concepts of development project planning with special reference to rural development;
- ii. identify and use different project monitoring and evaluation indicators and techniques for successful management; and
- iii. share experiences gathered on monitoring and evaluation of rural development projects among the participants themselves.

## Course Contents

### Module-I: Conceptual Aspects

- a) Development and Project: Perspectives and Project Cycle
- b) Concept, Steps, Application and Methods of Monitoring

- c) Project Evaluation: Types and Process
- d) PRA: Concepts and its Uses in Monitoring and Evaluation

### Module-II: Tools and Techniques for Monitoring and Evaluation

- a) Logical Framework for Project Monitoring and Evaluation: Theory and Exercise
- b) PRA: Tools and Techniques for Monitoring and Evaluation
- c) Development of Indicators for Monitoring and Evaluation of Development Projects
- d) Designing of Monitoring and Evaluation Format for Development Projects by Using Suitable Indicators
- e) Social Audit for Project Monitoring and Evaluation
- f) Annual Performance Agreement (APA)

### Module-III: Development and Implementation of M & E Framework

- a) MTBF and Its Implication on Project Monitoring and Evaluation
- b) IMED Formats for M & E of Development Project
- c) Preparation of a Framework on Monitoring and Evaluation Based on Participants Own Project

- ii) **Case Study:** Analysis of selected successful case of projects in a group work.
- iii) **Assigned Reading:** Reading related books, and articles in library for getting in-depth understanding.
- iv) **Exercise:** The participants will design and formulate a project proposal on current theme in a group under the guidance of the facilitators.

### **PARTICIPANTS**

Managers, professionals, personnel engaged in project planning, management, implementation and assessment, who desire to be more effective contributors in their organization's success will find this course very useful.

### **DURATION**

The duration of the course will be five working days.

### **COURSE FEE**

A course fee of TK. 8000.00 (Four thousand) only will be charged to each participant. Lodging, food, training materials, field and practical exercise will be borne from the course fee. Travelling and daily allowance of the participants will be borne by the sponsoring organisations or the participant him/herself.

### **ACCOMMODATION**

The course is residential. BARD will provide hostel accommodation for all the participants in the campus.

### **AWARD**

On successful completion of the course the participants will be provided with a certificate of attendance of the course.

### **ACADEMIC STAFF**

Senior Faculty Members of BARD having long experiences in training, research and in project planning, management and assessment will be associated with the course. Expert guest speakers will also be invited to deliver lectures and share experiences.

### **ADDRESS FOR CORRESPONDENCE**

#### **Director (Training)**

BARD, Kotbari, Cumilla-3503  
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## **Training Course on Development Project Planning and Management (DPPM)**

**Duration: One Week**



**Bangladesh Academy for Rural Development (BARD)**  
Kotbari, Cumilla

## INTRODUCTION

The advancement of the developing countries is largely dependent on the successful planning and management of development projects undertaken in different fields to address causes and consequences of poverty, injustice, inequalities, illiteracy, ill health and malnutrition, lower production and growth (farm and non-farm), environmental hazards, and other sectors. Effective planning and management is highly important to make the project cost effective, to minimize negative effects and to maximize the benefit from the project through using its scarce resources for development purposes. Project planning and management has thus become one of the most valued skills in development sector. To thrive, it is essential to deliver the project interventions on time which rely heavily on the expertise of skilled project personnel. Project management personnel need to understand not only the project activities but also the overall needs of the organization and processes followed for approval for moving towards advanced project planning and management.

Bangladesh Academy for Rural Development (BARD), Cumilla has been experimenting rural development theories and ideas with the concept of comprehensive project planning and management for effective participation of all categories of stakeholders, development organizations and other relevant agencies for a considerable period of time. As development is an ongoing process there are many skills to learn. BARD, with this view in mind, has designed the Development Project Planning and Management (DPPM) course in order to provide skills of setting out processes, methods and tools to enable a smooth and successful project delivery.

## OBJECTIVES

The general objective of the course is to enable the participants with the knowledge and skills of project appraisal, management and implementation. The specific objectives of the course are to:

- i) develop insight of the participants with the perception of project in development perspectives;
- ii) develop knowledge and skill on appraisal, management and implementation of projects; and
- iii) build up proficiency and knack of the participants to review and develop project proposal and risk identification using modern methods and tools and interpersonal dynamics for sustainable development.

## COURSE CONTENTS

Key issues that will be blended throughout the course contents are undoubtedly worthy of and imperative for the participants. They would be able to gain knowledge and skill on project as well as on their organizational needs.

### Module-I: Conceptual Aspects and Framework

- Project and Development: Dilemma, Perspective and Cycle
- Generation of Project Idea
- Setting of Objective and Identification of Activities
- Highlighting the issues of SDGs in formulating objectives
- Tools of Appraisal: IRR, NPV, BCR
- Causes, Consequences and Measures of Project Failure

### Module-II: Development Project Planning

- Feasibility Study: Tools and Techniques
- Application and Implication of RRA/PRA in Development Project Planning and Management
- Essence and Imperative of Logical Framework
- Importance and Process of Gantt Chart, PERT & CPM
- Practical Exercise to Formulate DPP on Current Theme/Organizational Needs
- Skills Required for Running Project on a Day-to-day Basis (M&E, performance review)

### Module-III: Development Project Management

- Organisational Design for Project Management (portfolio, authority, maturity)
- Project Stakeholder Management (identification, process, strengths, weakness)
- Project Operation (maintenance, MIS, governance, shutting, survival strategy & cultural considerations)
- Procurement Guideline and Processes
- Interpersonal dynamics in Project Management (strategic leadership, communication, coordination, team building)
- Ethical Consideration for Sustainable Development.
- Challenges of Mega Project

## TRAINING METHODS

The following methods will be followed in conducting the course:

- i) **Lecture:** Lectures followed by discussions and question answer



## INTRODUCTION

One cannot now deny the inevitability of communication in development in the changing global perspective. With the radical change in the perception of development and increased electronic media in the 90s, the role of communication in development has increased tremendously. The term 'development' now connotes 'human development' or in other words, development of human beings, through creating social and economic opportunities for them and widening human choices to bring changes in their lives.

People must be at the center of human development. Development has to be woven around people, not people around development. It has to be the development of the people, by the people, for the people.

To quantify and clarify the process of human development, UNDP also introduced a new yardstick of human progress, the human development index (HDI) by combining indicators of real purchasing power, education and health. Communication plays a vital role in these three areas.

Research findings say, of all the functions of a human being throughout his life, communication alone constitutes 80 per cent. Out of them successful communication constitutes only 30 per cent. Effective and successful communication is only possible when the gap between the source and the receiver can be reduced. And that is why development worker has to attain skills in communication.

Which is to be communicated, how and why are key questions in communication. In disseminating the message, selection of appropriate media is as important as language. Wrong selection of media and inadequate and improper communication supports lead to failure in development.

In different countries across the world, communication now plays a key role in development. The use of ICTs for addressing core sectors of development is, on the one hand, to provide access to information and knowledge, access to income generation opportunities, and access to public services and facilities in agriculture, rural development and

education, and so forth. On the other hand, ICTs can be used by governments, public authorities, NGOs and private sector initiatives to build large-scale decision support information systems that will help in the speedy, efficient and effective delivery of services. ICTs could also be a powerful tool of development and poverty reduction, and achieving the Sustainable Development Goals (SDGs).

BARD has national mandate to develop suitable replicable models for rural development. It has already developed a number of suitable models. The academy has gained considerable experience in development communication through training, research action research and pilot experimentation. It has gained substantial knowledge and skills in rural communication through its persistent field attachment. Its innovative experiment with the Folk Media to educate and motivate the target population was a notable success. The full-fledged "Development Communication" discipline of the Academy is manned with faculty members having university degree and training on mass communication and development communication. Taking cognizance of these strengths, BARD feels that it should launch a training course on Development Communication.

The said training course has been designed for officials, managers and organizers of both govt. organization and NGOs engaged in development sector.

## OBJECTIVES

The general objective of the course is to acquaint the participants with the concepts, theories, approaches, role and strategies of Development Communication and its Application. The specific objectives are:

1. to inform the participants about communication theories, types and techniques;
2. to make them understand how to develop communication programmes and strategy and implement communication programmes;
3. to develop communication skills and use of ICT.

## COURSE CONTENTS

### Module 1 : Concept of Development Communication

1. Communication: Concept, Process, Theories Types and Models
2. Understand the Characteristics of Effective Communication and Identify Barriers to Effective Communication
3. Development Communication Concept and Reality
4. Organizational Communication

### Module 2 : Communication for Development

1. Communication Approaches in Rural Development with Emphasis on Participatory Approaches
2. Motivation Process of Effective Communication
3. Modern Techniques of Public Relation
4. Communication for Social Mobilization
5. Gender Responsive Communication for Development: Role of Media and ICT
6. Role and Characteristics of Development Activists
7. Message Development and Dissemination

### Module 3 : Skills for Effective Communication

1. Communication Skills
2. Listening and Speaking
3. Role of folk media in development

### Module 4 : Communication through ICT

1. The Potential of Social Media as a Communication Tool for Citizen Connectivity
2. New Digital Technology and Communication Ethics
3. Communication Skill Through ICT

### Other Activities

- Field Visit
- Sight Seeing
- Film Show
- Games