1. **Introduction:**
Bangladesh Red Crescent Society (BDRCS) constituted under Bangladesh Red Crescent Society Order, 1973 (President’s Order No.26 of 1973 or P.O.No.26 of 1973) has been authorized to act as an auxiliary to the Government of the People’s Republic of Bangladesh for providing aid to the sick and wounded and to the victims of natural calamities and civil disturbances and other purpose of a like nature. Pursuant to First Schedule of Article - 5 of the P.O. 26 of 1973 the BDRCS implements various humanitarian activities throughout the country. In conformity with these obligations a large number of individuals are involved with BDRCS who should be turned into human resources for successful execution of programmes and projects. Having realized the importance of training as an effective means of human resource development the BDRCS has taken up initiatives to orient and gear up training activities to enhance administrative, managerial and implementation capacity in various sectors to alleviate sufferings, reduce vulnerability and achieve sustainable development consistent with goals and objectives of the Society. In view of giving a broad direction and guidelines to training activities a training policy of BDRCS has been emerged.

2. **Goal:**
To increase the capacity and efficiency of the BDRCS in emergency preparedness, response and recovery.

3. **Mission statement:**
To achieve BDRCS Goal in providing humanitarian assistance by enhancing the capacity of its governance, management, staff, volunteers and clients.

4. **Objectives:**
4.1 To enhance the capacity of the members of governance, management, staff, volunteers and clients in implementing programmes and projects;
4.2 To equip the BDRCS staff and volunteers at all levels with requisite knowledge, attitude, skill and techniques to enable them to productive use of their potentials in performing their roles and responsibilities;
4.3 To build an effective, accountable, transparent, sincere and committed staff and volunteers capable of delivering quality and cost effective services to the stakeholders of BDRCS;
4.4 To establish energetic teams of human resources capable of integrating and transforming progressive ideas into reality for establishing good governance and for meeting the challenges of the 21st century.

5. **Training Strategies:**
5.1 The existing BDRCS training department will require further strengthening by developing appropriate infrastructural facilities, training aids and equipment to provide quality training.
5.2 The BDRCS Training Department will turn into the focal point of organizing, conducting, coordinating and assisting all sorts of training events in BDRCS.
5.3 The capacity of the training department will be enhanced through periodic review of curricula for appropriately designing need-based training for the members of staff and volunteers at all levels to enable them to develop professionalism.

5.4 Members of staff and volunteers at all levels will be given training and conduct refreshers courses at home and abroad to enable them to refresh and update their knowledge and skill.

5.5 The training department of BDRCS will be encouraged to collaborate and liaise other training institutions of the GO and NGOs as partners in training, research and development.

6 Role of Training Department:
During the transformation process of BDRCS initiated in the year 1997 a separate and full-fledged Training Department was established with a view to bring professionalism among the staff and volunteers at all levels viz. National Headquarters, Unit/Branch and community. BDRCS Training Department provides in-house trainings for BDRCS employees, members and volunteers apart from regular trainings being organized for different national and international organizations. The Training Department has been operating through placing a Director, a Deputy Director, Assistant Director and a set of trainers deployed from other departments of BDRCS.

The Training Department usually offers training on Basic Course on RC/RC Movement, International Humanitarian Law (IHL), Leadership Training for RCY, First Aid, Search & Rescue, Disaster Management, Early Warning (Cyclone), Sea Safety & Cyclone Shelter Management, Fire Safety & Management, Restoring Family Link (Tracing) etc. Besides, the Training Department assists in conducting specific training events including simulation exercises organized by different departments, programmes and projects of BDRCS.

In addition, BDRCS Training Department used to organize training courses deemed fit for other organizations on request upon payment of training fees.

It follows separate training programme and modules while organizes training programme in different occasions.

7. Training Need Assessment:

Need assessment is a systematic method for determining gaps between current and desired performance levels. This may also be assessed to find out the present knowledge level of the incumbent in performing ones assigned job. Training needs assessment is a pre-requisite to find out ability of an employee to improve his/her performance and potentiality for organisational development. BDRCS Training Department in conjunction with Human Resource Department (HRD) and concerned department where the employee works is entrusted to conduct the entire process.
7.1 Identification of Training Needs:

Job related training needs will be identified as a number of stages:

7.1.1 At recruitment/induction stage training needs will be identified and an orientation training will be organised within one month of employment for the incumbent officer/staff.

7.1.2 Society’s cadre officers like Unit Level Officer (ULO)/NHQ based officers and project related officers will be offered Foundation/Post Recruitment Training Course on assessment of their such type of training needs within three months of recruitment.

7.1.3 Based on training needs assessed by the department concerned as part of their process of strengthening departmental activities the training department of BDRCS should cooperate to rightly identify the trainees and subsequently organizes training for them.

7.1.4 As part of professional and skill development BDRCS officers are used to participate in special training courses at home and abroad with a view to provide and contribute skillful performance. Need assessment for particular training/workshop should be conducted by the department concerned in collaboration with Training Department to avoid any lacking in selecting right candidates.

8. Areas of Training/Workshop

The BDRCS Training Department will formulate training programmes based on the training needs of the trainees on the following training subjects in order to provide professional and effective services to the BDRCS and its stakeholders:

1. Induction
2. Orientation
3. Issue based Sensitization Skill Development
4. Planning, Monitoring, Evaluation & Reporting (PMER)
5. Computer Literacy
6. Health and Safety
7. Basic First Aid
8. ToT on First Aid
9. Basic Course on RC/RC Movement
10. International Humanitarian Law (IHL)
11. Leadership Training for RCY & Volunteer
12. Search & Rescue
13. Disaster Management
14. ToT on Disaster Management
15. Disaster Risk Reduction
16. Earthquake Preparedness & Response
17. Early Warning (Cyclone)
18. Sea Safety & Cyclone Shelter Management
19. Fire Safety & Management
20. Restoring Family Link (Tracing)
21. Prevention of Misuse of Red Cross & Red Crescent Emblem
22. Community Based Income Generation
23. Fund raising
9. Refresher Course:
Refresher Courses related to the core training courses should regularly be organized with limited participants to examine the effectiveness of the courses, application of training in the organization to assess the new and emerging training needs for re-designing the training curricula based on the evaluation conducted by the Training Department.

10. Participation in Workshops/Seminars:
Members of Governance, management, Officer, RCY & Volunteer should participate in workshops and seminars in their respective fields of work for their professional enrichment, exposure to emerging ideas and new developments and dissemination of the acquired knowledge across the International Red Cross and Red Crescent Movement.

11. Need Based Training Courses:
In addition to BDRCS Training Department organized training courses/workshops, other need based trainings and workshops may be participated by the members of governance, management, staff and volunteers organized by national and international organizations. Based on needs the BDRCS Training Department will prepare and maintain a list of personnel including the category of training/workshop who will in turn undergo training/workshop accordingly. As per the list of aspiring candidates the Training Department will recommend the name of participants eligible for the course of training held at home and abroad.

12. Preparation of Training Module
Training being an integral part of developing skill and competence of an individual working in an organization training activities particularly the training modules should be prepared carefully with due attention to the objectives of each course.

13. Preparation of Training Curricula
The Training Department should develop training curricula having clearly spelled out objectives, outlines, session schedule, lesson plan, lecture materials and notes, resource persons and expected outcome from the programme. The programme should be measureable and verifiable as far as possible through evaluation.

14. Annual Training Plan
BDRCS Training Department will prepare a yearly training plan in consultation with HR and other Departments. This will reflect total training courses of the organization of all departments, projects, programmes. It will include number of target groups, selection of categories and areas of training, drawing schedule or fixation of training target, selection of appropriate trainees and resource persons, drawing budgetary line to incur training expenditure.
15. Training Manual

Preparation of training manual is a joint responsibility of the BDRCS Training Department and the concerned department who organizes training for developing its manpower for enhancing performance of specific job bestowed upon the individuals. These training manuals will be treated as the essential tools for guiding the training activities, maintain a set standard, uniformity and consistency in organizing training programmes. The training department will constantly insist all the departments to possess such manuals suitably fit for their department. There should be provision of updating the manuals as and when required.

Monitoring mechanism and evaluation will also be incorporated with Training Manuals.

16. Modular Approach for Training

Training courses should be designed by the training department or else on modular approach. Course contents should be updated continually. Any change or modification in the content of the module should be need based and pragmatic. The trainees should be provided with training materials, handouts which should also be continuously updated.

17. Training Methodology

With a view to make training/workshop attractive and useful more and more emphasis should be placed on participatory and interactive methods to reduce reliance on one way approach e.g. lecture method.

While conducting Training/Workshop following methodology are being maintained:

- Use of ZOPP/VIPP card to identify course expectation
- Lecture
- Visual materials (e.g. OHP/Multi-media presentation, Flipchart, Video show etc.)
- Group work
- Group work presentations
- Demonstration
- Practical demonstration & exercise (particularly in case of First Aid, Search & Rescue)
- Role play
- Simulation exercise
- Open discussion and question-answer session
- Presentation exercise etc.

Mentionable, each course starts with pre-evaluation to assess existing understanding and knowledge level of individual trainees while post-training evaluation is conducted to assess their understanding on completion of the course to assess the enhancement of their knowledge which yielded positive results.
18. Resource Person for the Training Department

The Training Department will identify resource persons from amongst the regular staff and volunteers in consultation with other departments in order to prepare and maintain an inventory of specialists in specific areas who will be entrusted to conduct training sessions with the provision of updating the list periodically. The process will be made through some preset criterion for the purpose. The BDRCS authority should ag

Organogram of Training Cell