

Bangladesh Institute of Management
4 Sobhanbag, Mirpur Road, Dhaka-1207.

Ref: BIM/PM/2014-01

Date: 26.02.2019

Sub : Training Course on ‘Labour Laws for Managers and Executives’.

Dear Sir/Madam,

It is our pleasure to let you know that Bangladesh Institute of Management (BIM) is going to conduct a 1 (One) week training course ‘Labour Laws for Managers and Executives’ at its Dhaka campus during **15-19 April, 2019**. This training has been designed exclusively with a view to develop the capabilities and professional skill of all trainers, teachers and others who are committed in this field.

In this regard, nomination(s) to the training course from your organization(s) shall be highly appreciated. For further details, please feel free to contact.

Thanking you.

Md. Zafar Ali
Management Counsellor
&
Course Coordinator

Cell: 01712594621

☎ 8117405-07, 9103171-73, 9103178 Ext. 114

Fax: 58152476

e-mail: alizafarbim@gmail.com

Website: www.bim.org.bd

1 Week (Evening) Training Program on

“Labour Laws for Managers and Executives”

Course Objectives

The main objective of the course is to up date the conceptual knowledge of labour laws for the executives responsible for managing human resources, particularly, the “workers”. Besides the main features of the labour laws, the participants will be able to develop their skills on the application of the labour laws through the program.

It is expected that the participants at the end of the course will be able to:

- Acquire a good understanding of the Bangladesh Labour Act 2006;
- Explain the meaning of a variety of Labour Law terms;
- Apply the legal aspects of the Act to their human resource management system and
- Formulate policies that will enhance a more harmonious employer-employee relationship.

Course Outline

This course will be based on the Bangladesh Labour Act, 2006. the following areas of the Act will be covered.

- Scope and application of the Bangladesh Labour Act.
- Definition of Worker
- Classification of Workers & Period of Probation
- Conditions of Employment
- Employment of young persons
- Working hours & leave
- Right to and Liability for, Payment of Maternity Benefits
- Procedure regarding payment of Maternity Benefits
- Clarification of misconducts
- List of Punishments
- Steps in Disciplinary Procedure
- Domestic Inquiry Procedure
- Framing of charge sheet
- Wages and Payment

- Responsibility for Payment of Wages
- Calculation of Wages & Payment during leave of holiday period
- Time of Payment of Wages
- Compensation for Injury & Provident Fund
- Health, Safety & Hygiene
- Welfare activities
- Trade Union & Industrial Relations.

Training Methodology

Lecture, Group Discussion, Case Study, Exercise And role-play.

Who Should Attend?

Human Resource managers, Compliance Managers, Welfare Officers and other executives responsible for managing human resources, particularly, the “workers”. It is also ideal for those who would like to develop their career in the field of Human Resource Management.

Course Fee

Tk. 7,000/- (Taka Seven Thousand) only per participant, payable in advance in the form of a crossed cheque/pay order/bank draft in favor of Director General, BIM, Dhaka.

DURATION : 15-19 April, 2019

TIMING : 05:00 p.m. to 09:30 p.m.

VENUE : BIM, Dhaka.

LAST DATE OF REGISTRATION: 11 April, 2019

COURSE COORDINATOR & CONTACT PERSON:

(Md. Zafar Ali)
Management Counsellor
&

Course Coordinator

Cell: 01712594621

Contact Person:

Nahid Sultana

e-mail: nahid.bim@gmail.com

Bangladesh Institute of Management (BIM)

4 Sobhanbag, Mirpur Road, Dhaka-1207.

Sample nomination/application form

- + Name (in block letter) :
- + Mailing Address (with contact no.):
- + Permanent Address :
- + Date of Birth :
- + Nationality :
- + Educational background:
- + Training (if any):
- + Experience (if any):
- + Name of the Nominating Organization:
- + Accommodation in BIM Hostel:
YES NO
- + Approval / Signature of the
Nominating authority:

*Obtain Training
Explore Yourself*

ADDRESS

BIM DHAKA OFFICE

4, Sobhanbag, Mirpur Road, Dhaka-1207.

☎ 8117405-07, 9103171-73, 9103178
(PABX) 128/222,

Fax : 58152476

ON REQUEST

☎ 911 06 27,

Website : www.bim.org.bd

BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area
Post: Chandgaon
CHITTAGON

☎ 67 03 32

BIM KHULNA SUB-OFFICE

Boira Main Road
Boira
KHULNA

☎ 76 23 91

*1 Week (Evening) Training Program
on*

**“Labour Laws for Managers and
Executives”**

15-19 April, 2019

BIM



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট
Bangladesh Institute of Management
4, Sobhanbag, Mirpur Road, Dhaka-1207.
website: www.bim.org.bd