



**BANGLADESH INSTITUTE  
OF MANAGEMENT (BIM)**

SAMPLE REGISTRATION FORM

1. NAME (BLOCK LETTER)
2. MAILING ADDRESS & PHONE NO.
3. PERMANENT ADDRESS
4. DATE OF BIRTH
5. NATIONALITY
6. EDUCATIONAL QUALIFICATION

YEAR            DEGREE            INSTITUTE

7. TRAINING
8. EXPERIENCE
9. NAME OF THE NOMINATING ORGANIZATION  
(ONLY IN CASE OF OFFICIAL NOMINATION)
10. APPROVAL / SIGNATURE OF THE NOMINATING  
AUTHORITY (ONLY IN CASE OF OFFICIAL  
NOMINATION)

OR

SIGNATURE OF THE PARTICIPANT



**Human Resources Division**  
Bangladesh Institute of Management  
04, Sobhanbag, Mirpur Road-1207  
Dhaka, Bangladesh

88-01911187780 mob  
88-02-8117405-7 tel  
88-02-58152476 fax

[sksajibbim@gmail.com](mailto:sksajibbim@gmail.com)  
[nahid.bim@gmail.com](mailto:nahid.bim@gmail.com)  
[bim@bim.org.bd](mailto:bim@bim.org.bd)  
[www.bim.org.bd](http://www.bim.org.bd)

**Training on  
Essential Skills for HR  
Professionals**



**22-26, April, 2018**



**BANGLADESH INSTITUTE  
OF MANAGEMENT (BIM)**

# BANGLADESH INSTITUTE OF MANAGEMENT

4, SOBHANBAG, MIRPUR ROAD,  
DHAKA - 1207.

Ref: ..... Date: 06/03/2018

Sub: 1-Week (Evening) Training on “Essential Skills  
for HR Professionals”

Dear Sir,

Bangladesh Institute of Management (BIM) is offering a Training program on “Essential Skills for HR Professionals”, on 22-26 April, 2018.

Details of the course are associated along with this letter to enable you to take the right decision about self-participation, or nominating suitable participant(s) from your organization, in the course.

We hope, your/your nominees’ participation in the course will really enrich the interactions in the sessions, and also, enhance participants’ understanding on Recruitment, Selection & Induction..

Thanking you.

Sincerely yours,

.....  
(Shaikh Sajibur Rahman,)

**AMC & Course Coordinator**  
**BIM**

## Course Objectives

- Comprehend organization’s strategic direction
- Project the role and purpose of the HR function in achieving organization’s goals
- Deploy HR practices that support the achievement of company’s goals
- Build and promote high performance culture
- Inspire trust and involvement of line managers in the collective activity of successful people management in organizations.

## Course Outline

- Functions of HRM
- HR planning & Job Analysis
- Recruitment & Selection
- Selection Test & Interviewing
- Training Need Assessment
- Training & Development
- Performance Appraisal
- Compensation Management
- Negotiating skills Great Communication skills
- Employee Safety and Health

## Target Participants:

The program is suitable for Officers, Mid-level Managers, HR officers and other Executives in the Government, Semi-government and private sector, Fresh Graduates who are interested in building their career involved in interviewing candidates to attend the program.

## Training Methods

Lecture, , Case study, Group Discussion, Classroom exercise, Role Play Image & Video demonstration, etc.

## General Information

Duration : 22-26 April, 2018  
Timing : 5:00 - 9:30 hours;  
Venue : BIM, Dhaka;  
Course Fees : **Tk. 7,000/-**  
(BDT Seven Thousand Only);  
Mode of Payment : Fees are to be paid by Pay Order/ DD drawn in favour of the Director General, BIM.  
Last date of Registration : **19 April, 2018**

## Coordinator:

**Shaikh Sajibur Rahman**, AMC  
Room No. 111 Administrative Block.  
BIM –Dhaka Campus,  
04, Sobhanbag, Mirpur Road, Dhaka.  
Tel : 88 02 8117405-7 Ext- 188.  
Mob: 01911 187 780.  
E-mail: [sksajibbim@gmail.com](mailto:sksajibbim@gmail.com)

## Contact Person:

**Nahid Sultana**  
E-mail: [nahid.bim@gmail.com](mailto:nahid.bim@gmail.com)  
Tel : 88 02 8117405-7 Ext- 219.