ABOUT DISA TRAINING CENTER (DTC)

DISA Training Center (DTC) is a wing of Development Initiative for Social Advancement (DISA) working in Bangladesh for Human Resource Development through various capacity building initiatives like organizing training, meeting, seminar, workshop, developing training materials, conducting research and other development consultancies. In fact, it has something more to offer other than providing a meeting or conference space. Previously, the training services of DISA were being provided in a small scale within the premises of DISA Head Office located at Pallabi Extension, Dhaka. Then it was called DISA Academy (2012). But later increasing demand from NGOs and corporate sector influenced the decision to build DISA Training Center (DTC) with lot more space and resources. In January 2020, DISA Academy has been renamed as ‘DISA Training Center (DTC)” as previous name seems to be an educational institution. DTC is a modern ten-storied venue with simple versatile rooms offering fantastic facilities for meeting, training, conference, product launch and more. With easy traffic flow and only 30 minutes from the heart of the city, this facility provides four (4) multi-purpose conference rooms and 85 accommodations for the participants with adequate space and modern technological support. Having curvy walking Paths along the ceramic edge and a serene natural setting, this facility gives a satisfying experience with a touch of nature. DISA Training Center (DTC) is an apex private sector Training Institute in Bangladesh meeting the challenges of the 21st century. The center offers innovative training courses to development professionals. It also arranges seminars and workshop on various issues at national and global concerns. Our main services include accommodation arrangement and venue rent for meeting, training, and seminars to national and international NGOs, UN Agencies, Private sector, Government Organization and corporate sector.

INTRODUCTION

Development Initiative for Social Advancement (DISA) was established as a socio-economic development organization in 1993 by a group of social workers under the leadership of its founder Md. Shahid Ullah. DISA has been working for the rural poor especially poor women and children with the objectives of poverty alleviation, violence reduction and empowerment of the women to uplift socio-economic condition. DISA Training Center (DTC) is a social institution of DISA established in January, 2020 in order to create skilled human resources in Bangladesh. DTC is a user friendly venue for training, meeting, workshop, wedding, birthday and personal gathering in Dhaka, Bangladesh. Its training facilities are demand driven and customer friendly with all sorts of modern training facilities. It is located at a distance of 200 yards east from Mirpur 12 No bus stand, ½ km west from Sagupta moor /Bangabandhu Government College and south of Mirpur ceramics factory.

OUR OBJECTIVES

- The main objectives of the training center is to provide training for the officials and non officials of public, private, corporate, autonomous body and development sector
- To enhance knowledge, skill and attitude of employees
- To develop a sustainable economy through training
- To build future leaders of the country
- To develop managerial skill of employees
- To conduct action research on training
- To provide development consultancy services

OUR VISION

Human resource development to lead the nation in future

OUR MISSION

We are committed to achieve the vision through:

- professional development by adopting highest level of quality services
- promoting a culture of continuous learning
- fostering a knowledge - based institution
- establishing effective partnership with reputed organizations
- extending consulting services for continuous improvement
- developing organizational capacity
- imparting quality training services
- conducting research, publishing books and Journals
OUR CORE VALUES

- Customers’ satisfaction
- Discipline
- Integrity
- Inclusiveness
- Professionalism
- Innovations
- Team spirit
- Effectiveness
- Efficiency
- Mutual understanding
- Transparency

OUR STAKEHOLDERS

- Private sector
- Government organizations
- Corporate sector
- National NGOs
- International NGOs
- UN organizations
- Financial institutions
- CBOs/CSOs
- Individuals

OUR DEVELOPMENT PARTNERS

Pally Karma Sahayak Foundation (PKSF), different banks and financial institutions, Stromme Foundation, Credit and Development Forum (CDF), Brac, OXFAM GB are our core development partners.

OVERVIEW

DISA Training Center (DTC) is a place for training and lodge in Dhaka. Facilities of the venue include Wi-Fi, multi-media, laptop, VIPP board, white board, sound system, photocopier, scanner, dining facilities with set menu or need based, elevator, car parking and 24/7 security system.

LOCATION & LANDSCAPE

The Training Center is 200 yards east from Mirpur 12 No bus station, ¼ km west from Sagupta moor/Bangabandhu Government College and in south of Mirpur Ceramic Factory. It is well connected with Hazrat Shahjalal International Airport (10 km), Gubtoli, Farmgate, Dhaka Cantonment, Mohakhali, Gulshan and Banani. Mirpur Botanical Garden is very close to the DISA Training Center (DTC).

CONFERENCE ROOM

DISA Training Center (DTC) has 4 (four) well-equipped conference rooms with modern logistics and materials including multi-media, laptop, VIPP board, white board, flip chart, microphone, laser pointer etc with complementary wireless internet, air conditioning and a dining area.

ACCOMMODATION

Training venue provides accommodation for 85 participants. It has 45 A/C rooms for the facilitators, participants and guests with internet, air conditioning and color Television with homely atmosphere. All rooms are fitted with en-suite bathrooms. We also have affordable and economy dormitory for 45 participants.

EAT & DRINKS

There is 24 hour restaurant/dining on site serving local meals, juice, cold drinks etc.

IDEAL FOR BUSINESS & LAISURE

DISA Training Center (DTC) also offers a business center and meeting rooms for business travelers, Eco-tourists, NGO professionals, players and job seekers. Car rental services are available for guests. The 10 storied center has exclusive 45 guest rooms (85 capacities). Each room is unique, offering its own welcoming atmosphere to make you feel welcomed.

FINE DINING

This stylish dining offers a unique setting to savor delicious Bengali, Indian, oriental and western cuisine.
DISA TRAINING CENTER (DTC) PROFESSIONAL Expertise

DISA Training Center (DTC) has a rich and diversified resource pool where more than 10 experienced professionals are engaged as resource persons for training & consultancy services. Our resource pool members have the expertise and experience in the following development areas:

- Training of Trainers (TOT)
- Microfinance and Micro-credit
- Accounts and Financial Management
- SME Development and Management
- Personnel Development and Management
- Participatory Market System Development (PMSD)
- Project Cycle Management (PCM)
- Monitoring & Evaluation of development projects
- Disaster Management & Risk Reduction
- Climate Change Adaptation
- Supportive supervision
- Water Sanitation & Hygiene (WASH)
- Livestock management
- Child Rights and Development
- Gender and Development
- Human Rights
- Basic Health and Nutrition
- Food Processing and Marketing
- Leadership and Organizational Development (OD)

Our Resource Pool Members are well experienced to work with different National & International Development Organizations, Private, Public and Corporate sectors at national and international level.

ACTIVITIES/SERVICES

DISA Training Center (DTC) provides a wide range of training and training related services to different level participants and other stakeholders with standard. Several services of DISA Training Center (DTC) include:

- Venue rent for training, meeting, seminars, conference, workshop
- Ensure accommodations for the participants
- Training Need Assessment (TNA)
- Training modules/handout development
- IEC/BCC materials development
- Conduct internal training of organization
- Course offered to other organizations
- Research and publication
- Video documentary production
- Arrange site seeing for the participants
- Library program for the participants
- Rent a car support
- Air-Ticket booking
- Other development activities

ADMINISTRATION & ORGANIZATION

The board of Governors is the governing body of DISA Training Center (DTC). The board provides the policy framework for the institution to operate and monitor its activities. The board of Governors consists of members from Government Department, universities, banks, schools, colleges, NGOs and other private sector. The Training Center is headed by an expert Training Coordinator with the proper direction and guidance of the Chief Executive (CE) of DISA who is assisted by a Training Manager, Catering Manager, Training Officer, Finance Officer, Trainer and other support staffs working in Training Division.
WIDER FACILITIES – ACCOMMODATION, LIBRARY, CLASS ROOMS, WI-FI

The training center provides quality accommodation, finest library with books, journals and magazines from home and abroad, modern class rooms and computer equipped with latest training aids. The Wi-Fi network connected with entire campus, e-office environment and accommodations. The center has arranged well-equipped prayer room and transport facilities (rental) for the participants. The participants of the training course can use all existing facilities of the training complex.

RATES & FACILITIES

<table>
<thead>
<tr>
<th>SL. No</th>
<th>Services</th>
<th>Cost (BDT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TRAINING VENUE</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>AC capacity: Up to 80 persons, per day/per room, 9.00 a.m - 5.00 p.m</td>
<td>15000</td>
</tr>
<tr>
<td>2</td>
<td>A/C Capacity: Up to 60 Person, per day/room, 9.00 a.m - 5.00 p.m</td>
<td>12000</td>
</tr>
<tr>
<td>3</td>
<td>AC capacity: Up to 40 persons, per day/room, 9.00 a.m - 5.00 p.m</td>
<td>8000</td>
</tr>
<tr>
<td>4</td>
<td>AC capacity: Up to 30 persons, per day/room, 9.00 a.m - 5.00 p.m</td>
<td>6000</td>
</tr>
<tr>
<td>5</td>
<td>AC capacity: Up to 20, per day/room, 9.00 a.m - 5.00 p.m</td>
<td>5000</td>
</tr>
<tr>
<td></td>
<td>RESIDENCE/ACCOMMODATION</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Suite couple A/C room with color TV, wardrobe, sofa, tea table, intercom</td>
<td>3000</td>
</tr>
<tr>
<td>2</td>
<td>Double A/C room with color TV, wardrobe and intercom facilities</td>
<td>2500</td>
</tr>
<tr>
<td>3</td>
<td>Single AC Deluxe room with color TV, wardrobe and intercom facilities</td>
<td>2000</td>
</tr>
<tr>
<td>4</td>
<td>Triple bedded Non A/C room with color TV and intercom facilities</td>
<td>1500</td>
</tr>
<tr>
<td>5</td>
<td>Double bedded Non A/C room</td>
<td>1600</td>
</tr>
<tr>
<td>6</td>
<td>Single bedded Non A/C room</td>
<td>850</td>
</tr>
<tr>
<td></td>
<td>TRAINING LOGISTICS</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Multimedia/Projector Per day, 9.00 am - 5.00 p.m</td>
<td>1500</td>
</tr>
<tr>
<td>2</td>
<td>Multimedia/Projector with screen Per day, 9.00 am - 5.00 p.m</td>
<td>1800</td>
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<tr>
<td>3</td>
<td>Laptop Per day, 9.00 a.m -5.00 p.m</td>
<td>500</td>
</tr>
<tr>
<td>4</td>
<td>Sound system</td>
<td>600</td>
</tr>
<tr>
<td>5</td>
<td>Print ( black &amp; white) in A4 size paper/page (one side)</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Photocopy in A4 size paper/page (one side)</td>
<td>2.5</td>
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<tr>
<td></td>
<td>BREAKFAST</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Parata/Ruti, mixed vegetable, egg, mutton koliza, tea</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>Parata/Ruti, mixed vegetable, egg, coffee</td>
<td>120</td>
</tr>
<tr>
<td>3</td>
<td>Parata/Ruti, mixed vegetable, chicken lotpoti, tea</td>
<td>135</td>
</tr>
<tr>
<td>4</td>
<td>Parata/Ruti, mixed vegetable, egg, tea</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Parata/Ruti, mixed vegetable, beef koliza, tea</td>
<td>150</td>
</tr>
<tr>
<td>6</td>
<td>Bhuna Khichuri, egg, chicken lotpoti, salad, Tea</td>
<td>145</td>
</tr>
<tr>
<td>7</td>
<td>Bhuna Khichuri, egg, salad, Tea</td>
<td>100</td>
</tr>
<tr>
<td>8</td>
<td>Plain rice, mashed potato, egg, dal, tea</td>
<td>105</td>
</tr>
<tr>
<td>9</td>
<td>Plain rice, mixed vegetable, egg, dal, tea</td>
<td>95</td>
</tr>
<tr>
<td>10</td>
<td>Bread, Jelly, Banana, egg, Tea/coffee</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>SNACKS</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Chicken sandwich, orange/apple, sweet and Tea</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>Chicken sandwich, banana, sweet and tea</td>
<td>130</td>
</tr>
<tr>
<td>3</td>
<td>Patties/vegetable roll, dry cake, sweet, tea</td>
<td>110</td>
</tr>
<tr>
<td>4</td>
<td>Patisapta pitha, orange/apple, tea</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Samucha/singara, plain cake, sweet, tea</td>
<td>90</td>
</tr>
<tr>
<td>6</td>
<td>Vegetable roll, samucha/singara, Tea</td>
<td>65</td>
</tr>
<tr>
<td>7</td>
<td>Plain cake, biscuit, banana, tea</td>
<td>60</td>
</tr>
<tr>
<td>8</td>
<td>Buscuits, plaincake, tea</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td>LUNCH/DINNER</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Plain rice, ruhi fish, mixed vegetable, dal, salad, soft drinks</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>Plain rice, small fish, mixed vegetable, dal, taki vorta, salad, fruits/curd</td>
<td>230</td>
</tr>
<tr>
<td>3</td>
<td>Plain rice, chicken(brioler), mixed vegetable, dal, salad, sweet/curt/fruit</td>
<td>220</td>
</tr>
<tr>
<td>4</td>
<td>Plain rice, chicken(local), mixed vegetable, dal, salad, sweet/curt/fruit</td>
<td>250</td>
</tr>
<tr>
<td>5</td>
<td>Plain rice, mutton, mixed vegetable, dal chorchori, salad, soft drinks</td>
<td>350</td>
</tr>
<tr>
<td>6</td>
<td>Plain rice, mutton, ruhi fish, Chinese vegetable, dal chorchori, salad, soft drinks</td>
<td>400</td>
</tr>
<tr>
<td>7</td>
<td>Polao, chicken roast(1:4), fish fry, brinjal vazi, Chinese vegetable, salad, soft drinks</td>
<td>450</td>
</tr>
<tr>
<td>8</td>
<td>Polao, chicken roast(1:4), mutton, brinjal vazi, vegetable, sala, fruits/soft drinks</td>
<td>480</td>
</tr>
<tr>
<td>9</td>
<td>Polao, chicken roast(1:4), mutton, fish dopiazu, brinjal vazi, vegetable, salad, curd</td>
<td>500</td>
</tr>
<tr>
<td>10</td>
<td>Polao, chicken roast(1:4), mutton, hilsa, brinjal vazi, vegetable, salad, soft drinks</td>
<td>550</td>
</tr>
</tbody>
</table>

N.B
1. 9% service charge will be added on overall bill/charges
2. Vat/Tax will be applicable as per Government Policy
TRAINING FACILITIES & RESOURCE AVAILABLE

- 40 ‘ X 25 ‘ training/conference rooms (4 rooms)
- Multi-media
- Color Television
- White board
- VIPP board
- Computer
- Flip chart
- Laser pointer
- Sound system including microphone
- Digital Camera
- Scanner
- Photocopier etc.

WHY YOU WILL CHOOSE DTC?

- Our price is competitive and affordable
- Highly qualified Trainers/Resource persons
- Need based services
- High speed free Wi-Fi
- Enriched Library
- 24/7 security system
- Deliver quality training services
- Facilities with homely atmosphere
- Near at Airport
- Three times meal
- Well communication system
- Online booking and payment
- Advance not required
- Well connected with different locations

COURSE ASSESSMENT

In the assessing the performance of the participants the following methods are followed:
(a) Written test
(b) Group feedback
(c) Reaction evaluation
(d) Questions of MCQ
(e) written assignment/Team paper
(f) Mood meter
(g) Viva.

PUBLICATIONS

Publication 'DISA Barta' a quarterly journal carrying articles and research finding of eminent researchers has been a regular publication of DISA Training Center (DTC).

LIST OF FEW RESOURCE PERSONS

1. Mr. Forhad Hossain, Director HR & Admin, DISA (Retired Additional Secretary of GOB)
2. Mr. Waliul Islam, Head of Training, NGO Forum for Public Health
3. Mr. Chandan Kumar Chakrabarty, Sr. Program Coordinator – Micro finance Program
4. Mr. Ruhul Bari, Coordinator -Finance & Accounts, DISA
5. Mr. AGM Badaruzzaman, Consultant-Admin, DISA (Retired Deputy Director of GOB)
6. Mr. Raisuddin Ahmed, Coordinator-Admin, DISA
7. Mr. Anisur Rahman, Sr. Manager, Aloghar Program, DISA
8. Mr. Abu Jafar, Program Manager, MDFL, DISA
9. Mr. Raisuddin Ahmed, Coordinator-Admin, DISA
10. Mr. Mizanur Rahman, Manager – Training, DISA

LEGAL STATUS

DISA is registered with the following Government Department/Directorate for carrying out various types of socio-economic development activities for its program participants in Bangladesh. Vat registration for DISA Training Center (DTC) is under processing.

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<tr>
<th>SL No.</th>
<th>Registration Authority</th>
<th>Registration No.</th>
<th>Registration date</th>
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<tr>
<td>1</td>
<td>Social Welfare Department, Govt. of Bangladesh</td>
<td>544</td>
<td>08/09/1994</td>
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<td>2</td>
<td>NGO Affairs Bureau, Govt. of Bangladesh</td>
<td>1024</td>
<td>02/04/1996</td>
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<td>3</td>
<td>Micro Credit Regulatory Authority, Bangladesh</td>
<td>01306-00480-00024</td>
<td>05/09/2007</td>
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<tr>
<td>4</td>
<td>Joint Stock Company &amp; Farm under Societies Act.</td>
<td>S-11903</td>
<td>29/05/2014</td>
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</tbody>
</table>
FUTURE PLAN

We have planned to expand our Training Center in 6 administrative Division of Bangladesh in future.

CONCLUSION

Bangladesh has been trying to develop skilled human resources through many training institutes. DISA Training Center (DTC) is one of such institutions. To reduce poverty, skill development is one of the objectives of the training center. DISA Training Center (DTC) organizes many training programs for the potentials of the country. Success of the training largely depends on the engagement of the training knowledge into work. Hope that DISA Training Center (DTC) will able to contribute in creating skilled human resources to make the country middle income.

For more information please contact:

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Email: training@disabd.org
Website: www.disabd.org
Skype: sadiqu.r ahman70