
Annual Program 2017 - 2018

Bangladesh Institute of Management (BIM)

Ministry of Industries, Govt. of the People's Republic of Bangladesh

Dhaka – Chittagong – Khulna

www.bim.gov.bd

Brief Profile

The origin of what today is known as the Bangladesh Institute of Management (BIM) can be traced back to 1961 when its precursor, the Management Development Centre, East Pakistan, was established. In 1970 the East Pakistan Government Educational and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXVI of 1961) was made applicable for Management Development Centre with effect from 1-7-1970 thereby providing the centre with autonomous status.

In 1966 apart from offering short term, subject specific training programmes, a specialized, year long Post Graduate Diploma in Personnel Management was introduced by the Centre.

After the liberation of the country in 1971, the institute was vested with the responsibility of building up human resources of the newly independent country. Between 1972—75, the public sector was the predominant sector of the economy and the majority of the clients of the institute were drawn from the public sector enterprises. During the late 70's to mid 80's, the institute was recipient of major Technical Assistance Projects, which resulted in a major transformation of the institute. It became a hub of management training with participants being drawn from public, private and NGOs sectors. In the year 1981, another year long, Post Graduate Diploma in Industrial Management was introduced.

VISION STATEMENT

“World-class organization for developing managerial capacity.”

During early nineties, in the context of opening up of the market, structural changes and private sector driven growth strategy for rapid development, requirement for qualified human resources was anticipated. Against that backdrop the Bangladesh Management Development Centre (BMDC) started the process of restructuring itself so as to enable it to offer academic programmes designed to create professionals.

MISSION STATEMENT

“Developing capacity of managers through training and consultancy services.”

It was in that light the Bangladesh Management Development Centre (BMDC) was converted into an institute-the Bangladesh Institute of Management (BIM) on August 04, 1997 for opening up opportunities to offer post graduate degree programmes in Business Administration like, Executive MBA, Masters in Human Resource Management etc.

While Training Research and Consultancy are the three mandated activities of BIM; the major thrust during the last decade has been on training and Post Graduate Diploma Programs.

BIM is presently exploring the feasibility of introducing the idea of Public Private Partnership (PPP) in all its training and academic activities. As a part of that, initiatives have already been taken to examine such possibilities. In due course of time programs like Distance Learning and Master of Business Administration (MBA), if appears feasible, shall be offered to our stakeholders.

Objectives of the Institute

- To train and develop managers at all levels engaged in commercial, industrial and service organizations of private, public sector and NGO's.
- To help improve productivity in different sectors of the economy through Training, Research and Consultancy services.
- To carry out publication work and disseminate modern knowledge and information in the fields of management development, training, economics, business and other relevant areas.
- To co-operate with similar institutions at home and abroad in promoting exchange of knowledge and experience.

Training

BIM offers two types of courses : Short courses of one to four weeks long and Diploma courses of one-year duration.

a. Short Courses

During the course of the last decade, BIM has organized over 80 courses and seminars annually of varying duration ranging from one to four weeks, sometimes of longer duration for request programs. The courses offered by BIM covers the whole gamut of management studies viz. General Management, Financial Management, Project Management, Rural Development, Entrepreneurship Development, Marketing, Industrial Engineering etc. Till the year ending 2017, the total number of short courses organized by the institute has been 3,929 and the total number of executives trained numbered over 64,109..

b. Diploma Courses

Presently, BIM offers the following five post graduate diploma courses of one year each (i) Human Resource Management, (ii) Industrial Management, (iii) Marketing Management, (iv) Financial Management and (v) Computer Science. Apart from above Post-Graduate Diploma courses, BIM offers Diploma course in Social Compliance and Productivity & Quality Management of six months duration. Over 14,095 students enrolled in the different diploma courses till date, among them 8,844 had graduated in the mentioned courses.

Consultancy

BIM has vast experience in consultancy services and has rendered services to various national and international agencies and organizations. The clientele include among others, Ministry of Planning, Ministry of Finance, Trading Corporation of Bangladesh, Petro Bangla, Power Development Board, Export Promotion Bureau, Bangladesh Chemical Industries Corporation (BCIC), BPC, RAJUK, Bangladesh Railway, Sadharan Bima, Bangladesh Agriculture Research Council (BARC), Civil Aviation Authority, Dhaka WASA, Bangladesh Steel and Engineering Corporation (BSEC), Bangladesh Textile Mills Corporation (BTMC), Bangladesh Jute Mills Corporation (BJMC), Chittagong Port Authority, United Nations Industrial Development Organization (UNIDO), Asian Development Bank (ADB), United Nations Population Fund (UNFPA) etc. In-house services are also provided to various organizations on need basis.

Research

BIM also undertakes research projects. Such research projects deal with Training and Management Development, Corporate Management, Choice of Technology, Incentive Schemes, Managerial Motivation, Quality Circles, Recruitment and Selection, Performance Appraisal etc.

Publication

‘Management Development’, a quarterly journal carrying articles and research findings of eminent national and international teachers and professionals has been a regular publication of BIM.

Resources

a. Faculty

BIM can rightly boast of a multi-disciplinary faculty who bring with them not only academic distinction but also professional competence of a high degree. BIM has taken particular care to train up its faculty both at home and abroad so that they are able to discharge their duties to the best of their ability and to the complete satisfaction of their clientele. Most of the faculty members have had some experience in the industry which enables them to better empathies with the participants, who are mostly drawn from the trade and industry. This also adds to the effectiveness of the courses offered by BIM.

b. Physical Facility

The main campus of BIM is located on five acres of land at 4, Sobhanbag, Mirpur Road, in the centre of Dhanmondi, Dhaka. There are sixteen fully equipped, air-conditioned classrooms, five of which are of international standard. 360 participants can be accommodated at a time. There are two auditoriums—one with a seating capacity of 100 and the other with a capacity of 250 persons. There are two hostels at Dhaka having a total of twenty-five twin beds, including ten air-conditioned rooms and dining facility for 100 individuals. BIM has similar, though smaller facilities in the other two major cities of Bangladesh—Chittagong and Khulna.

c. Library Facilities

The fully air-conditioned library at Dhaka has a rich collection of books on various aspects of management and modern business practices as well as a large number of national and international journals. Library facilities are available to all participants and other readers interested in management education. On 2013 an MoU has been signed between DIU & BIM, specially to use the digital library of DIU for the all participants and faculty of BIM.

d. Computer Labs

BIM has two computer labs equipped with the latest state of the art micro computers numbering over 100. The computer labs are suitably designed to provide conducive learning environment to the participants of computer related courses. Latest software are available for running database, spreadsheet and word-processing applications. A modern Computer lab facility is also available for the participants at the Chittagong Campuses.

Technical Co-operation with International Agencies

The Institute has received assistance from a number of international institutions and agencies including the World Bank, USAID, UNDP, ITC/GATT/UNCTAD, UNIFEM and others. It has collaborated with agencies such as the ILO, ITC and UNICEF, IFAD, AARRO and with institutions such as the Asian Productivity Organization (APO), International Centre for Public Enterprises (ICPE), Asian Regional Training and Development Organization (ARTDO), Morocco, Malaysia and German International Cooperation (GIZ).

ANNUAL PROGRAM

July 2017 - June 2018

DHAKA CAMPUS

4, Sobhanbag, Mirpur Road, Dhaka-1207

Phone : +88-02-58155034, 58155077,58155116,9103171-3

Fax : 88-02-58152476, Web : www.bim.gov.bd

Email : bim@bim.gov.bd

CHITTAGONG CAMPUS

Chandgaon Residential Area

P.O. Chandgaon, Chittagong-4212, Phone : 670332

Email : bim.chittagong@bim.org.bd

KHULNA CAMPUS

Boyra,

Khulna-9000

Phone : 762391

E-mail : bim.khulna@bim.org.bd

BOARD OF GOVERNORS OF BANGLADESH INSTITUTE OF MANAGEMENT

Chairman:

Secretary

Ministry of Industries,
Government of the People's Republic of Bangladesh

Members :

Director General

Bangladesh Institute of Management

Dean

Faculty of Mechanical Engineering,
Bangladesh University of Engineering and Technology

Additional/Joint

Finance Division, Ministry of Finance,

*Secretary**

Government of the People's Republic of Bangladesh

Chairman

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Chairman

Bangladesh Jute Mills Corporation (BJMC)

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Bangladesh Power Development Board (BPDB)

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Chairman

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Chairman

Bangladesh Textile Mills Corporation (BTMC)

President

Federation of Bangladesh Chamber of Commerce and
Industry

President

Metropolitan Chamber of Commerce and Industry Dhaka (MCCI)

President

Bangladesh Employers' Association

Member Secretary :

*Faculty Member***

Bangladesh Institute of Management.

* Nominated by the Finance Secretary, Finance Division.

** Nominated by the Director General, BIM

EXECUTIVE COMMITTEE OF POST GRADUATE DIPLOMA PROGRAMS, BIM

Chairman :

Director General Bangladesh Institute of Management (BIM)

Members :

Director1 Institute of Business Administration, Dhaka University

Professor1 Department of Finance and Banking, Dhaka University

Professor2 Industrial and Production Engineering Department,
Bangladesh University of Engineering and
Technology (BUET)

Representative Bangladesh Employers' Association

Representative From BRAC (NGO)

BIM Faculty3 Representing each Diploma Course

Member Secretary :

Faculty4 Bangladesh Institute of Management.

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1. Nominated by the Vice Chancellor, Dhaka University.
 2. Nominated by the Vice Chancellor, BUET.
 3. Nominated by the Director General, BIM
 4. Nominated by the Director General, BIM



MANAGEMENT DEVELOPMENT

A Quarterly Journal

“Management Development” a quarterly publication of Bangladesh Institute of Management always solicits articles on contemporary issues in the field of socio-economic, business management, human resource development etc. While articles that are based on empirical studies are preferred articles on innovative and creative approaches to business, socio-economic, business management, human resource development tare always welcome.

BANGLADESH INSTITUTE OF MANAGEMENT

4, Sobhanbag, Mirpur Road,
Dhaka-1207, Bangladesh.

SUBSCRIPTION RATES

20% agents' discount, air freight extra and surface mail paid by the institute. Payments to be made to the Director General of the institute through bank drafts or postal/pay orders.





**Month-wise and
Detail Course Outline**

PROGRAM AT A GLANCE

JULY, 2017						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.)
1	Spreadsheet Analysis with Microsoft Excel	July 16-19, 2017	09:30-13:30	BIM, Dhaka	Farkhunda Dorin	Tk. 6,000 /-
2	Financial Management for Executives	July 23-27, 2017	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk. 7,000/-
3	ICT for Office Management	Jul 23 – Aug 03, 2017	17:30- 21:30	BIM, Dhaka	S M Ariful Islam	Tk. 9,000/-
4	নাগরিক সেবায় উদ্ভাবন	July 24-26, 2017	09:30-17:00	BIM, Dhaka	Farkhunda Dorin	Tk.8,000/-
5	Internal Audit on HR	July 28-29, 2017	09:30-17:30	BIM, Dhaka	Md. Manzur Hossain	Tk. 5,000/-

AUGUST, 2017						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.)
1.	Accounting Software Tally. ERP9	Aug. 04, 05, 11 & 12, 2017	09:30-17:30	BIM, Dhaka	Tanvir Hossain	Tk. 9,000/-
2.	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	Aug.06-10, 2017	17:30-21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 7,000/-
3.	Spreadsheet Analysis with Microsoft Excel	Aug.11-12, 2017	09:30-17:30	BIM, Dhaka	Farkhunda Dorin	Tk. 5,000/-
4.	Finance for Non-Finance Executives	Aug.20-24, 2017	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk. 7,000/-
5.	Human Resource Management For Executives	Aug.20-24, 2017	17:30-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-
6.	Basic Management & Human Resource Development	Aug.20-24, 2017	17:30-21:30	BIM, Dhaka	Md. Zafar Ali	Tk. 7,000/-
7	Organizational Development and Training Management	Aug.27-31, 2017	17:30-21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-
8	Public Procurement Processing and Approval Procedure	Aug.28-31, 2017	10:00-15:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-

SEPTEMBER, 2017						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.)
1	Microsoft Office 2010	Sept. 17-25, 2017	09:30-17:30	BIM, Dhaka	Farkhunda Dorin	Tk. 10,000/-
2	Brand Management For Successful Marketing	Sept.17-28, 2017	17:30-21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 9,000/-
3	ICT for Office Management	Sept.17-28, 2017	17:30-21:30	BIM, Dhaka	S M Ariful Islam	Tk.9,000/-
4	Project Monitoring and Evaluation	Sept.18-20, 2017	09:30-16:00	BIM, Dhaka	Aklima Zaman	Tk. 7,000/-
5	Intellectual Property Rights	Sept. 24 - Oct. 04, 2017	17:30-21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk.10,000/-
6	Practical Income Tax & VAT Management	Sept. 24 - Oct. 05, 2017	17:30-21:30	BIM, Dhaka	Md. Manzur Hossain	Tk. 9,000/-

OCTOBER, 2017						
SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator(s)	Fee (Tk.)
1	Cyber Security Awareness Workshop	Oct.01-03, 2017	17:30-21:30	BIM, Dhaka	S M Ariful Islam	Tk.6,500/-
2	PPR 2008 & Public Procurement Management	Oct.01-12, 2017	17:30-21:30	BIM, Dhaka	Md. Aminul Islam	Tk.9,000/-
3	Training of Trainers	Oct.02-12, 2017	09:30-13:30	BIM, Dhaka	Md. Mahbub ul Alam	Tk.8,000/-
4	Project Management: Principles, Tools & Techniques	Oct. 02-04, 2017	09:30-16:00	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk.7,000/-
5	Effective Budget & Budgetary Control	Oct. 08-12, 2017	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk.7,000/-
6	Bangladesh Labor Act 2006 and Labor Rules 2015	Oct. 08-12, 2017	17.30- 21.30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-
7	Effective Business Communication	Oct. 20-21, 2017	09: 30-17:30	BIM, Dhaka	Md.Rajibul Hoque	Tk.5,000/-
8	Human Resources Management: Principles & Practices	Oct. 22-26, 2017	17:30-21:30	BIM, Dhaka	Md. Zafar Ali	Tk.7,000/-
9	Office Management	Oct. 29 – 31, 2017	17:30-21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk.6,500/-
10	Motivating People at Work	Oct. 30-31, 2017	09:30-17.30	BIM, Dhaka	Lamia Farha	Tk.5,000/-

NOVEMBER, 2017						
SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.)
1	Basic Human Resource Management	Nov.05-09, 2017	17:30-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-
2	Finance for Non-Finance Executives	Nov.05-09, 2017	17:30-21:30	BIM, Dhaka	M. Ameenoor	Tk. 7,000/-
3	Social Compliance In Relation to Bangladesh Labour Act 2006	Nov.19-23, 2017	17:30-21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 7,000/-
4	Financial Statement Analysis for Decision Making	Nov.19-30, 2017	17:30-21:30	BIM, Dhaka	Md.Rajibul Hoque	Tk. 9,000/-
5	PPR 2008 and Public Procurement Management	Nov.19-30, 2017	10:00-15:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-
6	Supply Chain Management	Nov.19-29, 2017	17:30-21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-
7	Management For New Managers	Nov.26-30, 2017	17:30-21:30	BIM, Dhaka	Lamia Farha	Tk. 7,000/-

DECEMBER, 2017						
SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.)
1	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	Dec. 01, 2017	09:00-17:00	BIM, Ctg.	Akhund A. Shamsul Alam	Tk. 3,500/-
2	Accounting Software Tally. ERP9	Dec. 01, 02, 08 & 09, 2017	09:30-17:30	BIM, Dhaka	Tanvir Hossain	Tk. 9,000/-
3	Marketing of Services	Dec.10-14, 2017	17:30-21:30	BIM, Dhaka	Nirjhar Mazumber	Tk. 7,000/-
4	Supply Chain Management	Dec.10-14, 2017	17:30-21:30	BIM, Dhaka	Md. Aminul Islam	Tk.7,000/-
5	Managing Human Resources in Organization	Dec.17-21, 2017	17:30-21:30	BIM, Dhaka	Mamun Muztaba	Tk. 7,000/-
6	PPR 2008 and Annual Procurement Planning	Dec.18-21, 2017	10:00-15:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-
7	Supply Chain Management	Dec.18-27, 2017	18:30-21:45	BIM, Ctg.	Engr. Md. Tariqul Islam	Tk.6,500/-
8	Professional Income Tax & VAT Management	Dec.24-28, 2017	17:30-21:30	BIM, Dhaka	Tanvir Hossain	Tk. 7,000/-



JANUARY, 2018						
SL. No	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.)
1	Marketing & Salesmanship	Jan.21-Feb.01, 2018	17:30-21:30	BIM, Dhaka	Nirjhar Mazumber	Tk. 9,000/-
2	PPR 2008 & Public Procurement Management	Jan. 07-18, 2018	17:30-21:30	BIM, Dhaka	Md. Aminul Islam	Tk.9,000/-
3	Effective Budget & Budgetary Control	Jan. 07-11, 2018	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk. 7,000/-
4	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	Jan. 07-11, 2018	17:30-21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 7,000/-
5	Financial Management for Non-Profit Organization	Jan.14-25, 2018	17:30-21:30	BIM, Dhaka	Tanvir Hossain	Tk. 9,000/-
6	Supply Chain Management	Jan.20-29, 2018	18:30-21:45	BIM, Ctg.	Engr. Md. Tariqul Islam	Tk.6,500/-
7	Certificate Course on Human Resource Management	Jan 21- Feb 01, 2018	09:00-13:00	BIM, Dhaka	Shaikh Sajibur Rahman	Tk.8,000/-
8	PPR 2008 and Annual Procurement Planning	Jan.21-25, 2018	17:30-21:30	BIM, Dhaka	Engr. Md. Mehboob Hasan	Tk. 8,000/-
9	Research Methodology with the Application of SPSS	Jan. 28-Feb. 08, 2018	17:30-21:30	BIM, Dhaka	Md. Mahbub ul Alam	Tk.11,000/-
10	Office Management	Jan. 28– 30, 2018	17:30-21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 6,500 /-

FEBRUARY, 2018						
SL. No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	Feb.02, 2018	09:00-17:00	BIM, Ctg	Akhund A. Shamsul Alam	Tk. 3,500/-
2	Financial Management for Executives	Feb.04-08, 2018	17.30-21.30	BIM, Dhaka	M. Amenoor	Tk. 7,000/-
3	Leadership Development	Feb.04-08, 2018	17.30-21.30	BIM, Dhaka	Lamia Farha	Tk. 7,000/-
4	Marketing Research for Effective Decision Making	Feb.23-24, 2018	09:00-21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 5,000/-
5	Investment Analysis & Portfolio Management	Feb.25-Mar.1, 2018	17:30-21:30	BIM, Dhaka	Md.Rajibul Hoque	Tk. 7,000/-

MARCH, 2018

SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)
1	Effective Team Building	March 06-08, 2018	17:30-21:30	BIM, Dhaka	Lamia Farha	Tk. 6,500/-
2	Training of Trainers	March 11-22, 2018	09:30-13:30	BIM, Dhaka	Md. Mahbub ul Alam	Tk. 9,000/-
3	Supply Chain Management	March. 11-15, 2018	17:30-21:30	BIM, Dhaka	Md. Aminul Islam	Tk.7,000/-
4	Management Development	March. 11-22, 2018	17:30-21:30	BIM, Dhaka	Aklima Zaman	Tk.9,000/-
5	Labour Law for Managers and Executives	March. 18-22, 2018	17:30-21:30	BIM, Dhaka	Md. Zafar Ali	Tk. 7,000/-
6	Sales Management	March. 18-22, 2018	17:30-21:30	BIM, Dhaka	Nirjhar Mazumber	Tk. 7,000/-
7	Internal Audit	March. 25-April 05, 2018	17:30-21:30	BIM, Dhaka	Md. Manzur Hossain	Tk. 9,000/-
8	Computer Application in Financial Management	March 31, 2018	09:30-18:30	BIM, Dhaka	Md.Rajibul Hoque	Tk. 3,500/-

APRIL, 2018

SL No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.)
1	Human Resource Management for New HR Professionals	April 01-12, 2018	17:30-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.9,000/-
2	Business Communication Skills	April 03-05, 2018	17:30-21:30	BIM, Dhaka	Lamia Farha	Tk.6,500/-
3	Implementing ISO 9001 Quality Management System	April 08-12 2018	17:30-21:30	BIM, Dhaka	Mamun Muztaba	Tk.7,000/-
4	How to Become an Efficient Manager	April 10, 2018	09:30-17:30	BIM, Dhaka	Aklima Zaman	Tk.3,500/-
5	Human Resource Management for Executives	April 14-26, 2018	17:30-21:30	BIM, Ctg.	Engr. Md. Tariqul Islam	Tk.7,000/-
6	Feasibility Study for Investment Project	April 15-19, 2018	17:30-21:30	BIM, Dhaka	Tanvir Hossain	Tk.7,000/-
7	Financial Management for Non Financial Personnel	April 20-21, 2018	09:30-17:30	BIM, Dhaka	Md.Rajibul Hoque	Tk.5,000/-
8	Essential Skills for HR Professionals	April 22-26, 2018	17:30-21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk.7,000/-
9	Organizational Development and Training Management	April 22-26, 2018	17:30-21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk.7,000/-
10	Analyzing Competitors' & Selecting Competitive	April 27-28, 2018	09:30-17:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk.5,000/-
11	Emotional Intelligence	April 27, 2018	09:30-17:30	BIM, Dhaka	Md. Mahbub ul Alam	Tk.3,500/-



MAY, 2018						
SL. No	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.)
	Marketing & Sales Management	May 13-24, 2018	17:30-21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk.9,000/-



ACCOUNTING & FINANCIAL MANAGEMENT DIVISION

FINANCIAL MANAGEMENT FOR EXECUTIVES

Course Objective

Learn financial management techniques to enhance your business analytical, risk management and decision making skills. You will need these critical skills to effectively manage your business going forward from this global recession and financial crisis.

This Course will help you to:

- link decision making and the impact on the company's profitability
- use financial management tools to diagnose the financial health of business
- use financial management tools to evaluate projects financial viability and enhance shareholders wealth
- become a more effective business manager

Course Outline

- Understand Basic Financial Statements and Terminology
- Balance sheet-assets, equity and liability
- Profit and loss account-matching revenues to expenses
- Accruals accounting-Difference between profits and cash

Understanding How Financial Management supports effective business strategy

Using Financial Ratios to evaluate the financial health of a business:

- Profitability ratios, Liquidity ratios
- Management effectiveness ratios
- Financial risk ratio
- Stock market ratios and investors return on investment ratios
- Using real multi national companies' ratios for discussion and learning

Sources of Business Funding – Equity and Debt Capital

- Cost of equity capital, Cost of debt capital
- Debt capital and taxation
- Weighted average cost of capital (WACC)
- Gearing and the impact on the Weighted Cost of Capital

Capital/ Project Investment Evaluation Techniques

- Return on investment (ROI), Pay back
- Net Present value (NPV) of discounted cash flows (DCF)
- How effective WACC Management can impact NPV and project profitability
- NPV and maximizing shareholders wealth
- Internal rate of return (IRR)
- Project sensitivity analysis
- Understand Capital Market
- Capital Market, How to arise fund from capital market
- Techniques of floating IPO

Who Should Attend

For all financial managers and executives in every functional management area and industry. The financial management tools help enhances your financial acumen, decision and strategy management effectives.


Training Method:

Lectures, sharing of practical experiences and the use of a business simulation game invented by in will help you apply what you learn immediately.

Duration : July 23 to 27, 2017

Timing : 17.30 - 21.30 hours.

Venue : BIM, Dhaka

Coordinator : M. Amenoor

Course Fee : Tk.7,000/-

Duration : February 04 to 08, 2018

Timing : 17.30 - 21.30 hours.

Venue : BIM, Dhaka

Coordinator : M. Amenoor

Course Fee : Tk.7,000/-

Internal Audit on HR

Course Objective

An HR audit involves an objective look at the company's HR policies, practices, procedures and strategies to protect the company, establish best practices and identify opportunities for improvement. An objective review of the company's "current state" can help you evaluate whether specific practice areas are adequate, legal and/or effective. The results can provide decision-makers with the information necessary to decide what areas need improvement.

An HR audit can be structured to be either comprehensive or specifically focused. There are several types of audits, and each is designed to accomplish different objectives. Some of the more common types are:

Compliance: Focuses on how well the company is complying with policy-procedures, present international and local laws and regulations.

Best Practices: Helps the organization maintain or improve a competitive advantage by comparing its practices with those of companies identified as having exceptional HR practices.

Strategic: Focuses on the strengths and weaknesses of systems and processes to determine whether they align with the HR department's and/or the company's strategic plan.

Function-Specific: Focuses on a specific area in the HR function (e.g., payroll, performance management, records retention, etc.).

This workshop will help participants to be conversant in every area of HR Audit Preparation and Conduction.

Who should Attend

1. HR Personnel (any level)
2. Internal/ External Auditor
3. Management / HR Consultants
4. Potential HR Personnel

Outcome of the Program

1. be an Auditor to conduct HR Audit
2. be an expert to face HR Audit
3. be an HR generalist to perform HR function in a standard and effective way
4. be a consultant for setting standard HR system

Major areas to be covered

- Objective of HR Audit
- Scope of HR Audit
- Approaches to HR Audit
- Benefits of HR Audit
- Area of HR Audit
- Steps & Process of HR audit
- Methods of HR Audit
- Critical areas to be addressed for HR Audit preparation

- HR Audit Check List
- Tools to be used in HR Audit
- Questions for interview during HR Audit
- HR Audit Report writing

Training Methodology

- Exercise
- Case Study
- Role Play/ Simulation
- Lecture Discussion
- Sharing/ Participatory

Special Feature

- Exercise based learning
- Relate the learning with application in practical field
- Ensure participants' engagement

Duration : July 28 to 29, 2017
Timing : 9.30:00 - 17:30 hours.
Venue : BIM, Dhaka.
Coordinator : Md. Manzur Hossain
Course Fee : Tk. 5,000/-

ACCOUNTING SOFTWARE TALLY. ERP 9

Course Objective

- Introducing with computerized accounting systems.
- Improve skills on Professional Accounting Practices.
- Keep ahead yourself than others by learning an International Branded Accounting Software.

Who Should Attend:

- Professional Accountants who are to implement a full set of accounting system in an organization.
- Presently involved in accounting job but seeking a better job or promotion/ Business Graduate would like to build up career in the file of Finance.
- Freelancers who want to work with Tally. ERP 9 Including Accounting, Inventory & Payroll.
- Who are planning to migrate in Canada/Australia/UK
- Who are planning to study and need a part time job in Canada/Australia/UK
- Who is jobless but looking for a better job in Accounts or Finance Department?
- Top management who needs to learn basic accounting as well as review financial reports

Course Outline:

Phase-I

What is Book Keeping? What is an Account? What is Double –Entry System of Book Keeping? Explain the term transaction, What is journal entry? What is Contra Entry? What is Journal Voucher? Explain the word Liability ,Explain the word assets, Books of Accounts, Definition of Indirect Exp / Indirect Income, Definition of Direct Exp / Direct Income, What is debit?, What is credit?, Difference between Journal voucher / Journal entry.

Phase-II

Golden rules of Accounting

Phase -III

Accounting Software

Why use Tally to maintain Account

Advantage over manual Accounting

Phase- IV

Creation of Company / Accounts only? Accounts with Inventory, Alter the company, Creation of password / security, Opening the company making it active, Creating ledger A/c,Altering individual ledger a/c, Viewing / Altering multiple ledger on screen, Inventory creation / Altering stock group /stock items,

Phase -V

Entering Voucher, Payment voucher / Receipt Voucher / Contra voucher / Journal voucher, Purchase voucher / Sales voucher / Purchase return / Sales Return, Purchase Order / Sales order / Stock Journal voucher / physical, Stock voucher / Rejection out voucher / Rejection In voucher,

Phase- VI

Easy Access to the various Books of Account, Cash Book / Bank Book / Purchase Book / sales Book /Journal voucher book / Debit Note book / Credit Note Book, Day Book / Ledger Book

Phase –VII

Automatic Creation of Financial Accounting Statement, Trial Balance, Trading A/c, Profit & Loss A/c, Balance Sheet, Stock Summary, Ratio Analysis

Phase –VIII

Printing various Book of Account

Printing all Financial Statement

Duration : August 04, 05, 11 & 12, 2017
Timing : 09.00-17.30 hours.
Venue : BIM, Dhaka
Coordinator : Tanvir Hossain
Course Fee : Tk. 9,000/-

Duration : December 01, 02, 08 & 09, 2017
Timing : 09.00-17.30 hours.
Venue : BIM, Dhaka
Coordinator : Tanvir Hossain
Course Fee : Tk. 9,000/-

PRACTICAL INCOME TAX & VAT MANAGEMENT

Course Objectives:

The purposes of this course is designed to develop the structural knowledge and skill of the participants regarding all aspects of Income Tax & VAT. It will enable participants to acquire a thorough understanding of the Income Tax Ordinance 1984 as amended up-to-date & The Value Added Tax 1991 of individuals, firms, companies, NGOs etc.

Course Outline:

Income Tax:

- A brief history of income tax law in Bangladesh.
- Scope of income tax law.
- Assesses: Classification of income, residential status.
- Income year and assessment year.
- Tax rates and tax return.
- Heads of income.

Computation of Taxable Income from:

- Salaries & Provident Funds
- Interest on Security
- House Property
- Agriculture
- Business or Profession
- Capital Gain
- Income from other Sources
- Advance Income Tax (AIT) and Tax Deducted at Source (TDS).
- Return of income
- Assessment, Appeal, Tribunal and References.
- Computation of tax – Individual, Firm, Company and NGO.VAT:
- A brief history of VAT law in Bangladesh.
- How does VAT work & value addition
- VAT- able Products & Services
- VAT exemption
- VAT calculation
- Truncated base & VAT Tax Source
- Form Mushak.

Who Should Attend:

The course is suitable for mid and junior level executives from all areas of management as well as income tax practitioners.

Training Method: Lecture, Case Study, Group Discussion & Exercise.

Duration : September 24 to October 05, 2017

Timing : 17:00 to 21:30 hours

Venue : BIM, Dhaka.

Coordinator : Md. Manzur Hossain

Course Fee : Tk. 9,000/-

EFFECTIVE BUDGET AND BUDGETARY CONTROL

Course Objectives:

Effective budget and budgetary control in the public and private sectors.

Course Contents:

- Overview of Budgeting and Budgetary Control
- Budget Preparation: Techniques
- Budget Preparation: The Modern Tools
- Utilizing Information Technology in Budget Preparation
- Budget Preparation: Procedures and Processes
- Budget Control Measures
- Budget Evaluation and Review
- Cases and Exercises.

Who Should Attend:

Budget, Treasury, Finance, Accounts, Admin and HR Managers/ Officers.

Training Method: Lecture, Case Study & Group Discussion.

Duration : October 08 to 12, 2017

Time : 17:30 - 21:30 hours.

Venue : BIM, Dhaka.

Coordinator : M. Amenoor

Course Fee :Tk. 7,000/-

Duration : January 07 to 11, 2018

Time : 17:30 - 21:30 hours.

Venue : BIM, Dhaka.

Coordinator : M. Amenoor

Course Fee :Tk. 7,000/-

EFFECTIVE BUSINESS COMMUNICATION

Course Objectives :

Effective communication skill is the most significant tool to depict both Personal and professional Success. The course is aimed to enhance managerial expertise to attain targets through effective communication. The participants will be able to learn and develop winning mindset towards successful communication. Strategic process for developing interpersonal and dynamic presentation skills will be emphasized throughout course.

Course Outline:

- Identifying the ways of Communication.
- Communication Process.
- Significance of effective communication for business.
- Difference between Communication process and Communication vehicle
- Barriers of Communication.
- Audience Analysis.
- Developing You View Point and You Attitude.
- Writing good news, routine, natural, negative and Persuasive message.
- Outline and Business Report writing.
- E-mail and formal communication.
- Role of Nonverbal communication
- Overcoming Fear and preparation of presentation.
- Business Meeting and presentation.
- Resume writing and Cover Letter
- Using Social Media for Success.

Who Should Attend:

Executives, Midlevel Managers and individuals from different profession are the suitable participants for the course.

Training Methods: Lecture, Group Discussion and Exercise.

Duration : October 20 to 21, 2017
Timing : 09: 30 to 17:30 hours.
Venue : BIM, Dhaka,
Coordinator : Md. Rajibul Hoque
Course Fee : Tk. 5,000/-

FINANCE FOR NON-FINANCE EXECUTIVES

Course Objectives:

The course is aimed at middle to senior managers from disciplines other than finance who wish to understand financial management principles and concepts and how they are put to use in businesses of all sizes.

The Course will Help:

- Interpret financial reports and use accounting information to make strategic decisions
- Perform project appraisals and company valuations.
- Assess and manage the key drivers of performance and shareholder value.

Course Contents:

- **The Basics of Accounting** — linking the accounting equation to business applications
- **The Accounting Cycle** — documenting and tracking business transactions and understanding how those transactions are reflected on financial statements
- **The Income Statement** — how to define revenue and expense and effectively use income statement ratios to evaluate profit and loss.
- **The Balance Sheet** — understanding its managerial objectives and usage.
- **The Statement of Cash Flow** — an understanding of cash flow and non-cash expenses.
- **Financial Management:** Financial statement analysis, ratio analysis, business funding equity and debt capital etc.
- **Investment evaluation techniques:** Return on Investment (ROI), NPV, WACC, IRR etc. Understand capital market.
- **Cost Accounting** — why it is necessary and how to use it as a management tool
- **Fixed Assets** — what they are and how to evaluate and account for them
- **Budgeting** — the basic budgeting process, cost/price/volume relationships and how they impact the bottom line, break-even analysis, and more.

Who Should Attend:

For all financial and non-financial managers and executives in every functional management area and industry.

Training Method:

Lecture, sharing of practical experiences and the use of a business simulation game invented by in will help you apply what you learn immediately.

Duration : August 20 to 24, 2017
Time : 17:30 - 21:30 hours.
Venue : BIM, Dhaka.
Coordinator : M. Amenoor
Course Fee :Tk. 7,000/-

Duration : November 05 to 09, 2017
Time : 17:30 - 21:30 hours.
Venue : BIM, Dhaka.
Coordinator : M. Amenoor
Course Fee :Tk. 7,000/-

FINANCIAL STATEMENT ANALYSIS FOR DECISION-MAKING

Course Objectives

The course is designed to equip the participants with the knowledge and skill of analysing and interpreting financial statements of an organization in terms of its strengths and weaknesses. The course would enable the participants to help the management improve enterprise performance through proper planning and appropriate decision-making on strategic corporate issues of the organization.

Course Outline

- An overview of Accounting and Finance.
- Overview of Financial Management and Major Decision Making.
- Overview of the Financial Statements
- Recording and reporting system of Financial Statements.
- Financial Statements Preparation
- Cash flow Statement Preparation
- Analysing financial statement to determine business performance
- Different types of Financial Statements (Industry wise).
- Accounting information for management planning & control
- Horizontal and Vertical Analysis
- Financial Analysis
- External analysis—competitors, customers and suppliers
- Internal analysis—liquidity, cash flow and performance
- Evaluating alternative analysis strategies
- Management : Planning and Decision-Making
- Investment Decision and Evaluation
- Time value of money/Discounted Cash flow Analyses
- The Payback Period
- Net Present Value(NPV)
- The Profitability Index(PI)
- Exercise on Investment decisions
- Capital Structure Decision
- Short Term Financing Decision
- CVP analyses
- Exercise on CVP analyses
- Long-Term Financing Decisions


Raising of Capital in the corporation

- Dividend Policy
- Short Term Financing Decision
- Operating cycle and cash cycle
- Future Action Plan (remedial action) on the basis of findings.

Who Should Attend

The course is suitable for financial and non-financial personnel such as Finance Executives, Accountants, Planners, Engineers, Production Managers and Management Decision-Makers. Graduates can apply upon fulfilling certain provision.

Training Methods: Lecture, Group Discussion, and Exercise.



Duration : November 19 - 30, 2017
Timing : 17: 00 - 21: 30 hours.
Venue : BIM, Dhaka
Coordinator : Md. Rajibul Hoque
Course Fee : Tk. 9,000/-

PROFESSIONAL INCOME TAX & VAT MANAGEMENT

Course Objective :

The objective and purpose of this course is to provide the participants basic knowledge regarding INCOME TAX & VAT. Participants can develop a synoptic view of the INCOME TAX & VAT system and on that basis they would be able to perform their INCOME TAX & VAT related jobs themselves. Without basic INCOME TAX & VAT knowledge, facing an INCOME TAX & VAT related problem, anybody becomes confused and worried. On completion of the course, the participants will get knowledge to understand their problems, to do their jobs themselves and to help others in INCOME TAX & VAT matters. Thus, they will be able to run the fiscal management in their organizations in far better way; protect their organizations from future troubles; and would be able to develop their career in finance, INCOME TAX and management areas.

Course Outline:

- Computation of Tax; Income from Salary
- Computation of Tax; Income from Interest on Security
- Computation of Tax; Income from House Hold Property
- Computation of Tax; Income from Agriculture
- Computation of Tax; Income from Business or Profession
- Computation of Tax; Income from Capital Gain
- Computation of Tax; Other Sources
- Treatment of Advance Income Tax and Tax deducted at Source
- Computation of Tax; Individual, Firm and Company and NGO.
- Define Value-Added- Tax (VAT) and discover how VAT works.
- Identify the risks behind improper VAT management.
- Recognize how to plan your VAT balance
- Prepare to pass a VAT audit successfully
- Revise and improve your own VAT registration process
- VAT definition, history and terminology
- Examples of how to record VAT
- Potential red flags around VAT treatment
- Tips on audit compliance

Who Should Attend

An Individual desirous of knowing the basics of INCOME TAX can attend the course. Junior and mid-level executives of businesses, offices and industries dealing with INCOME TAX, finance, audit, inventory, management, procurement, HR, supply chain can attend the course. Career beginners in those areas can attend the course. Senior level managers and owners of industries and businesses can attend the course to obtain basic knowledge to lead their team in better ways. Those desirous of beginning their careers in private sector can attend the course. INCOME TAX officials and employees can attend the course. Practitioners of Audit and Accounting Firms, Law Firms, Consultants and others can attend the course.

Training Method: Lecture, Group Discussion, Group Exercise, Case Study, Exercise and Presentation

Duration	: December 24 to 28 2017
Timing	: 17: 00 - 21: 30
Venue	: BIM, Dhaka
Coordinator	: Tanvir Hossain
Course Fee	: Tk. 7,000/-

FINANCIAL MANAGEMENT FOR NON PROFIT ORGANIZATIONS

Course Objective :

The course is designed to develop the knowledge and skill of the participants with regard to the various types of Book Keeping (Vouching), Internal Control, Inventory Management, Fund Management (Cash & Bank), Preparation of Financial Statement (Journal, Ledger, Trial Balance, Bank Reconciliation, Balance Sheet, and Analysis of Financial Statement), Procurement Management, Fixed Asset Management, Preparation of Budget & Budgetary Control, Donor Reporting and How to get donor happy, Income Tax & Vat Management, Assessment of Income Tax under ordinance 1984.

- Clarify the basics of Accounting & Book Keeping systems
- Record Organizational Transactions
- Manage its cash and bank
- Prepare Financial Statements
- Forecast cash flow
- Develop financial Budget
- Develop Skills on Managing procurements and assets
- Manage the financial risk of the organization effectively.
- Manage Auditing
- Monitor Financial process
- Clarify Vat and Income Tax Procedure

Course Outline:

- Books of Accounts & Reporting.
- Concept of Financial Management
- Cash & Bank Management.
(Petty cash, Advance Management, Bank Register)
- Action in Accounting (Accounting Cycle, Functions)
- Budget & Budgetary Control.
- Procurement Management.
- Inventory Management.
- VAT & Tax and Revenue Stamp.
- Return submission to NBR for Individual.
- Financial Proposal Writing for project
- Grant Management
- Multi donor fund management and Donor Negotiation.



Who Should Attend

The course is suitable for personnel all level of the Management, Executive/ Officer, Manager, Program Manager, Finance officer, Admin officer, Program Officer, HR people, Accounts Personnel, Doctor, Engineer, and Social Worker and any other people, who would like to build up Career as Nonprofit finance manager or Financial management specialist for the NGO sectors.

Training Method: Multimedia Presentation, Lecture with Note sheet, Case Study, Group Discussion, Exercise, Participatory learning, etc

Duration : January 14 to 25, 2018

Timing : 17: 00 - 21: 30 hours.

Venue : BIM, Dhaka

Coordinator : Tanvir Hossain

Course Fee : Tk. 9,000/-

INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT

Objective:

The major objective of the course is to help individual and institutional participants from different profession to understand portfolio management and the process of selecting investment options systematically considering diversification. Through this course the participants will be able to depict a clear view about asset allocation and portfolio management, not only in the financial markets but also in the real business world.

Course Outline:

- Investment Concept.
- Risk and return consideration for selecting investment opportunities.
- Portfolio management and diversification.
- Portfolio Management Methodology
- Portfolio Selection Process
 - Approaches in Portfolio Construction
 - Top Down Approach
 - Selection of Portfolio
- Portfolio-Markowitz Model
 - Risk and Return trade off.
 - Markowitz efficient frontier
 - Identifying the best portfolio based on investment capacity
- Overview of Fundamental and technical analysis
- Portfolio Evaluation
- Other investment options and Mutual Fund and
- Portfolio Revision
 - Passive Management
 - Active Management
- Working with Changes and challenges
 - Situation Analysis
 - PEST Analysis
 - Sector Analysis

Who should attend:

Trading personnel and individuals from different profession (Including Graduates) will be the suitable person for the course

Training Methods: Lecture, Group Discussion and Exercise.

Duration : February 25 to March 01, 2018
Timing : 17: 00 - 21: 30 hours.
Venue : BIM, Dhaka
Coordinator : Md. Rajibul Hoque
Course Fee : Tk. 7,000/-

COMPUTER APPLICATION IN FINANCIAL MANAGEMENT

Course Objectives:

The major objective of the course is to help individual and institutional participants from different profession to understand basic computer application (MS Office) for financial management. Through this course the participants will be able to enhance knowledge about financial formulas, Data management & planning and Designing reports using MS Excel. The course will also provide a brief idea about business presentation using Power point.

Course Outline:

Financial formulas in MS Excel.

- V-lookup, H-lookup and other useful tools for financial management.
- Financial Statements Designing.
- Basic Knowledge about Pivot Table.

Who Should Attend:

Individuals from different profession (Including Graduates) will be the suitable person for the course

Training Methods: Lecture and Group Exercise.

Duration : March 31, 2018
Timing : 09:00 - 18:00
Venue : BIM, Dhaka
Coordinator : Md. Rajibul Hoque
Course Fee : Tk. 3,500/-

INTERNAL AUDIT

Course Objectives:

The course is aimed to develop knowledge and skill of the participants with regard to a number of important concepts which underline any type of audit, specially internal audit.

Course Outline:

- A brief history of audit.
- Overview of Internal Audit
- Corporate Governance & Internal Audit
- Internal Audit & Control Environment
- Effective Internal Control System
- Audit Planning, Audit Evidence
- Audit Documentation
- Risk based audit.
- Guidelines for internal auditors.
- Important concepts affecting the internal auditor's field work.
- Audit methodology.
- How is an audit carried out in practice.
- Audit Committee.

Who Should Attend:

The course is suitable for personnel all areas of management especially from audit and accounts department and income tax practitioners. This is also suitable for individuals who want to build up their career in the filed of audit.

Training Method: Lecture, Group Discussion & Exercise.

Duration : March 25 to April 05, 2018

Time : 17:00 - 21:30 hours.

Venue : BIM, Dhaka.

Coordinator : Md. Manzur Hossain

Course Fee : Tk. 9,000/-

FINANCIAL MANAGEMENT FOR NON FINANCIAL PERSONNEL

Course Objective

Learn financial management issues and techniques to enhance your business performance, risk management and decision making skills. Business valuation and wealth maximization approach will improve decision making ability.

Course Outline

- **Financial Management: Business strategy and Forecasting Technique**
- **Financial Statements and Financial Health**
- **Sources of Business Funding – Equity and Debt Capital**
 - Cost of equity capital, Cost of debt capital
 - Debt capital and taxation
 - Weighted average cost of capital (WACC)
 - Gearing and the impact on the Weighted Cost of Capital
- **Project /Investment Evaluation Techniques (Using Excel)**
 - Return on investment (ROI),
 - Discounted Pay Back Period
 - Net Present value (NPV) of discounted cash flows (DCF)
 - How effective WACC Management can impact NPV and project profitability
 - NPV and maximizing shareholders wealth
 - Internal rate of return (IRR)

Who Should Attend

For all financial managers and executives in every functional management area and industry. The financial management tools help enhances your financial acumen, decision and strategy management effectiveness.

Training Method:

Lectures, sharing of practical experiences and the use of a business simulation game invented by in will help you apply what you learn immediately.

Duration	: April 20 - 21, 2018
Timing	: 09.30 to 17.30 hours.
Venue	: BIM, Dhaka
Coordinator	: Md. Rajibul Hoque
Course Fee	: Tk.5,000/-

FEASIBILITY STUDY FOR INVESTMENT PROJECT

Course Objectives:

- To give an understanding about technical issues of project feasibility and appraisal study.
- To provide the participant a good understanding of the science of project feasibility/ appraisal study and rules and rules and methods involved with project management
- To achieve primary skills to formulate, evaluate and manage project.

Course Outline:

- Definition, objectives, scope & types of appraisal,
- Derivation of cash flow,
- Discounting Technique, NPV, B/C ratio & IRR,
- Financial Appraisal, Economic Appraisal,
- Technical Appraisal,
- Service sector project appraisal,
- Demand forecasting,
- Environmental impact assessment,
- Economic valuation of environmental impact on development project,
- Sensitively Analyses, Stakeholder Analysis,

Who Should Attend :

This program is for people who design, select, negotiate, or finance projects, and for those who are interested in the financial, economic and social impacts of these projects. It is of special interest to professionals in government ministries and public enterprises; banks (private and public) and financial institutions; investment analysis; international development agencies, individual and corporate investment; private management, engineering and business consulting firms; public-private partnerships (PPPs); regulatory Institutions; and International aid agencies.

Training Method: Lecture, Group Discussion, Case Study, Role Play, Games, Exercise and Presentation

Duration : April 15 to 19, 2018

Timing : 17:00-21:30 hours.

Venue : BIM, Dhaka

Coordinator : Tanvir Hossain,

Course Fee : Tk. 7,000/-



COMPUTER SERVICES DIVISION

SPREADSHEET ANALYSIS WITH MICROSOFT EXCEL

Course Objectives

Microsoft Excel is most widely used productivity tool in today's corporate world and education sector. Day to day corporate analysis, reporting, tools and applications are prepared with Excel. It will be an advantage for course attendees to learn practical and advanced usages of Excel for office and academic activities. Excel allows us to accomplish a task in multiple ways which will be shown to attendees with Pros and Cons of the methods.

Course Outline

- Common and Special Operations
- Cell References, Formatting & Styles
- Sort, Filter and Advanced Filter
- Charts
- PivotTable
- Functions (Logical,Mathematical, Lookup)

Who Should Attend

Graduates from any discipline having basic IT knowledge.

Training Method: Theory & Practical (100% Lab Oriented Course).

Duration : July 16-19, 2017
Timing : 11:00 – 15:00 hours
Venue : BIM, Dhaka
Coordinator : Farkhunda Dorin
Course fee : Tk. 6,000/-

Duration : August 11-12, 2017
Timing : 09:30 – 17:30 hours
Venue : BIM, Dhaka
Coordinator : Farkhunda Dorin
Course fee : Tk. 6,000/-

নাগরিক সেবায় উদ্ভাবন

উদ্দেশ্য

‘নাগরিক সেবায় উদ্ভাবন’ ধারণাটি বিশ্বব্যাপী ব্যাপকভাবে আলোচিত। বাংলাদেশে ৮ এপ্রিল, ২০১৩-এ মন্ত্রিপরিষদ বিভাগ কর্তৃক জারিকৃত সার্কুলারে সকল মন্ত্রণালয় এবং তার অধীনস্থ সকল দপ্তর/সংস্থায় জেলা এবং উপজেলা পর্যায়ে ‘ইনোভেশন টিম’ গঠন করার নির্দেশ প্রদানের মাধ্যমে উদ্ভাবনী চর্চাকে প্রাতিষ্ঠানিক রূপ দেয়া হয়। বর্তমানে “Annual Performance Agreement (APA)”-তেও উদ্ভাবনী চর্চায় স্কের অন্তর্ভুক্ত করা হয়েছে। ফলে সকল নাগরিক সেবাকে জনবান্ধব করে তুলতে সকল সরকারি প্রতিষ্ঠানে উদ্ভাবনী চর্চা বাধ্যতামূলক। এটি একটি প্রশিক্ষণমূলক কর্মশালা। এই কর্মশালায় গৃহীত উদ্ভাবনী আইডিয়া পরবর্তীতে বাস্তবায়ন করার উদ্যোগ গ্রহণ করা যেতে পারে এবং APA-তে উল্লেখ করা যাবে।

প্রশিক্ষণ কর্মশালার বিষয়বস্তু

- নাগরিক সেবায় উদ্ভাবন
- এমপ্যাথি
- দৃষ্টিভঙ্গি ও মনোভাবের ভিন্নতা
- সমস্যা চিহ্নিতকরণ
- সেবা পদ্ধতি সহজিকরণ
- টিম বিল্ডিং ও স্টেকহোল্ডার এনালাইসিস
- কর্মপরিকল্পনা
- সোশ্যাল মিডিয়ার ব্যবহার
- ইনোভেশন টিম ও ইনোভেশন টিমের বার্ষিক কর্মপরিকল্পনা

অংশগ্রহণকারী

- সকল মন্ত্রণালয় এবং এর অন্তর্ভুক্ত সকল সরকারি/আধা-সরকারি দপ্তর/সংস্থা/প্রতিষ্ঠান/বিভাগ-এ কর্মরত কর্মকর্তা/কর্মচারী। একটি প্রতিষ্ঠান হতে কমপক্ষে ৪জন-এর একটি দল মনোনয়ন প্রদান করতে হবে।

প্রশিক্ষণ প্রক্রিয়া : স্লাইড প্রদর্শন, VIPPচার্ট, এবং অংশগ্রহণকারীদেরদলীয় অংশগ্রহণ।

তারিখ	: জুলাই ২৪-২৬, ২০১৭
সময়	: সকাল ০৯:৩০-বিকাল ০৫:০০
স্থান	: বিআইএম, ঢাকা ক্যাম্পাস
সমন্বয়কারী	: ফারখুন্দা ডরিন
ফি	: ৮,০০০/- (জনপ্রতি)

Microsoft Office 2010

Course Objectives

Microsoft Office is the most widely used application software around the world to maintain your organization. Public/Private Organizations, Educational Institutions, NGO, Bank, Financial Institutions whatever organization it is, use of Microsoft Office is a must. It is a complete solution for document processing, spreadsheet analysis and presentation preparation and so on. Microsoft package also includes database, communication and collaboration solutions.

This course is designed to focus on Microsoft Excel (Spreadsheet Analysis), Microsoft Word (Document Processing), Microsoft PowerPoint (Presentation Preparation) and Microsoft Access (Database Management).

Course Outline

Document Processing using Microsoft Word (2010 & Higher Version)

- Fonts, Paragraphs editing
- Inserting Tables, Header/Footer, Page number
- Proofing, Comments, Tracking and Changes
- Protecting and Sharing Documents
- Mail merge

Data analysis using Microsoft Excel (2010 & Higher Version)

- Common and Special Operations
- Cell References, Formatting & Styles
- Sort, Filter and Advanced Filter
- Charts
- Functions & Formulas (Math, Text, Date, Lookup)

Presentation Skill with Microsoft PowerPoint (2010 & Higher Version)

- Presentation Basics: content, texts and colors
- Creating new slides, editing backgrounds and formats
- Tables and Illustrations
- Themes and Animations


Database Microsoft Access

- Understanding database, relational database, table, record (row), field (column), Data types.
- Database designers, database administrators and database users
- Opening a database within your samples folder
- Creating a new blank database/Adding fields and setting the field type
- Switching between 'datasheet view' and 'design view'
- Creating & Modifying Forms
- Creating a Query and Report
- Importing an Excel file into a database

Who Should Attend

Graduates from any discipline, those who have to maintain their everyday work using Computer Applications or any Graduate who is looking for a Job.

Training Method : Practical (Lab Oriented Course).



Duration : September17-25, 2017
Timing : 09:30 – 17:30 hours
Venue : BIM, Dhaka
Coordinator : Farkhunda Dorin
Course fee : Tk. 10,000/



GENERAL MANAGEMENT DIVISION

MOTIVATING PEOPLE AT WORKPLACE

Course Objective:

- Define motivation and how it impacts on performance
- How to develop a greater sense of autonomy
- Explain Motivational Theories and how to apply them in workplace
- What are the elements holding back your organization's performance - and learn how to overcome them
- Explain how fear and desire affect employee motivation
- Incorporate techniques to create a motivational climate
- Techniques to improve employee engagement and motivation
- How to align personal and organizational purpose
- How to conduct your own and your team's continuous personal performance reviews

Course Outline:

- Concept of Motivation & its impact on Performance
- Approaches to Motivation & how to apply them in workplace
- Factors of Motivation
- Exercise on fear & desire affect employee motivation
- Supervision
- Role of Leader
- Techniques to create a motivational climate
- Processes that increase motivation and engagement.
- Tools to conduct your own monthly personal feedback review
- Motivational Checklist

Who Should Attend:

This training course is suitable for managers at all levels looking to enhance their own and their people's motivation, performance and engagement in the workplace.

Training Method:

Lecture, Group Discussion, Power Point Presentation, Case Study.

Duration : 30-31 October, 2017

Timing : 09:30-17.30 hours

Venue : BIM, Dhaka

Coordinator : Lamia Farha

Course Fee : Tk. 5,000/-

MANAGEMENT FOR NEW MANAGERS

Course Objectives

- Understand what is required of you as a manager
- Learn the skills needed to manage people and teams
- Gain an understanding of broader business issues
- Make yourself more valuable to your company
- Network with other professionals

Course Outline

- The role of a manager
- Management vs Leadership
- Strategic and Operational Planning and implementation
- Motivation
- Communication
- Conflict management
- Recruitment and Performance management
- Implementing disciplinary action legally and successfully
- Basic Accounting including the role of Budgeting and Forecasting
- Financial Management
- Overview of Risk Management and Crisis Management
- Change Management

Who Should Attend

The course will be very valuable for:

- New Managers within an organization
- Team Leaders and Supervisors that need development in the management discipline
- Specialists who are moving or have moved into management roles
- Anyone who wants to enhance their Management Skills

Training Methods: Lecture & Discussion, Case/Company Study, Applications with Computer, Presentation & Demonstration

Duration : 26-30 November, 2017
Timing : 17:30-21:30 hours
Venue : BIM, Dhaka
Coordinator : Lamia Farha
Course Fee : Tk. 7,000/-

LEADERSHIP DEVELOPMENT

Course Objective:

Participants will be able to

- Identify and discuss the role of leadership in managing change
- Explain the process of empowerment
- Identify areas of improvement and develop dynamic leadership skill
- Describe how leadership helps in building effective task teams
- “Be themselves” these leaders can develop a leadership and motivational style that works best for them
- Identify the process of motivational leadership

Course Outline:

- Concept and Issues of Leadership
- Approaches of Leadership
- Delegation
- Team Building
- Communication
- Breakdowns and Gateways of Communications
- Motivation and Motivators
- Motivational Leadership
- Management of Change

Who Should Attend:

This course is suitable for managers at all levels, team leaders and supervisors from any public or private organizations.

Training Method:

Lecture, Group Discussion, Power Point Presentation, Case Study.

Duration : 04-08 February, 2018

Timing : 17.30-21.30 hours

Venue : BIM Dhaka

Coordinator : Lamia Farha

Course Fee : Tk. 7,000/-

EFFECTIVE TEAM BUILDING

Course Objective:

The main objective of this course is to enable the participants to enhance their personal, interpersonal, and group effectiveness. Specifically, this course is designed to help the participants in:

- Understanding the importance and process of working together
- Developing a good insight into the behavioral dynamics of self and others
- Sharpening skills to work well as members of a team as also leaders
- Managing conflict and agreements in team
- Fostering creativity in teams.

Course Outline:

- Concepts of Interpersonal Skills and Team Building
- Identification of personal obstacles, & assertiveness
- Managing conflict and building trust
- Confrontation
- Effective leadership
- Building effective teams and team culture
- Recognizing self limiting behavior and attitude and acting with more confident and self belief
- Organizational success through personal effectiveness and teamwork.

Who Should Attend:

Middle and senior level managers belonging to public and private sector organizations, services sector, and public utilities will find this programme extremely useful. Especially managers from organizations and corporations with high emphasis on people/group driven activities will find this programme very useful.

Training Method:

Lecture, Discussion, Power Point Presentation, Games, Case Study.

Duration : 6-8 March, 2018
Timing : 17.30-21.30 hours
Venue : BIM, Dhaka
Coordinator : Lamia Farha
Course fee : Tk. 6,500/-

BUSINESS COMMUNICATION SKILLS

Course Objective:

- Participants will be able to develop professional business communication skills.
- Ensure they have a positive impact with everyone they come interact with.
- Understand better their personality and behavioral styles and adapt these to suit others respond.
- Assertively in difficult situations and build sound working relationships.

Course Outline:

- First impressions and the elements of face to face communication
- Perception and how others perceive you
- Exploring and understanding your own personality using profiles and examining how they are constructed
- Recognizing and creating the right environment for each personality type.
- Communicating assertively to achieve a win-win result
- Proposal Writing
- Managing Meetings
- Minutes and Letter Writings
- Presentation Skills
- Office Communication through Networking & electronic mail.

Who Should Attend:

This Communication course is suitable for managers whose work depends on their communication skills and successful interaction with others. The learning is highly participative and self-analytical to enable you to understand yourself and others.

Training Method:

Lecture, Group Discussion, Power Point Presentation, Case Study.

Duration : 03-05 April, 2018
Timing : 17.30-21:30 hours
Venue : BIM, Dhaka
Coordinator : Lamia Farha
Course Fee : Tk. 6,500/-



HUMAN RESOURCE MANAGEMENT DIVISION

HUMAN RESOURCE MANAGEMENT FOR EXECUTIVES

Course Objectives

This program is designed to suit the working executives in human resource areas with a view to develop their knowledge as well as skill in the following areas:

- Basic principles and techniques of human resource management
- Develop operational and conceptual skills for smooth discharge of day-to-day personnel functions.

Course Outline

- Human Resource Management: Concept, Nature and Importance
- Functions of HR Department
- Job Analysis
- Recruitment and Selection
- Orientation
- Compensation Management
- Performance Management
- Motivating Employees
- Communication
- Leadership & Team Building
- Training and Development
- Employee Grievance Handling
- Disciplining employees
- Conflict Management
- Social Compliance
- Legal Approach: Basic Labour Laws
- National Integrity Strategies

Who Should Attend

The program is suitable for Administrative 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 in the personnel profession are encouraged to attend the program.

Training Methods: Lecture, Case study, Group discussion etc.

Duration	: 20-24 August, 2017
Timing	: 17:00 p.m. - 21:30 hours.
Venue	: BIM, Dhaka
Co-ordinator	: Mohammad Mainul Islam
Course Fees	: Tk. 9,000/-

BANGLDESH LABOR ACT 2006 AND BANGLADESH LOBOR RULES 2015

Course Objectives

The course is designed for participants who want to learn, update and augment existing knowledge and skills that are essential to the field of social compliance and human resource management. The program provides insight into existing labour laws and rules to enhance their skills and knowledge necessary to perform day-to-day HR activities. In addition, the program provides a foundation for those interested in developing a career in human resource management.

Course Outline:

- Scope and application of the Bangladesh Labour Act
- Definition and classification of workers
- Conditions of employment
- Misconduct, punishment and disciplinary proceedings
- Health, safety and welfare
- Functions and eligibility of welfare officer
- Formation and functions of safety committee
- Working hour and OT calculation
- Different types of Leave
- Maternity leave and calculation of benefit
- Wage: Payments and deductions
- Trade Union and Collective Bargaining Agent (CBA)
- Formation and function of Participation Committee

Who Should Attend?

Managers, HR executives, Administrative Officers, Labour Welfare Officers and other executives, working with and through people.

Training Methods :Lecture, Case study, Exercise and Group discussion.

Duration : August 06-10, 2017
Timing : 17:00 - 21:30. hours.
Venue : BIM, Dhaka
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 5,000/-

Duration : January 07 - 11, 2018
Timing : 17:00 - 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 7,000/-

BASIC MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

Course Objectives

The course is designed to sit the participants with the basic concepts and techniques of management & human Resource Development with a view to implement it successfully in their organizations.

Course Outline

- Concept of Management
- Functions of Management
- Managerial Roles and Skills
- Planning & Decision Making
- Functions of HRM
- HR Planning Process
- Leadership & Team Building
- Motivation & Communication
- Performance Management
- Training & Development
- National Integrity Strategy.

Who Should Attend

Junior & Mid-level managers & supervisors working in human resource division will be highly benefited from the course. Even the course is very much essential for the line managers. Fresh graduate can also attend the course to acquire knowledge an advanced human resource management.

Training Methods:

Lecture, Presentation, Group Discussion, Case Study, Role Playing, Self-Assessment and other participatory methods of training.

Duration	: August 20-24, 2017
Timing	: 17:00 - 21:30 hours.
Venue	: BIM, Dhaka
Co-ordinator	: Md. Zafar Ali
Course Fees	: Tk. 7,000/-

MANAGING HUMAN RESOURCES IN ORGANIZATION

Course Objectives

Of the entire resources available to human endeavor, it is perhaps ironically the “human resource” which is most often presents the greatest perplexities to business managers. This makes for interesting study, especially as the field itself continues to evolve and grow at a rapid rate.

This course will attempt to take a strong view on Human Resources Management in organizational practice. It will introduce the participants to current HRM concepts, skills, and practices and will detail both hands-on HR applications, and high level pragmatic thinking within the field.

Course Outline

- Introduction to Human Resource Management
- HRM Activities and Roles across Management Structures
- Human Resource Planning
- Job Analysis and Job Profiling
- Procuring Process of Human and identifying best sources
- Training and Developing Employees
- Leadership and Team Building
- Employee Motivation
- Performance Management and Talent Management
- Compensation Management
- Employee Relations: Ethics, Justice and Fair Treatment in HRM
- Legal Aspects of HRM: BD Labor Act 2006
- National Integrity Strategy.

Who Should Attend

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 in the personnel profession are encouraged to attend the program.

Training Methods:

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

Duration	: 17-21 December, 2017
Timing	: 17:00. - 21:30 hours.
Venue	: BIM, Dhaka
Co-ordinator	: Mamun Muztaba
Course Fees	: Tk. 7,000/-

BANGLADESH LABOR ACT 2006 AND RULES 2015

Course Objectives

The program is designed to suit the executives to develop their skills in the following areas:

- Conceptual knowledge of the Bangladesh Labour Act, 2006
- Conceptual Knowledge of Bangladesh Labour Act, 2013 (Amendment)
- Conceptual Knowledge of Bangladesh Labor Rules, 2015
- Operational skills for smooth and quick settlement of industrial and labour problems.
- Disciplining the employees under the provisions of the laws of the land.

Course Outline

- Introduction to Labour Laws
- Conditions of Employment
- Employment of Young Persons
- Maternity Benefit
- Health, Safety & Hygiene
- Welfare Activities
- Workers Participation in Company's Profit
- Working Hours & Leave
- Compensation for Injuries
- Wages and Payment
- Provident Fund
- Trade Union & Industrial Relations
- Penalties & Procedure
- Bangladesh Labor Rules, 2015
- National Integrity Strategies

Who Should Attend

Managers, Personnel Officers, Administrative Officers, Labour Welfare Officers and other executives, working with and through people.

Training Methods: Lecture, Case study, Exercise and Group discussion etc.

Duration	: October 08-12, 2017
Timing	: 17:00 - 21:30 hours.
Venue	: BIM, Dhaka
Co-ordinator	: Mohammad Mainul Islam
Course Fees	: Tk. 7,000-

HUMAN RESOURCES MANAGEMENT: PRINCIPLES & PRACTICES

Course Objectives

This Program is designed to suit the working executives in Human Resource areas with a view to develop their Knowledge as well as skill in the following areas:

- Basic Principles and Practices Techniques of Human Resources Management
- Develop Operational and conceptual skills for Smooth discharge of day to day Personnel Functions.

Course Outline

- Human Resource Concept, Nature, Functions and Importance.
- Job Analysis: Job description and job Specification
- HR Planning
- Recruitment & Selection
- Wages and Salary Administration
- Performance Appraisal
- Motivation & Communication
- Employee Safety & Health
- Industrial Relations.
- National Integrity Strategy.

Who Should Attend

The Program is suitable for Administrative Officer's, Mid-level Manager, HR Officers and Other Executive in the Government, Semi-government and Private Sector, Fresh Graduates who are interested in Building their career in the personnel profession are encouraged to attend the Program

Training Methods: Lecture, Case Study, Group Discussion, , etc.

Duration	: October 22-26, 2017
Timing	: 17:00 - 21:30 hours.
Venue	: BIM, Dhaka
Co-ordinator	: Md. Zafar Ali
Course Fees	: Tk. 7,000/-

BASIC HUMAN RESOURCE MANAGEMENT

Course Objectives

This program is designed to suit the working executives in human resource areas with a view to develop their knowledge as well as skill in the following areas:

- Basic principles and techniques of human resource management
- Develop operational and conceptual skills for smooth discharge of day-to-day personnel functions.

Course Outline

- Human Resource Management: Concept, Nature and Importance
- Functions of HR Department
- Job Analysis
- Recruitment and Selection
- Orientation
- Compensation Management
- Performance Management
- Motivating Employees
- Communication
- Leadership & Team Building
- Training and Development
- Employee Grievance Handling
- Disciplining employees
- Conflict Management
- Social Compliance
- Legal Approach: Basic Labour Laws
- National Integrity Strategies

Who Should Attend

The program is suitable for Administrative 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 in the personnel profession are encouraged to attend the program.

Training Methods: Lecture, Case study, Group discussion etc.

Duration	: November 05-09, 2017
Timing	: 17:00 p.m. - 21:30 hours.
Venue	: BIM, Dhaka
Co-ordinator	: Mohammad Mainul Islam
Course Fees	: Tk. 7,000/-

SOCIAL COMPLIANCE IN RELATION TO BANGLADESH LABOUR ACT 2006

Course Objectives

The course is designed to make the participants better understand the concept of Social Compliance with special focus on child labour, forced labour, discrimination, working hours and leave, wages and benefits, maternity benefit, health, safety and welfare and freedom of association in relation to the Bangladesh Labour Act 2006.

Course Outline:

- Introduction to Social Compliance
- Hierarchy of Social Compliance
- Issues of Social Compliance
- Core Labour Standards- ILO
- Child Labour , Forced Labour, Discrimination
- Health and Safety
- Freedom of Association
- Disciplinary Practices
- Working Hours & leave
- Wages and benefits
- Comparison among different international standards
- Comparison among different Buyers' Code of Conduct

Who Should Attend?

Managers, HR executives, Administrative Officers, Labour Welfare Officers and other executives, working with and through people.

Training Methods: Lecture, Case study, Exercise and Group discussion.

Duration	: November 19-23, 2017
Timing	: 17:00 - 21:30 hours.
Venue	: BIM, Dhaka
Coordinator	: Akhund A. Shamsul Alam
Course Fees	: Tk. 7,000

LABOR LAW FOR MANAGERS AND EXECUTIVES

Course Objectives

The main objective of the course is to update 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.
- National Integrity Strategy

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.

Training Methods: Lecture, Group discussion, Case study, Exercise and role-play

Duration	March 18-22, 2018
Timing	17:00 - 21:30 hours.
Venue	BIM, Dhaka
Co-ordinator	Md. Zafar Ali
Course Fees	Tk. 7,000/-

CERTIFICATE COURSE ON HUMAN RESOURCE MANAGEMENT (FCHRM)

Course Objectives

The goal of a business organization is to create wealth for business owners. The role of HR is to coordinate all other departments to achieve this goal as strategic partner of the organization. Keeping this view in mind, HR department performs all HR activities. So the HR professionals need to have Human Resource management and Human Resource Development concepts and techniques. All Managers or Line Supervisors, not just HR Professionals, need a strong foundation in HR management concepts and techniques to do their jobs.

To have any success in Business, Managers need to have basic human resource management and human resource development skills. HR & Administrative Professionals need to have these skills. This training is designed to give some basic idea about HR which is required for HR & Administrative professionals at work place.

How participants will benefit after the course:

- Participants will learn how to manage and develop human resources.
- Participants will learn the HR management and development skills, style, attitude and behavior.
- Participants will be aware of managing their own department.
- Interpersonal relationship will be developed.
- Managing capacity will increase.

Training Methods:

Interactive Lecture, PowerPoint Presentation, Case study, Exercise, Question and Answer Session.

Contents of Training:

Introduction

Concepts of Human Resource Management
The strategic role of Human Resource Management

Acquisition:

HR Planning
Job analysis
Recruitment & Selection
Interviewing candidates

Training & Development

Training and Developing employees
Performance Management & Appraisal
Managing Careers

Compensation

Pay Scale
Pay for performance and financial Incentives
Benefits & services

Employment Relations

Ethics, justice and Fair treatment in HR Management
Labor relations and collective bargaining
Employee safety and health

Basic Labour Laws


Who Should Attend:

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.

- Duration** : January 21, 2018 to February 01, 2018 (Two Week)
- Timing** : 9.00 - 13:00 hours.
- Venue** : BIM, Dhaka
- Co-ordinator** : Shaikh Sajibur Rahman.
- Course Fees** : Tk.8,000/-

HUMAN RESOURCE MANAGEMENT FOR NEW HR PROFESSIONALS

Course Objectives

This program is designed to suit the working executives in human resource areas with a view to develop their knowledge as well as skill in the following areas:

- Basic principles and techniques of human resource management
- Develop operational and conceptual skills for smooth discharge of day-to-day personnel functions.

Course Outline

- Human Resource Management: Concept, Nature and Importance
- Functions of HR Department
- Job Analysis
- Recruitment and Selection
- Orientation
- Compensation Management
- Performance Management
- Motivating Employees
- Communication
- Leadership & Team Building
- Training and Development
- Employee Grievance Handling
- Disciplining employees
- Conflict Management
- Social Compliance
- Legal Approach: Basic Labour Laws
- National Integrity Strategies

Who Should Attend

The program is suitable for Administrative 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 in the personnel profession are encouraged to attend the program.

Training Methods: Lecture, Case study, Group discussion etc.

Duration	: April 01-12, 2018
Timing	: 17:00 - 21:30 hours.
Venue	: BIM, Dhaka
Co-ordinator	: Mohammad Mainul Islam
Course Fees	: Tk. 9,000/-

ESSENTIAL SKILLS FOR HR PROFESSIONALS

Objective:

- Comprehend organization's strategic direction
- Project the role and purpose of the HR function in achieving organizations' goals
- Develop HR policies aligned with strategic aims of the organisation
- 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.

Outline:

- The Role of Effective Policies in good People Management
- Employee relations- Importance of good employee relations and employee commitment
- Effective recruitment & selection
- Employee, Management and Leadership development interface
- Performance management, reward and remunerations
- Essential Business skills for the HR
- Great Communication skills
- Visionary and Big Picture view
- Organizational knowledge and Business acumen
- Negotiating skills

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 Method: Lecture, Case study, Group Discussion, Classroom exercise, Role Play Image & video demonstration, etc.

Duration	: 22-26, April, 2018
Timing	: 17:00 - 21:30 hours.
Venue	: BIM, Dhaka
Co-ordinator	: Shaikh Sajibur Rahman
Course Fees	: Tk. 7,000/-

IMPLEMENTING ISO 9001 QUALITY MANAGEMENT SYSTEM

Course Objectives

The objective of the programme is to familiarize the participants with ISO 9001 series and International Quality Standards and other related quality initiatives like Quality Control, TQM, Quality Circle etc. with a view to implement it successfully in the organization.

Course Outline

- Evolution of Quality Activities
- Total Quality Management and ISO 9000 Series
- Components of ISO 9001 Standard
- ISO 9000 certification process
- Basic difference between 2008 and 2015 version of ISO 9001 standard
- Implementing ISO 9001 Quality Assurance System
- Documentation in ISO 9001 System
- Internal Quality Audits.

Who Should Attend

Managers, Engineers, Executives and Business people of all disciplines from any organization. If organizations are planning to adopt ISO 9001 Quality Management Systems, this course could be a route map for them. Again, if organizations are not thinking about ISO 9001 or any International Standards but thinking about a documented and accountable and a dynamic management system for the organization, this course could be a guideline for them. It will also improve management efficiency, quality, productivity and cost reduction and documentation procedure.

Training Methods: Lecture, Exercise, Case study etc.

Duration : 08-12 April, 2018
Timing : 17:00 - 21:30 hours.
Venue : BIM, Dhaka
Co-ordinator : Mamun Muztaba.
Course Fees : Tk. 7,000/-



MARKETING MANAGEMENT DIVISION

BRAND MANAGEMENT FOR SUCCESSFUL MARKETING

Course Objectives:

- How can a company build brand and manage its product mix and product line?
- How can a company make better brand decisions to establish a brand?
- How can a company win competitive advantages through setting a branding strategy?

Course Outline

- Brand and Brand Management
- Who do Brand Matter?
- Customer Based Brand Equity
- Designing Marketing Programs to build Brand Equity
- Identifying and establishing brand positioning and values
- Planning and implementing brand marketing programs
- Integrating marketing communications to build brand equity
- Leveraging secondary brand knowledge to build brand equity
- Developing a brand equity measurement and management system
- Measuring sources of brand equity: capturing customer mindset
- Growing and sustaining brand equity
- Introducing and naming new products and brand extensions
- Managing brand over time.

Who Should Attend

Junior and Mid level executives who are involved as a brand manager, product manager and business unit manager in distinguished business organizations can attend the course. Executives, who are interested to build up their carrier as a brand or product manager can also attend the course.

Training Methods: Lecture, discussion, case study, exercise, etc.

Duration : September 17-28, 2017
Time : 17.00 - 21.30 hours.
Venue : BIM, Dhaka
Course Fees : Tk. 9,000/-
Coordinator : Dr. Uttam Kumar Datta

MARKETING OF SERVICES

Services impact customers more directly than products do. To remain service-centric, organizations need to understand the nature and unique characteristics of services when managing service quality, productivity and personnel. This course equips participants with the concept and application of services marketing for achieving excellent customer experiences through managing and exceeding customer expectations from the perspective of product, process, people, place, technology and customer service standards.

Course Benefits

- Recognize services beyond product marketing for competitive advantage
- Identify the unique characteristics of services for differentiated marketing effort
- Build customer relationship and retention through service marketing mix
- Manage customer expected level of services on specific service dimensions
- Develop characteristics of quality services personnel for customer experiences
- Adopt customer services standards and create the services brand

Course Outline

1. Conceptual issues in services marketing
2. Understanding the services phenomenon
3. Characteristics of services and Marketing Implications
4. GAP analysis and Service engineering
5. Extended Marketing mix for Services
6. Differentiation Strategies
7. Services Quality
8. Services Strategies and Service Branding
9. Time Management in Service Production, Distribution, and Communication, Customer Waiting Time Management.
10. Managing Bad Customers in Service Delivery.
11. IMC for Service and Successful attachment of Customers.

Who should attend

This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating Services. This course is also fruitful to officials engaged in service organization especially the public welfare organization like education sector, Hospital, Banking and non banking Financial Institution and such others to reach the outcome of government welfare activities to its people. The private and NGO peoples engaged in providing profitable as well as non-profitable services to ultimate customers and peoples will gain knowledge to make their services incredible. The Training course is open to anyone interested in gaining or improving their integrated Service management skills. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Duration : December 10-14, 2017

Timing : 17:00 to 21:30 hours.

Venue : BIM, Dhaka

Course Fees : Tk. 7,000/-

Coordinator : Nirjhar Mazumd

MARKETING & SALESMANSHIP

Course Objectives:

- Understand the modern concepts of market, customer oriented integrated marketing and effective marketing management.
- Be able to use the principles of modern marketing and perform the marketing functions more effectively.
- Be able to manage the sales management functions efficiently.
- Be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.
- be able to use different tools for promoting sales for selling more and earning more.

Course Outline:

- The Concept of Market, Marketing and Marketing Management.
- Principles, techniques of Marketing.
- Market Segmentation, Targeting, Positioning
- Marketing Tools.
- Product Planning and Development.
- Pricing and its Objectives, Policies and Strategies.
- Distribution, Marketing Promotion.
- Type of selling, Basic knowledge needed in selling.
- Salesmanship
- Characteristics required to be successful in sales
- Causes of failure of sales people in their job
- Selling strategy, Selling process
- Creating the Salesperson's knowledge universe
- How to approach your customer
- Motivating sales people
- Handling Customer Objections
- Managing bad customer

Who Should Attend?

This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products. This course is suitable for marketing and sales executives of different levels (i.e. marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer etc.) of both public and private sector enterprises. Business/ factory owners will also be benefited by attending this course. The Training course is open to anyone interested in gaining or improving their integrated Service management skills. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Methodology	: Lecture, Case Studies and Group discussion, Brain storming etc.
Duration	: January 21 to February 1, 2018
Timing	: 17:00 - 21:30 hours.
Venue	: BIM, Dhaka.
Fees	: Tk. 9,000/-
Coordinator	: Nirjhar Mazumder

MARKETING RESEARCH FOR EFFECTIVE DECISION MAKING

Course Objectives

The main objective of this course is to build skilled marketing managers to make fruitful decisions in designing product, setting right price, selecting best channel for distribution and effective communication mix to operate the organization effectively and efficiently.

Course Outline

- Defining the Research
- Defining the Problem and components of the Research Approach
- Research Design: Classification
- Potential Sources of Error in Conducting a Research
- Qualitative Research Procedures
- Descriptive Research Design: Survey and Observation
- Causal Research Design: Experimentation
- Measurement and Scaling
- Questionnaire and Form Design
- Field Work and Form Design
- Data Analyzing with SPSS and Report preparing

Who Should Attend

This course is specially designed for the senior marketing executives and head of Research and Development Department (R&D) at commercial organizations. Fresh graduates with no marketing research background who are interested to build up their career in marketing and sales management may also attend the course.

Training Method: Lecture, Case Studies, Field Visit to follow up a simple marketing system.

Duration	: February, 23 – 24, 2018 (Friday & Saturday)
Time	: 09:00 - 21.00 hours.
Venue	: BIM, Dhaka
Fee	: Tk. 7,000 /-
Coordinator	: Dr. Uttam Kumar Datta

SALES MANAGEMENT

Course Objectives:

- Be able to manage the sales management functions efficiently.
- Be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.
- be able to use different tools for promoting sales for selling more and earning more.

Course Outline:

- The Concept of selling and Sales Management.
- Type of selling, Basic knowledge needed in selling.
- Salesmanship
- Characteristics required to be successful in sales
- Causes of failure of sales people in their job
- Sales force organization, quota setting, territory design
- Sales force recruitment, selection and training
- Selling strategy, Selling process
- Creating the Salesperson's knowledge universe
- How to approach your customer
- Motivating sales people
- Handling Customer Objections
- Managing bad customer

Who Should Attend

This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products. This course is suitable for marketing and sales executives of different levels (i.e. marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer etc.) of both public and private sector enterprises. Business/ factory owners will also be benefited by attending this course. The Training course is open to anyone interested in gaining or improving their integrated Service management skills. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Methodology : Lecture, Case Studies and Group discussion, Brain storming etc.

Duration : March 18-22, 2018

Timing : 17:00 - 21:30 hours.

Venue : BIM, Dhaka.

Fees : Tk. 7,000/-

Coordinator : Nirjhar Mazumder.

ANALYZING COMPETITORS & SELECTING COMPETITIVE STRATEGIES IN MARKETING

Course Objectives

- To identify the main competitors in a competitive market.
- To analyze the nature and objectives of the nearest competitors.
- To select the competitors to attack.
- To develop the competitive strategies for winning the market.

Course Outline

Competitor analysis:

- Identifying competitors
- Assessing Competitors
- Selecting Competitors
- Attack and Avoid Competitors
- Designing a Competitive Intelligence System

Competitive Strategies:

- Approaches to Marketing Strategy
- Basic Competitive Strategies
- Competitive Positions
- Market Leader Strategies
- Market Challenger Strategies
- Market Follower Strategies
- Market Nicher Strategies

Who Should Attend

The course is specially designed for the marketing and product managers. Fresh graduates with no marketing background who are interested to build up their career in marketing and product managers may also attend the course.

Training Method: Lecture, Case Studies, Field Visit to follow up a simple marketing system.

Duration : April, 27-28, 2018 (Friday & Saturday)

Time : 9:00 - 13:30 hours.

Venue : BIM, Dhaka

Fee : Tk. 5,000/-

Coordinator : Dr. Uttam Kumar Datta

MARKETING AND SALES MANAGEMENT

Course Objectives

The main objective of this course is to train up the executives who are working as marketing and sales managers in distinguished business organizations and certify the participants as the trained persons on “Marketing and Sales Management” to ensure their job opportunities as Marketing and Sales Executives in any business organization.

Course Outline

Marketing Management :

- Understanding Market, Marketing and Marketing Management
- Winning Markets through Market – Oriented Strategic Planning
- Measuring Market – Demand
- Adapting Marketing to the New Economy
- The Major Drivers of the New Economy
- How Marketing Practices are changing E-Business
- How Marketing Practices are changing
- Analyzing consumer Markets and consumer Behavior
- Dealing with the competition
- Developing new products
- Setting the product and Brand strategy
- Developing price strategies and programs
- Managing the marketing channels
- Managing integrated marketing communications
- Types of marketing control

Sales Management:


- Understanding sales management
- Formulation of sales strategy
- Functions of sales strategy
- Functions of sales organization
- Methods of selling
- Territory sales manager’s job responsibilities
- Sales and the human condition
- The art of effective selling and salesmanship.

Who Should Attend

Top, mid and junior level of executives who are working as marketing and sales managers in distinguished business organizations can attend the course. Graduates and executives with no marketing background who are interested to build up their career in marketing and sales may also attend the course.

Training Method

Lecture, Case Studies, Field Visit to follow up a simple marketing system.



Duration : May 13-24, 2018.
Time : 17:00 - 21:30 hours.
Venue : BIM, Dhaka
Course Fees : Tk. 9,000/-
Coordinator : Dr. Uttam Kumar Datta



CONSULTANCY & PRODUCTIVITY SERVICES

PUBLIC PROCUREMENT PROCESSING AND APPROVAL PROCEDURE

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the public procurement Processing and Approval Procedure in line with Public Procurement Rules 2008 and Public procurement Act 2006 for the people who have responsibility for public procurement.

Course Outline

- Overview of The Public Procurement Act 2006 and PPR 2008
- Methods of Procurement for Goods and Related Services, Works and Physical Services and Procurement of Intellectual and Professional Services
- Processing of Procurement
- Approval Procedure and Delegation of Financial Powers

Who Should Attend

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course.

Training Methods: Lecture and Group Discussions.

Resource Persons:

This course will accommodate an optimum mixture of academic knowledge and sharing of practical industrial/sectoral experiences. Most of the sessions will be conducted by qualified in-house faculty members of BIM. Some of the sessions will be delivered by experienced guest speaker working in the reputed organizations.

Duration : August 28 - 31, 2017
Timing : 10:00 - 15:00 hours.
Venue : BIM, Dhaka
Coordinator : Engr.Md. Mehboob Hasan Kallol
Course Fees : Tk. 7000/-

PPR 2008 AND PUBLIC PROCUREMENT MANAGEMENT

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the Public Procurement Rules, 2008 and Public Procurement Act, 2006 for the people who have responsibility for public procurement.

Course Outline

- Overview of The Public Procurement Act, 2006 and PPR, 2008
- Preparation of Procurement Related Documents
- Public Procurement Committees
- Tender Evaluation Procedure
- Tender Validities and Security Deposits
- Methods of Procurement for Goods and Related Services, Works and Physical Services
- Processing of Procurement
- Procurement of Intellectual and Professional Services
- Complaints and Appeals
- Approval Procedure and Delegation of Financial Powers
- Procurement Planning

Who Should Attend

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course. Potential Tenderers (Supplier, Contractors and Consultants) will also be immensely benefited from the course.

Training Methods: Lecture, Group Discussions, Exercise and Case Study.

- Duration** : November 19-30, 2017
Timing : 10:00 - 15:00 hours.
Venue : BIM, Dhaka
Coordinator : Engr. Md. Mehboob Hasan Kallol
Course Fees : Tk. 9,000/-

PPR 2008 AND ANNUAL PROCUREMENT PLANNING

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the Public Procurement Rules, 2008 and Public Procurement Act, 2006 for the people who have responsibility for public procurement.

Course Outline

- Overview of The Public Procurement Act, 2006 and PPR, 2008
- Preparation of Procurement Related Documents
- Public Procurement Committees
- Tender Evaluation Procedure
- Tender Validities and Security Deposits
- Methods of Procurement for Goods and Related Services, Works and Physical Services
- Processing of Procurement
- Procurement of Intellectual and Professional Services
- Complaints and Appeals
- Approval Procedure and Delegation of Financial Powers
- Procurement Planning

Who Should Attend

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course. Potential Tenderers (Supplier, Contractors and Consultants) will also be immensely benefited from the course.

Training Methods: Lecture, Group Discussions, Exercise and Case Study.

Resource Persons:

This course will accommodate an optimum mixture of academic knowledge and sharing of practical industrial/sectoral experiences. Most of the sessions will be conducted by qualified in-house faculty members of BIM. Some of the sessions will be delivered by experienced guest speaker working in the reputed organizations.

Duration : December 18 - 21, 2017
Timing : 10:00 - 15:00 hours.
Venue : BIM, Dhaka
Coordinator : Engr. Md. Mehboob Hasan Kallol
Course Fees : Tk. 7000/-

Duration : January 21 - 25, 2018
Timing : 05:30 - 09:30 hours.
Venue : BIM, Dhaka
Coordinator : Engr. Md. Mehboob Hasan Kallol
Course Fees : Tk. 6,000/-



PROJECT & SOCIAL SERVICE SECTOR DIVISION

ICT FOR OFFICE MANAGEMENT

Course Objectives

The major objective of the course is to help different government, semi-government, autonomous bodies, and public or private sector enterprises to develop computer literate people. The participants will get an idea of the details of computer system, computer applications, programming concepts and how the total system can be utilized for office requirements.

Course Outline

- ICT Overview
- Computer and Mobile Operating Systems
- MS Word
 - Creating, editing and formatting.
 - Tables, charts and graphics
 - Document layout and printing
 - Managing contents of large documents
 - Reviewing documents by multi-users
 - Automated bulk letter generation.
- MS Excel
 - Overview of spread-sheet in Excel
 - Creating, editing and formatting.
 - Basic formulas and functions
 - Managing database using Excel
 - Integrating with other applications
- Internet and online applications
 - Overview
 - Communication with email and messenger
 - Working with Cloud storage
 - Online office applications
 - Integrating mobile for office management
 - Online task management and scheduling

Who Should Attend

Persons who are interested to develop career in the field of computer. Office executives/personnel who would like to increase efficiency through automation of their routine office works will also be benefited from this course.

Training Methods

25% of the classes will be set aside for theoretical classes and the rest will be practical. The practical session involves hands on exercise on computers. An assignment will be given to all participants at the end of each session.

Duration : Jul 23 – Aug 03, 2017
Time : 17:00 - 21:30 hours.
Venue : BIM, Dhaka
Coordinator : S M Ariful Islam
Course Fee : Tk. 9,000/-

Duration : Sep 17 - 28, 2017
Time : 17:00 - 21:30 hours.
Venue : BIM, Dhaka
Coordinator : S M Ariful Islam
Course Fee : Tk. 9,000/-

CYBER SECURITY AWARENESS WORKSHOP

About This Course

In Today's organizational Environment, almost every role involves working with Computers in some manner. Recent events indicated that security breaches could happen with almost any computer users, at office or home. This course is intended to provide you with an introduction to common security threats and issues as well as ways to counteract them.

Course Outline

<ul style="list-style-type: none">1. Securing Information1.A. Examine Information Security1.A.i. Information security1.A.ii. Need for Information security1.A.iii. Effects of poor information security1.A.iv. Goals of security1.A.v. security threats1.A.vi. User responsibilities1.A.vii. Legal Responsibilities2. Type of Cyber-crime and business loss of cyber crime3. Guard against cyber crime3.A Physical access control<ul style="list-style-type: none">3.A.i password protection3.A.i Password-protection screen savers3.A.ii Password protection Tips3.A.iii Tailgating3.A.iv. Lock and unlock a computer3.A.v Physical Security protection Tips3.B Email and Internet Security<ul style="list-style-type: none">3.B.i social Engineering3.B.ii Human Be Behavior3.B.iii Target of Social engineering3.B.iv Phising Attack3.B.v Example of phising attack	<ul style="list-style-type: none">3.B.vi Combat phising attack3.B.vii identify theft 3.B.viii preventing identity theft3.B.ix IRC crime3.B.x malware3.B.xi salami attack3.B.xii Internet Hoaxes3.B.xiii spam3.b.xi appropriate use of Email3.B.xv P2P software3.B.xvi Cookies3.B.xvii Active X control3.C Security outside of the office<ul style="list-style-type: none">3.c.i device lost3.c.ii issues during Travel & protect information system wile traveling3.c.iii telework and protect information and data while teleworking3.c.iv Home security3.c.v credit card3.c.vi4. Incident reporting5. Data backup6. How to protect against ATM Card?7. Digital Signature
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Who Should Attend

All the ICT Focal Point Officer/Office executives/Computer users having basic computing skills should have this knowledge to protect digital information.

Training Methods

Lecture, Lab Practice, Group Discussion, Questions and Answers etc.

Duration	: Oct 1 - 3, 2017
Time	: 17:00 - 21:30 hours.
Venue	: BIM, Dhaka
Coordinator	: S M Ariful Islam
Course Fee	: Tk. 6,000/-

PPR 2008 & PUBLIC PROCUREMENT MANAGEMENT

Course Objectives:

This course is designed for sharing the practical experiences to enable the participants to handle and to implement the public procurement effectively in accordance with the PPA 2006, its Amendments and PPR 2008 and its Amendments adopted by the government.

Course Outline:

- Basic concepts of public procurement Act and Rules
- Scope of PPA 2006, PPR 2008 and their Amendments
- Discussion on PPA 2006 and PPR 2008 and their Amendments
- Different methods of procurement
- Stages of Goods, Works and Services procurement
- Formation of different committees necessary in the procurement process
- Detail discussion the Tender evaluation and Approval process.
- Discussion on the Contract Management.

Who Should Attend:

This course is designed for the officers who deal with the public funds and for its organization's procurement and project activities in the government offices.

Training Method: Lecture, Group Discussion, case study.

Duration : 01 – 12, October 2017.
Timing : 17.30 – 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Md. Aminul Islam
Course Fee : Tk: 9,000/-

Duration : 07 – 18, January 2018.
Timing : 17.30 – 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Md. Aminul Islam
Course Fee : Tk: 9,000/-

SUPPLY CHAIN MANAGEMENT

Course Objectives:

This course is designed for sharing the experiences to enable the participants to maintain and to manage strong relationship among the stakeholders effectively for successful business operation.

Course Outline:

- Introduction and a brief description of Supply Chain.
- Important issues of Business.
- Issues regarding the selection of right supplier.
- Discussion on Supplier Optimization and rationalization.
- Product Introduction & Sustainability in the market.
- Value Chain and Value Creation.
- Detail discussion on different types of relationship.
- Storage and distribution management.
- Integration of different supply chains.

Who Should Attend:

This course is designed for all types of business personnel who run, operate and maintain business in the present competitive market.

Training Method: Lecture and Group Discussion.

Duration : December 10 – 14, 2017.
Timing : 17.30 – 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Md. Aminul Islam
Course Fee : Tk: 7,000/-

Duration : 11 - 15 March, 2018.
Timing : 17.30 – 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Md. Aminul Islam
Course Fee : Tk: 7,000/-



RESEARCH, EVALUATION & PUBLICATION DIVISION

PROJECT MONITORING AND EVALUATION

Course Objectives:

Project Monitoring and evaluation (M&E) of a project are increasingly recognized as an Integral function of project implementation. This course is intended to provide basic knowledge about M&E and it is expected that the knowledge helps project related personnel to improve their ability to effectively monitor and evaluate their projects, and therefore, strengthen the performance of their projects.

Course Outline:

- Basic concept on Monitoring & Evaluation
- The Need for Monitoring and Evaluation
- Relationship between Monitoring and Evaluation
- The Logical Framework Approach to Project Design, Implementation and Evaluation
- Link between the Logical Frame and Monitoring and Evaluation
- Monitoring & Evaluation Methods and Tools
- Monitoring and Evaluation Planning, Design and Implementation
- Writing Report and Use of Monitoring and Evaluation Results

Who Should Attend:

The Course is designed for the executives of government agencies, development banks and allied financial institution, commercial banks, sector corporations, international and voluntary agencies, NGO's, consulting firms, private investors and entrepreneurs.

Training Methods: Lecture, Group Discussion, Brainstorming, Case Study.

Duration	:	September 18 - 20, 2017
Timing	:	09:30 - 16:00 hours
Venue	:	BIM, Dhaka
Coordinator	:	Aklima Zaman.
Course Fees	:	Tk. 7,000/-

INTELLECTUAL PROPERTY RIGHTS

Course Objectives

To provide the fundamental insights on various issues of IPRs and to increase participants' capacity for better understanding and exercising of IPRs in Bangladesh and international context.

Course Outline

- Introduction to Intellectual Property Rights
- Intellectual Property Treaties & Global Trade;
- Management of Copyright for IT, Creative and Handicraft Industries
- Branding and Strategic Use of Design for Agro-based & Pharmaceutical Industries
- Strategic Use of Patent for Industry
- Strategic Use of Geographical Indications
- Commercialisation and Licensing of Intellectual Property
- Policies & Strategies in the Enhancement of SMEs Capacities;
- Strategic Use of Traditional Knowledge

Who Should Attend

The course is designed for the Judges, lawyers, corporate officials related to legal affairs and branding, executives of government agencies including customs, police, copyright office, DPDT etc and academicians in department of legal and business studies in the tertiary institutions, SME entrepreneurs, officials of trade bodies and chamber of commerce or anyone interested on IPRs.

Training Methods

Lecture, Group Discussion, Case Study, Exercise.

Resource Person

The training sessions will be conducted by qualified resource persons sourced from BIM, DPDT, leading Bangladeshi universities and professional bodies.

Duration	:	September 24 – October 04, 2017
Timing	:	17:30 – 21:30 hours
Venue	:	BIM, Dhaka
Coordinator	:	Mohammad Sayeedur Rahman
Course Fees	:	Tk. 10,000/-

PROJECT MANAGEMENT: PRINCIPLES, TOOLS & TECHNIQUES

Course Objectives

A sound development plan requires a great deal of knowledge about the art and science of handling projects from their inception stage till post-implementation evaluation. The planned output of a project may not be achieved, in reality, due to its bad management. This course is intended to provide basic knowledge about the basic tools and techniques of managing a project.

Course Outline

- Concept of project and project Management,
- Overview of Project Management Process,
- Tools to be applied during project planning,
- Project Management Knowledge areas and tools for respective areas,
- Project Management tips and techniques.

Who Should Attend

The Course is designed for the executives of government agencies, development banks and allied financial institution, commercial banks, sector corporations, international and voluntary agencies, NGO's, consulting firms, private investors and entrepreneurs.

Training Methods :

Lecture, Group Discussion, Brainstorming, Case Study

Duration	: October 2- 4, 2017
Timing	: 09:30 – 16:00 hours
Venue	: BIM, Dhaka
Coordinator	: Mohammad Sayeedur Rahman
Course Fees	: Tk. 7,000/-

SUPPLY CHAIN MANAGEMENT

Course Objectives

The course is designed to give an orientation into the concepts of Supply Chain Management and to improve the understanding of the participants in key supply chain strategies and how these can be used to lower costs, add value for customers and increase the competitive standing of the firm.

Course Outline

- Issues and Challenges in Business at present
- Basic Concepts of Supply Chain Management
- Supply Chain Relationships
- Demand Management
- Distribution Management
- Transportation Management
- Up scaling Customer Satisfaction
- Sustainable Supply Chain Design

Who Should Attend

Managers, executives and other professionals working in any business function.

Training Methods: Lecture, Group discussion, Case Studies, etc.

Duration	:	November 19 - 29, 2017
Timing	:	17:30 – 21:30 hours
Venue	:	BIM, Dhaka
Coordinator	:	Mohammad Sayeedur Rahman
Course Fees	:	Tk. 9,000/-

RESEARCH METHODOLOGY WITH THE APPLICATION OF SPSS

Course Objectives:

The course is designed to familiarize the participants with modern tools, techniques and methodologies of research to develop professional knowledge and skills specially in the field of social sciences and management research. After completion of the course, participants will be expected to undertake research projects independently and to be able to evaluate the research progress at each stage of the process.

Course Outline:

- Concepts, nature and types of research and research methodology
- Identification of problems, formulation of alternative hypothesis and selection of problems for research.
- Generation, selection, designing and preparation of research proposal
- Data collection techniques, sampling
- Data processing and statistical analysis, statistical measurements, correlation and regression analysis, probability and test of hypothesis, analysis of variance and statistical inferences
- Application of SPSS in data processing and analysis
- Presentation of research findings and writing research report
- Management of research project, monitoring, controlling and evaluation of research

Who Should Attend:

The course is suitable for mid and junior level researchers in any organization : government, public, private and NGOs. Private researchers in educational institutions like colleges, universities, training institutes, etc., are also welcome.

Training Methods: Lecture, hands on exercise using computer, group work and project presentation.

Duration	: January 28 – February 08, 2018
Timing	: 17:30 – 21:30 hours
Venue	: BIM, Dhaka
Coordinator	: Md. Mahbub ul Alam.
Course Fee	: Tk 10,000/-

MANAGEMENT DEVELOPMENT

Objectives:

This course is designed to improve the managerial competence of participants through imparting knowledge and skills for coping with the changing situations.

Course Outline:

- Concept of management development.
- Planning and Decision Making.
- Communication skills Development
- Leadership and Team Building
- Motivation and reward system.
- Conflict management.
- Counseling.
- Time management.
- Total Quality Management.
- Training and Development.

Who Should Attend :

Officers engaged in public and private organizations.

Training Method:

Lecture, Group Discussion, Case Study, Role Play, Games, Exercise and Presentation.

Duration	: March 11-22, 2018
Timing	: 17:30 -21:30 hours
Venue	: BIM, Dhaka
Coordinator	: Aklima Zaman
Course Fees	: Tk. 9,000/-

HOW TO BECOME AN EFFICIENT MANAGER

Objectives:

This course is designed to improve the managerial competence of participants through imparting knowledge and skills for coping with the changing situations.

Course Outline:

- Concepts of Management.
- Management Expectation from Office Manager.
- Nature of Top Management.
- Planning and Decision Making.
- Communication.
- Motivation.
- Leadership.
- Conflict Resolution.
- Counseling.
- Time Management.

Who Should Attend :

Officers engaged in private and public organizations.

Training Method:

Lecture, Group Discussion, Case Study, Role Play, Games, Exercise and Presentation.

Duration	: April 10, 2018
Timing	: 09:30-17:30 hours
Venue	: BIM, Dhaka
Coordinator	: Aklima Zaman
Course Fees	: Tk.3,500/-



TOT & BEHAVIROUL MANAGEMENT DIVISION

ORGANIZATIONAL DEVELOPMENT & TRAINING MANAGEMENT

Course Objectives

The course is designed with the intension to develop the professional skills of those who are working or thinking of working in the field of organizational development and training management. After the successful completion of the course, it is expected that participants will be able to:

- Identify the requirement & process of HRD in an organizational set up
- Promote the competency management following a needs based approach
- Handle training tactically & methodically
- Asses the return on training investment

Course Outline

- Concepts & Basics of HRD
- Role of Training Department in an Organization
- Contextualizing Organizational Development Process
- Personnel Competency & Organizational Development
- Training Needs Assessments
- Annual Corporate Training Plan
- Built or Buy Decision of Training
- Training Budgeting & Management
- Training Impact Assessment

Who Should Attend

This course is suitable for all type of training professionals, managers or executives from Government, private, NGO sector who are working or tend to work in the greater area of Organizational Development and Training Management.

Training Methods: Lecture, Group Discussion, Exercise, Role Play, Demonstration and Case Study etc

Duration : August 27 -31, 2017
Timing : 17:30 – 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Md. Rabiul Islam Khan
Course Fees : Tk.7,000/-

Duration : April 22 - 26, 2017
Timing : 17:30 – 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Md. Rabiul Islam Khan
Course Fees : Tk.7,000/-

TRAINING OF TRAINERS (TOT)

Course 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

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.

Training Method: Lecture, Discussion, Group Exercise, VIPP Card Exercise, Case Study and Demonstration.

Duration : October 02 – 12, 2017

Timing : 09:30 – 13:30 hours

Venue : BIM, Dhaka

Co-ordinator : Md. Mahbub ul Alam

Course Fee : Tk. 8,000/-

Duration : March 11 – 22, 2018

Timing : 17:30 – 21:30 hours

Venue : BIM, Dhaka

Co-ordinator : Md. Mahbub ul Alam

Course Fee : Tk. 9,000/-

OFFICE MANAGEMENT

Objectives:

After completing the course, participants will be able to use :

- Establish and communicate department goals and results to employees
- Staff department and delegate work load to meet market requirements
- Actively support employee growth
- Uphold co-operative policies
- Establish a proper filing system, require office employees to use and maintain the system, and ensure that files are cleaned of old records annually.
- Prepare reports and maintain pay roll.

Course Outline:

- Concept of Office Management
- Role of an office Manager
- Planning and Decision Making
- Office layout and Work Simplification
- Filing and Indexing
- Office Correspondence
- Budgeting
- Conducting of Office Meeting
- Time Management
- Leadership and Supervision

Who Should Attend:

Office managers and supervisors even the office executives, who are responsible for managing an office. Fresh graduates can also attend the course to acquire knowledge on office management that will have an impact on their future career.

Training Method: Lecture, Group Discussion, Case Study, Role Play, Games, Exercise and Presentation.

Duration : October 29 - 31, 2017

Timing : 17:30 - 21:30 hours

Venue : BIM, Dhaka

Coordinator : Md. Rabiul Islam Khan

Course Fees : Tk.6.500/-

Duration : January 28 - 30, 2018

Timing : 17:30 - 21:30 hours

Venue : BIM, Dhaka

Coordinator : Md. Rabiul Islam Khan

Course Fees : Tk.6.500/-

EMOTIONAL INTELLIGENCE

Course Objectives

Emotional intelligence may largely impact our work life and career, so it's important to understand how emotional intelligence, or EQ, success is strongly influenced by personal qualities such as perseverance, self-control and skill in getting along with others. Workers with high EQ are better able to work in teams, adjust to change and be flexible. Emotional intelligence is a skill and one can get better at it with training and practice. It allows us to read the style of individuals and adjust our communications accordingly. This one day training course is useful for anyone who leads or works with other people, no matter what size the organization.

Course Outline

This course will focus on the five core competencies of emotional intelligence: self-management, self-awareness, self-regulation, self motivation and empathy and also include interpersonal skills.

After completing the course participants will be able to

- Define Emotional Intelligence (EQ).
- Identify the benefits of emotional intelligence.
- Assess own level of emotional intelligence
- Express emotions using the right language.
- Use the concepts and techniques in the workplace.

Who Should Attend

This training course is suitable for managers at all levels looking to enhance their own and their people's interpersonal communication skills in the workplace.

Training Method: Lecture, Discussion, Group Exercise, VIPP Card Exercise, Case Study and Demonstration.

Duration : April 27, 2018
Timing : 09:30 – 17:00 hours
Venue : BIM, Dhaka
Co-ordinator : Md. Mahbub ul Alam
Course Fee : Tk. 3,500/-

CHITTAGONG CAMPUS

SUPPLY CHAIN MANAGEMENT

Course Objectives:

The course is designed to give an orientation of supply chain management and to improve the understanding of the participants in key supply chain strategies and how these can be used to lower costs and add values for the customers and increase the competitive standing of the firm.

Course Outline:

- Issues and Challenges in Business at present
- Basic Concepts of Supply Chain Management
- Supply Chain Relationships
- Demand Management
- Distribution Management
- Transportation Management
- Up Scaling Customer Satisfaction
- Sustainable Supply Chain Design

Who Should Attend

Managers, executives and other professionals working in business function & dealing with people in the organization. Also fresh graduates from any discipline can participate in this course.

Training Method : Lecture, Discussion, Case Studies.

Duration : Dec 18-27, 2017 (3 days/ Week)

Timing :18:30 - 21:45 hours.

Venue :BIM, Chittagong Campus..

Coordinator : Engr. Md. Tariqul Islam,

Course Fees :TK. 6,500/-

Duration : Jan 20-29, 2018 (3 days/Week)

Timing :18:30 - 21:45 hours.

Venue :BIM, Chittagong Campus..

Coordinator : Engr. Md. Tariqul Islam,

Course Fees :TK. 6,500/-

BANGLADESH LABOR ACT 2006 AND BANGLADESH LABOR RULES 2015

Course Objectives

The course is designed for participants who want to learn, update and augment existing knowledge and skills that are essential to the field of social compliance and human resource management. The program provides insight into existing labour laws and rules to enhance their skills and knowledge necessary to perform day-to-day HR activities. In addition, the program provides a foundation for those interested in developing a career in human resource management.

Course Outline:

- Scope and application of the Bangladesh Labour Act
- Definition and classification of workers
- Conditions of employment
- Misconduct, punishment and disciplinary proceedings
- Health, safety and welfare
- Functions and eligibility of welfare officer
- Formation and functions of safety committee
- Working hour and OT calculation
- Different types of Leave
- Maternity leave and calculation of benefit
- Wage: Payments and deductions
- Trade Union and Collective Bargaining Agent (CBA)
- Formation and function of Participation Committee

Who Should Attend?

Managers, HR executives, Administrative Officers, Labour Welfare Officers and other executives, working with and through people.

Training Methods: Lecture, Case study, Exercise and Group discussion.

Duration : December 01, 2017
Timing : 09:00 – 17:00 hours.
Venue : BIM, Chittagong
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 3,500/-

Duration : February 02, 2018
Timing : 09:00 – 17:00 hours.
Venue : BIM, Chittagong
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 3,500/-

HUMAN RESOURCE MANAGEMENT FOR EXECUTIVES

Course Objective:

This program is designed to suit the working executives in human resource areas with a view to develop their knowledge as well as skill in the following areas:

- Basic principles and techniques of human resource management
- Develop operational and conceptual skills for smooth discharge of day-to-day personnel functions.

Course Outline:

- Human Resource Management: Concept, Nature and Importance
- Functions of HR Department
- Job Analysis
- Recruitment and Selection
- Orientation
- Compensation Management
- Performance Management
- Motivating Employees
- Communication
- Leadership & Team Building
- Training and Development
- Employee Grievance Handling
- Disciplining employees
- Conflict Management
-

Who Should Attend?

Administrative Officers, mid-level managers, HR officers and other executives in the Government and private sector. Also fresh graduates from any discipline can participate in this course.

Training Methods: Lecture, Case study, Exercise and Group discussion.

Duration : April 14- 26, 2018.

Timing : 17:30-21:30 hours.

Venue : BIM, Chittagong Campus,

Coordinator : Engr. Md. Tariqul Islam,

Course Fees : TK. 7,000/-

Faculty Members of BIM

DIRECTOR GENERAL

Mohammad Atwar Rahman
Additional Secretary
Government of the People's Republic of Bangladesh

DIRECTORS

Sheikh Md. Mobarak Hossain
Joint Secretary
M. Sc. Applied Chemistry, DU
Cell : 01715- 098022
E-mail : mobarokhossain79@yahoo.com

Dr. Parveen Ahmed
B.S.S. (Hons.) M.S.S. (Pub. Admn.)
M. Phil (Pub. Admn.)
Ph.D. (Pub. Admn.)
Cell:01911-421644.
E-mail: bimgm@yahoo.com

Engr. Abu Naser Md. Shahidullah
B.Sc. Engg. (Mechanical).
PG. Dip. in Personnel Management.
Cell :01713-060444
E-mail : anmshahidullah@yahoo.com

SENIOR MANAGEMENT COUNSELLORS

Md. Manzur Hossain
B.Com. (Hons.)
M.Com. (Accounting.)
Cell : 01818063135
E-mail : manzurmmh@yahoo.com

Md. Mahbub ul Alam
M.S.S. (Political Science)
PG Dip. in Personnel Management
Cell :01819-113406
E-mail : maahabubb@gmail.com

Akhund A. Shamsul Alam
B. Com. (Hons.)
M. Com. (Accounting)
PG. Dip. in Personnel Management
Cell : 01715-511354
E-mail : akhundalam@gmail.com

Engr. Md. Tariqul Islam
B.Sc. Engg. (Electrical & Electronics)
PG Dip. in Computer Science
Cell : 01534-669171
E-mail : tariqul2006@yahoo.com

Engr. Md. Mehboob Hasan Kallol
M. Sc. Engg. (Electrical)
PG. Dip. in Computer Science
Cell : 01754-460100
E-mail : mmhkallol@yahoo.com

S.M. Ariful Islam
B.Sc. Urban and Rural Planning
Cell:01675-022755
E-mail: arifull@yahoo.com

Dr. Uttam Kumar Datta

B. Com. (Hons.), M. Com. (Marketing)
M. Phil, Marketing, DU
Ph.D., Marketing, DU
Cell : 01715-782054
E-mail : Ukdatta@gmail.com

Dr. Engr. Md. Mamunur Rashid

B.Sc. in Mechanical Engg.
M. Sc. in Mechanical Engg.
M.B.A.
PG. Dip. in Marketing Management
Diploma in Computer Science &
Application
PG. Dip. in HRM
Doctor of Engineering; Product
Development (Japan)
Cell:01712-700412
E-mail: mamun87245@gmail.com

Mohammad Nazmi Newaz

BBA, MBA (DU), LLM (Australia)
Cell : 01715-366717
E-mail : nnewaz@gmail.com

Mohammad Mainul Islam

M.PHIL (DU),
M.B.A. (H.R.M.) DU,
LLB ,
PGDPM (BIM),
PGD in Social Compliance (BIM),
Cell:01720462202
Email: mainul0786@yahoo.co.in

Md. Aminul Islam

M. Sc. (RU)
Ms. Procurement & Supply Management
Cell :01718-427947
E-mail : aminulmcbim@gmail.com

MANAGEMENT COUNSELLORS

Farkhunda Dorin

MS (CSE), OCA.

Cell : 01711-907418

E-mail : rumjhum_r@yahoo.com

Tanvir Hossain

B.Com (Hon's), MBS (Accounting)

MBA (Finance and Banking),

Masters in Public Affairs (IER), DU,

PGDFM, PGDMC, ITP, CFC.

Cell :01726-134400

E-mail: tanvir.fm@gmail.com

Lamia Farha

B.S.S (Hons), M.S.S(Pub Admn), DU

PGDHRM

Cell:01711-221226

E-mail: lfarha20@gmail.com

M. Aminoor

BBA, MBA (AIS),RU. PGDFM

Cell :01716-551661

E-mail : amenoor.bim@gmail.com

Mohammad Sayeedur Rahman

M.Sc. (Economics), LLM (IPRs)

Cell: 01819-231219

E-mail: sayeed19@gmail.com

Md. Zafar Ali

MBA (Management)

Cell :01712-594621

E-mail : alizafarbim@gmail.com

**ASSOCIATE MANAGEMENT COUNSELLOR /
RESEARCH OFFICER**

Nirjhar Mazumder

BBA (Marketing), MBA (Banking), DU.
PGDMM(BIM)
Cell : 01511-111222
E-mail : mazumdernirjhar_bim@yahoo.com

Shaikh Sajibur Rahman

BBA (Management), MBA(HRM),DU.
Cell:01911-187780
E-mail: sksajibbim@gmail.com

Md. Rajibul Hoque

BBA (Accounting & Finance) MBA
(Finance)
Cell : 01914-484406
E-mail : rajibulatbim@gmail.com

Mamun Muztaba

BSS (Hons), MSS(Pub Admn), DU
PGD in Personnel Management, BIM
Master in Human Recourse Management,
DU
Cell : 01716-653626
E-mail : mamunmuztaba.bim@gmail.com

Md. Rabiul Islam Khan

B.Sc (Hons) M.Sc (Statistics).
Cell :01716-917741
E-mail : prubelbd2010@gmail.com

Aklima Zaman

B.S.S.(Hons), M.S.S (Sociology), DU
Cell : 01816- 591884
E-mail : zamanaklima@gmail.com

Senior Administrative Officer

K. M. Mizanur Rahman

B. Com.

Contact No: 01714-797389

Senior Accounts and Budget Officer

Md. Ataur Rahman

M.S.S. (Political Science)

Contact No: 01716-880740

Audio Visual Officer

S. M. Ashraful Alam

MBA (HRM), PGDHRM

Contact No: 01712-755262

Assistant Co-Ordination Officers

Kazi Md. Shamsul Haque

B.A. (Pass)

Contact No: 01911-243999

(Current Charge)

Jadu Lal Sarkar

Diploma in Commerce

Contact No: 01748-529091

(Current Charge)

Md. Ator Ali

B.A. (Pass)

Contact No: 01913-308441

(Current Charge)

Md. Atiqur Rahman

Contact No: 01552-401527

(Current Charge)

Sub-Assistant Engineer (Maintenance In-Charge)

Md. Ekramul Hoque

Diploma Engg. (Civil)

Contact No: 01911-601546

