

# **TRAINING CALENDAR**

## **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](http://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.

## 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**

<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of Coordinator (s)</b>	<b>Fee (Tk.)</b>
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**

<b>SL No.</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of Coordinator(s)</b>	<b>Fee (Tk.)</b>
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**

	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of Coordinator (s)</b>	<b>Fee (Tk.)</b>
<b>1</b>	Basic Human Resource Management	Nov.05-09, 2017	17:30-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-
<b>2</b>	Finance for Non-Finance Executives	Nov.05-09, 2017	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk. 7,000/-
<b>3</b>	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/-
<b>4</b>	Financial Statement Analysis for Decision Making	Nov.19-30, 2017	17:30-21:30	BIM, Dhaka	Md.Rajibul Hoque	Tk. 9,000/-
<b>5</b>	PPR 2008 and Public Procurement Management	Nov.19-30, 2017	10:00-15:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-
<b>6</b>	Supply Chain Management	Nov.19-29, 2017	17:30-21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-
<b>7</b>	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 (FCHRM)	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 Kallol	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**

<b>SL. No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of Coordinator (s)</b>	<b>Fee (Tk.)</b>
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**

<b>SL. No.</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of Coordinator</b>	<b>Fee (Tk.)</b>
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**

<b>SL No.</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of Coordinator (s)</b>	<b>Fee (Tk.)</b>
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 Strategies in Marketing	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**

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

## **Faculty Members of BIM**

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*(Current Charge)*

**Jadu Lal Sarkar**

Diploma in Commerce

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*(Current Charge)*

**Md. Ator Ali**

B.A. (Pass)

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*(Current Charge)*

**Md. Atiqur Rahman**

Contact No: 01552-401527

*(Current Charge)*

### *Sub-Assistant Engineer (Maintenance In-Chrage)*

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