

Bangladesh Institute of Management

4 Sobhanbag, Mirpur Road, Dhaka-1207

SAMPLE NOMINATION FORM

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

Year	Institute	Certificate/ Degree	Div./Class

7. Training: (If Any)
8. Experience: (If Any)
9. Name of the Nominating Organization:
10. Accommodation in BIM Hostel:

	YES	NO
Dhaka Campus	<input type="checkbox"/>	<input type="checkbox"/>
Chittagong Campus	<input type="checkbox"/>	<input type="checkbox"/>
Khulna Campus	<input type="checkbox"/>	<input type="checkbox"/>
11. Approval / Signature of the Nominating Authority: _____

ADDRESS:

BIM DHAKA OFFICE

4, Sobhanbag, Mirpur Road,
Dhaka - 1207.

☎ 9103171-3/ 9103178 EX: 105
(PABX)

ON REQUEST

☎ 58155034

FAX : 88 -02-58152476
Web : www.bim.org.bd
E-MAIL: bimgm@yahoo.com
lamiabd@dhaka.net

BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area
Post: Chandgaon
Chittagong.

☎ 67 03 32

BIM KHULNA SUB-OFFICE

Boira
Khulna.

☎ 62 39 1

“Motivating People at
Workplace”
From: 22-23 July, 2019

BIM



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ ইনস্টিটিউট অব
ম্যানেজমেন্ট

**BANGLADESH INSTITUTE OF
MANAGEMENT**

4, Sobhanbag, Mirpur Road, Dhaka-1207

Bangladesh Institute of Management
4 Shobhanbag, Mirpur Road, Dhaka-1207

Ref:

Date: 01 July, 2019

Sub: 2 - days Course on “Motivating People at Workplace” from 22-23 July, 2019

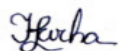
Dear Sir,

This Course on “Motivating People at Workplace” will be held at Bangladesh Institute of Management (BIM), Dhaka on 22-23 July, 2019 in which you are invited to send nomination(s) from your organization.

A detail of the course is described in this brochure to enable you to select suitable nominees for attending the course.

Nomination(s) are invited as early as possible, but not later than July 21, 2019 along with the course fees Tk.5,000/ (Five Thousand Taka) only (excluding tax and vat) per participant drawn in favour of the Director General, BIM, Dhaka.

Thanking you,
Yours sincerely,



Lamia Farha
Senior Management Counsellor
&
Course Coordinator
Phone: 9103171-3 EX: 105

**“Motivating People at Workplace”
From: 22-23 July, 2019**

Objective:

- Define motivation and how it impact 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

Contents:

- 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
- Techniques to Create a motivational climate

- Processes that increase motivation and engagement.
- Supervision
- Role of Leader
- 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, productivity and engagement in the workplace.

Training Methods:

Lecture, Group Discussion, Case Study, Games, Power point Presentation.

Duration: July 22-23, 2019

Timing : 9.30 am – 5.30 pm

Venue: Bangladesh Institute of Management

Course Fee:

Tk. 5,000/ (Five Thousand Taka) only fees (excluding tax and vat) to be paid by cash/crossed cheque / Bank Draft or Pay-Order in favour of **Director General, BIM, Dhaka.** (Excluding Hostel and accommodation Charges.)

Last Date of Submission of Nomination: On or before July 21, 2019.

For Detail Information Please Contact:

Lamia Farha
Senior Management Counselor
&
Course Coordinator

☎ **01711 221 226**

Email:lfarha20@gmail.com