



**BANGLADESH INSTITUTE
OF MANAGEMENT (BIM)**



(Ministry of Industries)

4, Sobhanbag, Mirpur Road, Dhaka
www.bim.org.bd

Ref: BIM/TOT&BM/TOT/2018

Date: 29-01-2018

**Sub: 2-Week Course on
“Training of Trainers (TOT)”**

Dear Sir/Madam,

We are pleased to inform you that we are going to offer the subject course at BIM, Dhaka campus from **March 11 – 22, 2018**. The course is designed with a view to develop the capabilities and professional skill of trainer, teacher and others to create a scope for developing training delivery competencies of an individual.

Brief course programme including objectives, course outline etc. is enclosed for your kind perusal and necessary action.

We shall appreciate if you kindly send your nomination(s) of suitable candidate by **February 28, 2018**.

Thanking you,

{Md. Mahbub-ul-Alam)
Senior Management Counsellor
Head, ToT and Behavioral Management Division
& Course Coordinator.

Skype: md.mahbu.ul.alam
Face Book: Mahbub ul Alam

00 88 01819 -113406 (Cell)

To

2 Weeks Day Course on
“Training of Trainers (TOT)”

OBJECTIVES

The course is designed to provide the concepts of training requirement(s) in an organizational setting and to create a scope for developing training delivery competencies of an individual who is eager to enhance professionalism in the training industry. It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics of training
- Assess the learning requirements of an organization
- Design need-based training program
- Apply the methods & techniques of professional training facilitation
- Evaluate the learning outcomes of the participants

COURSE OUTLINE

- Training Concept & Process
- Training Needs Assessment
- Designing Training Curriculum
- Facilitation Skills Development:
 - Training Methods
 - Tools & Techniques of Conducting Participatory Training Program
 - Presentation skills of a trainer/facilitator
 - Role of facilitator & co-facilitator in classroom situation
- Training Evaluation

METHODOLOGY

Lecture, Discussion, Group Exercise, Role Play, Case Study and Demonstration

WHO SHOULD ATTEND

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for designing and conducting Training Programs in general and willing to develop their career as professional trainers, speakers/teachers can attend this training course.

DURATION: March 11 – 22, 2018.

TIMING: 17:30 – 21:30 hrs

VENUE: BIM

4, Sobhanbag, Mirpur Road
Dhaka – 1207.

FEES: Tk. 9,000/= (Nine thousand) excluding VAT and Tax.

per participants which include refreshment, course materials etc. (payment should be made by Cross Cheque/Bank Draft/Pay Order in favor of **Director General, BIM, Dhaka**)

**LAST DATE OF
REGISTRATION: February 28, 2018.**

RESIDENTIAL FACILITY

Limited Residential facility is available for those who are from outside Dhaka.

COURSE COORDINATOR:

Md. Mahbub ul Alam
Senior Management Counsellor
Head, ToT and Behavioural Management Division
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Dhaka – 1207
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+ 88 01818452674

**BANGLADESH INSTITUTE
OF MANAGEMENT**

4, Sobhanbag, Mirpur Road, Dhaka-1207.

SAMPLE NOMINATION FORM

1. Name (Block Letter) :
2. Mailing Address :
(With Phone No.)
3. Permanent Address :
4. Date of Birth :
5. Nationality :
6. Education :

<u>Year</u>	<u>Institute</u>	<u>Degree</u>	<u>Div./Class</u>
7. Training : (in order of recency)
8. Experience : (in order of recency)
9. Name of the Nominating Organization:
10. Accommodation in BIM Hostel :

	YES	NO
DHAKA OFFICE	<input type="checkbox"/>	<input type="checkbox"/>
11. Approval / Signature of the
Nominating Authority:_____

ADDRESS

BIM DHAKA CAMPUS

4 Sobhanbag, Mirpur Road, Dhaka-1207.
☎ 811 74 05 - 07 9103171-3, 9103178 (PABX)
FAX : +88-02-58152476

ON REQUEST

☎ 911 06 27, 911 12 16,
Website : www.bim.org.bd

BIM CHITTAGONG CAMPUS

Chandgaon Residential Area
Post: Chandgaon, Chittagong.
☎ 67 03 32

BIM KHULNA CAMPUS

Boira Main Road
Boira, Khulna
☎ 76 23 91

2 Weeks Training Program
on

**“TRAINING OF
TRAINERS (TOT)”**

March 11 – 22, 2018



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট
BANGLADESH INSTITUTE OF MANAGEMENT
4, Sobhanbag, Mirpur Road, Dhaka-1207.