

2	Establish training venue	At proper location for the target population
		Target group friendly
		Well equipped, well-furnished and well ventilated training venue
		Facility of separate toilets for male and female, drinking water, child care, first aid
3	Training hour	Flexible based on the trainees need
4	Language	Priority to local language
5	Training quality	Follow up of CTEVT curriculum
		Availability of training tools and materials based on the lesson plan
		Use of teaching and learning tools and methodologies
		Handling and storage of tools and materials
6	Trainers performance	Weekly lesson plan based on CTEVT curriculum
		Theory and practical class based on lesson plan
		Trainers log Book
		Visitor's log book
7	Trainees performance	Time sheet
		Daily attendance
		Participate in group activities
		Maintain daily diary
		weekly performance test

## 2.10 Information Flow System

Managing Director is solely responsible for the overall management of the training program and training team, make necessary decision at the right time and coordinate with the board of directors and other related stakeholders to ensure proper communication and quality interaction with the clients. He will be responsible for all kind of communication and correspondence with the clients.

The training management team lead by Managing Director will arrange regular meetings with the field team to share and disseminate project achievement, progress and best practices learned during the previous training activities. At least two days orientation program will be organized to each and every staffs on training objectives, scopes, expected outcomes, training implementation plan prior to the training implementation.

A strong internal control system will be developed through monitoring, evaluation and supervision to ensure delivery of high quality training in each and every training event, timely availability of the training tools and materials, strictly follow up training curriculum and to enable best teaching and learning practices.

Training Coordinator at central level is responsible to disseminate program related information deliver program related documents, correspondence to district level and to receive all the program related compliance, checked and verify all the report forms and formats.

## MARKET LINKAGE WITH THE TRAINING SYSTEM

Since employment and self-employment of the training graduates are the major thrust of the training, we have always huge focus to enable positive environment with the INGOs, GOs, and potential employers from the day of training start. We prepare a list of the potential employers in each project district and coordination meetings will be organized on regular basis

Life skill training, entrepreneurship development training will be conducted based on TOPE and TOSE curriculum to those trainees who are interested to start up their own business following the training graduation. We will also coordinate with Key stakeholders, National Non-Government Organizations (NNGOs), working with the project for linkages with microfinance institutions for supporting to establish their own business and provide necessary counselling and guidance to the trainees (especially for female and people from the excluded groups) throughout the enrolment, training and post training period.

Based on the Trainers performance we will coordinate with TITI and clients to participate them skill upgrading training, ToT and Assessor training.