

**SUSTAINABLE DISADVANTAGED DEVELOPMENT FOUNDATION  
TALENT HUB DEPARTMENT  
TRAINING SCHEDULE**

**Professional development training**

Title	Content
<b>Leadership and human resource</b>	<ol style="list-style-type: none"> <li>1. Project Management: Courses preparing for certifications like PMP or Agile methodologies.</li> <li>2. Entrepreneurship: Programs covering business plan development, startup financing, and innovation management.</li> <li>3. Executive Leadership: Training in strategic decision-making, change management, and corporate governance.</li> <li>4. Human Resources Management: Courses on talent acquisition, employment law, and performance management.</li> </ol>
<b>Creative and Digital Media</b>	<ol style="list-style-type: none"> <li>1. Digital Marketing: Training in SEO, SEM, content marketing, and social media strategies.</li> <li>2. Graphic Design: Courses in visual communication, branding, and design software.</li> <li>3. Video Production: Training in filming techniques, editing, and post-production.</li> <li>4. User Experience (UX) Design: Programs on user research, interaction design, and prototyping.</li> </ol>
<b>Education and Training</b>	<ol style="list-style-type: none"> <li>1. Educator Certification: Programs for teaching credentials in various subjects and grade levels.</li> <li>2. Instructional Design: Training in curriculum development, educational technology, and assessment design.</li> </ol>
<b>Technical Skills Development</b>	<ol style="list-style-type: none"> <li>1. Software Development Training: Courses in programming languages, software engineering principles, and development methodologies.</li> <li>2. Data Science and Analytics: Training in data analysis, machine learning, statistical modeling, and data visualization tools.</li> </ol>

▪ **Advanced training program**

Title	Content
<b>Business and Leadership</b>	<ul style="list-style-type: none"> <li>- Executive Leadership and Management (e.g. strategic decision-making, leadership psychology)</li> <li>- Entrepreneurship and Innovation (e.g. startup incubation, venture creation)</li> <li>- Advanced Project Management (e.g. PMP, Agile methodologies)</li> <li>- Financial Analysis and Investment (e.g. CFA, financial modeling)</li> </ul>
<b>Communication Skills Training</b>	<ul style="list-style-type: none"> <li>- Public speaking and presentation skills</li> <li>- Business writing and report writing</li> <li>- Interpersonal communication</li> <li>- Cross-cultural communication</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>- Curriculum development and instructional design</li> <li>- Educational technology tools</li> <li>- Assessment and evaluation methods</li> <li>- Instructional Design (e.g. curriculum development, educational technology)</li> <li>- E-Learning Specialization (e.g. platform development, gamification)</li> <li>- Educational Leadership (e.g. school administration, policy analysis)</li> <li>- Teacher Training in STEM (e.g. pedagogical methods, technology integration)</li> </ul>
<b>Personal Development Training</b>	<ul style="list-style-type: none"> <li>- Leadership development programs</li> <li>- Conflict resolution and negotiation</li> <li>- Team management and motivation</li> <li>- Strategic planning and visioning</li> </ul>
<b>Project Management Training</b>	<ul style="list-style-type: none"> <li>- Certification courses (e.g., PMP, PRINCE2)</li> <li>- Agile and Scrum methodologies</li> <li>- Risk management</li> <li>- Time and resource management</li> </ul>
<b>Technology and Coding</b>	<ul style="list-style-type: none"> <li>- Advanced Software Development (e.g. system architecture, algorithms, and data</li> </ul>

	structures) - Data Science and Analytics (e.g. machine learning, AI, big data tools)
<b>Technical Skills Training</b>	- Industry-specific software or tool proficiency (e.g. CAD for engineers, Salesforce for sales professionals) - Coding and programming languages (e.g. Python, Java) - Data analysis and statistics (e.g. using R, Excel, or SPSS)

▪ **Research and development**

Title	Content
<b>Introduction to Research and Development</b>	<ul style="list-style-type: none"> <li>- Defining research and development</li> <li>- The role of R&amp;D in innovation and economic growth</li> <li>- Overview of the R&amp;D ecosystem</li> </ul>
<b>Formulating Research Questions</b>	<ul style="list-style-type: none"> <li>- Identifying research gaps</li> <li>- Defining research objectives</li> <li>- Literature review techniques</li> </ul>
<b>Research Methodologies</b>	<ul style="list-style-type: none"> <li>- Qualitative vs. quantitative research</li> <li>- Data collection methods</li> <li>- Data analysis tools and techniques</li> </ul>
<b>Idea Generation and Screening</b>	<ul style="list-style-type: none"> <li>- Techniques for creative idea generation</li> <li>- Screening ideas and feasibility analysis</li> <li>- Intellectual property considerations</li> </ul>
<b>R&amp;D Project Planning</b>	<ul style="list-style-type: none"> <li>- Setting objectives and scope</li> <li>- Resource allocation and budgeting</li> <li>- Timeline management and milestones</li> </ul>
<b>R&amp;D Project Management</b>	<ul style="list-style-type: none"> <li>- Project management methodologies tailored for R&amp;D</li> <li>- Risk management in R&amp;D projects</li> <li>- Team dynamics and communication</li> </ul>
<b>R&amp;D Strategies and Organizational Alignment</b>	<ul style="list-style-type: none"> <li>- Aligning R&amp;D with corporate strategy</li> <li>- Organization structures supporting R&amp;D</li> <li>- Cross-departmental collaboration</li> </ul>
<b>R&amp;D and Regulatory Compliance</b>	<ul style="list-style-type: none"> <li>- Understanding regulatory environments</li> <li>- Ensuring compliance in R&amp;D projects</li> <li>- Ethics in research</li> </ul>
<b>Evaluation of R&amp;D Efforts</b>	<ul style="list-style-type: none"> <li>- Metrics for measuring R&amp;D performance and output</li> <li>- R&amp;D portfolio management</li> <li>- Post-project analysis and learning</li> </ul>
<b>Ethical and Societal Implications</b>	<ul style="list-style-type: none"> <li>- Ethical considerations in R&amp;D</li> <li>- Impact of R&amp;D on society and environment</li> <li>- Case studies on responsible innovation</li> </ul>

### **In general training program:**

- In general training program mention such types of the session which including public awareness related, neglect and complicated social issues is open for the people interest.

**Note:** The schedule may be modified based on feedback from participants and evolving needs in the field of activities. All registered member will be informed of any regular updates.

If any further information please keep contact +88 01550077455 or reach out email [info@sddf.org](mailto:info@sddf.org)

**Thank you very much for your continuous support**