

## **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**

“Management Excellence in Bangladesh.”

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**

“Human Resource Development and Institutional Capacity Building through Management Education, Training, Research 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 two weeks long and Diploma courses of six months to 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 2020, a total number of 99,030 participants have received training in various short courses

### **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 15,730 students enrolled in the different diploma courses till date, among them 9,538 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. As the work of "BIM Strengthening Project" has started some part of BIM's old construction was demolished for further construction of 12 storied building. At present there are fourteen fully equipped, air-conditioned classrooms, five of which are of international standard. After the completion of the project there will be 28 classrooms with modern training facilities where 1,850 participants can be accommodated at a time. The old hostel of BIM is also under construction so there is only one building containing 15 air-conditioned rooms including twin beds and dining facility for 30 individuals but the capacity will be more than double after the completion of the project. BIM has similar, though smaller facilities in the other two major cities of Bangladesh—Chattogram 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's 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), Malaysia, Morocco, and German International Cooperation (GIZ).

## PROGRAM AT A GLANCE

<b>AUGUST, 2020</b>							
<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>	<b>Page No</b>
1	Supply Chain Management	Aug. 13-22, 2020	18:30 - 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk. 6,500/-	

<b>SEPTEMBER, 2020</b>							
<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>	<b>Page No</b>
1	Online Office Management	Sept. 13-24, 2020	17:30 - 21:30	BIM, Dhaka	S M Ariful Islam	TK. 27,500/-	
2	Marketing Research for Effective Decision Making	Sept. 25-26, 2020	09:30 - 17.30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 5,000/-	

October, 2020							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Supply Chain Management	October 11- 21, 2020	17:30 - 21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-	
2	Financial Management for Executives	October 17 - 21 2020	17:30 - 21:30	BIM, Dhaka	M. Amenoor	Tk. 7,000/-	
3	Localization & Mainstreaming of SDGs for Industrial Development & Ecology: Integrating in Citizen Charter, FYP & APA	October 18 - 21 2020	17:30 - 21:30	BIM, Dhaka	Mohammad Sayeedur Rahman & Md. Rajibul Hoque	Tk.15,000/-	
4	Workshop on Bangladesh Labour Act 2006 and Bangladesh Labour Rule 2015.	October 21, 2020	09:00 - 17:00	BIM, Ctg.	Akhund A. Shamsul Alam	Tk. 2,500/-	
5	Excellence in Business Communication for Professionals	October 23-24, 2020	09.30 - 17:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 5,000/-	
6	Training of Trainers (ToT)	October 25 - 29, 2020	17:30 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-	
7	Operations and Supply Chain Management for Competitive Advantage	October 29-31, 2020	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk. 7,000/-	

NOVEMBER, 2020							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	November 01-05, 2020	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	
2	Intellectual Property Rights (IPRS)	November 08-18, 2020	17:30 - 21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-	
3	Project Monitoring and Evaluation	November 08 - 12, 2020	17:30 - 21:30	BIM, Dhaka	Aklima Zaman	Tk. 7,000/-	
4	Effective Budget and Budgetary Control	November 14 - 18, 2020	17:30 - 21:30	BIM, Dhaka	M. Amenoor	Tk. 7,000/-	
5	সচিবালয় নির্দেশমালা- ২০১৪ আলোকে জাতীয় শুদ্ধাচার কৌশল ও সু-শাসন বাস্তবায়নে: “সরকারী অফিস ব্যবস্থাপনা” বিষয়ক	নভেম্বর ১৪-১৫, ২০২০	০৯:০০ - ১৭:০০	বিআইএ ম, ঢাকা	মোঃ জাফর আলী	ট. ৬,০০০/-	
6	Effective Marketing and Sales Management	November 15 - 26, 2019	17:30 - 21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 9,000/-	
7	Public Procurement Processing and Approval Procedure	November 16-19, 2020	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8000/-	
8	Cyber Security Awareness Training	November 17 - 19, 2020	17:30 - 21:30	BIM, Dhaka	S M Ariful Islam	Tk. 8,000/-	
9	Internal Audit Management	November 20 - 21, 2020	09.30 - 18:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 5000/-	
10	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	November 21 - 22, 2020	09:00 - 17:00	BIM, Dhaka	M. Amenoor	Tk. 6000/-	
11	Total Quality Management for Obtaining Excellency	November 26-28, 2020	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk. 7,000/-	

DECEMBER, 2020							
SL. No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Project Management	December 03-05, 2020	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk. 7,000/-	
2	Spread Sheet Analysis With MS-Excel	December 06-10, 2020	10:00 - 14:00	BIM, Dhaka	Farkhunda Dorin	Tk. 6000/-	
3	Orientation training on Service Innovation	December 17, 2020	09:00 - 17:00	BIM, Dhaka	Farkhunda Dorin	Tk. 5,000/-	
4	সু-শাসন (Good Governance) সংহতকরণ বাস্তবায়নে জাতীয়শুধাচার কৌশল, অভিযোগ প্রতিকার ব্যবস্থা, তথ্য অধিকার আইন বার্ষিক কর্মসম্পাদন চুক্তি, সিটিজেনস চার্টার, ও পাবলিক সার্ভিস ইনোভেশন	ডিসেম্বর ১৮-১৯, ২০২১	০৯:০০ - ১৭:০০	বিআইএম, ঢাকা	মোঃ জাফর আলী	ট. ৬,০০০/-	
5	PPR 2008 and Public Procurement Management	December 20-31, 2020	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 10,000/-	
6	Supply Chain Management	December 20-30, 2020	17:30 - 21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 9,000/-	
7	Office Management	December 20- 24, 2020	17:30 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-	
8	Certificate Course on Leadership and Managerial Competencies (CCLMC)	December 23-24, 2020	09:00 - 17:00	BIM, Dhaka.	Mamun Muztaba	Tk. 5,000/-	
9	Public Procurement Management	December 24-26, 2020	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk. 7,000/-	
10	Social Compliance in Relation to Bangladesh Labor Act 2006	December 27-31, 2020	17:00 - 21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk 7,000/-	

JANUARY, 2021							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	জাতীয় শুদ্ধাচার কৌশল ও সু-শাসন বাস্তবায়নে: সরকারী চাকুরীর বিধানাবলী ও দক্ষতা বিষয়ক	জানুয়ারী ০২-০৩, ২০২১	০৯:০০ - ১৭.০০	বিআইএম, ঢাকা	মোঃ জাফর আলী	ট.৬,০০০/-	
2	সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী	January 09 – 10, 2021	09:00 - 17:00	BIM, Dhaka	M. Amenoor	Tk. 6,000/-	
3	Basic Human Resource Management	January 10-14, 2021	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	
4	PPR, 2008 & Public Procurement Management	January 10 - 14, 2021	9:30 - 17:30	BIM, Dhaka	Md. Aminul Islam	Tk. 8,000/-	
5	Practical Income Tax & VAT Management	January 10 - 21, 2021	17:00 - 21:30	BIM, Dhaka	Tanvir Hossain	Tk. 9,000/-	
6	PPR 2008 and Annual Procurement Planning	January 17-21, 2021	17:30 - 21:30	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk.7,000/-	
7	Digital Marketing	January. 17 - 28, 2021	17:30 - 21:30	BIM, Dhaka	Farkhunda Dorin & Nirjhar Mazumder	Tk. 9,000/-	
8	Basic Management & Human Resource Development	January 17-21, 2021	17:00 - 21:30	BIM, Dhaka	Md. Zafar Ali	Tk.7,000/-	
9	Certificate Course on Human Resource Management (CHRM)	January 17-28, 2021	17:00 - 21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 9,000/	
10	Public Service Innovation	January 19-20, 2021	09:00 - 17:00	BIM, Dhaka	Farkhunda Dorin	Tk. 6,000/-	
11	Business Data Analytics & Financial Forecasting	January 23, 2021	09.00 - 18:30	BIM, Dhaka	Md. Rajibul Hoque	Tk.3,500/-	
12	Bangladesh labor act 2006 and Bangladesh Labor Rules 2015	January 24-28, 2021	17:00 - 21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk.7,000/-	
13	সচিবালয় নির্দেশমালা ২০১৪ আলোকে জাতীয় শুদ্ধাচার কৌশল ও সু-শাসন বাস্তবায়নের: “সরকারী অফিস ব্যবস্থাপনা” বিষয়ক	জানুয়ারী ৩০-৩১, ২০২১	০৯:০০ - ১৭.০০	বিআইএম, ঢাকা	মোঃ জাফর আলী	ট. ৬,০০০/-	



**FEBRUARY, 2021**

<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>	<b>Page No</b>
1	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	February 07-11, 2021	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7000/-	
2	PPR 2008 and Annual Procurement Planning	February 14-18, 2021	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-	
3	Project Monitoring and Evaluation	February 14 - 18, 2021	17:30 - 21:30	BIM, Dhaka	Aklima Zaman	Tk. 7,000/-	
4	Human Resource Management for Executives	February 18 - 27, 2021	18:30 - 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk. 6,500/-	
5	Data Analysis using SPSS	Feb.19 - Mar. 26, 2021 ( Friday )	17:30 - 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk. 8,000/-	
6	Training of Trainers (ToT)	February 21- 25, 2021	17:30 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-	
7	Workshop on Bangladesh Labor Act 2006	February 24, 2021	09:00 - 17:00	BIM, Ctg.	Akhund A. Shamsul Alam	Tk. 2,500/-	
8	শুদ্ধাচার ও সু-শাসন অর্জনে করণীয়	February 27, 2021	09:00 - 17:00	BIM, Dhaka	M. Amenoor	Tk. 3,500/-	
9	Advanced Financial Statement Analysis and Business Valuation	Feb. 28 – Mar. 11 , 2021	17:30 - 21:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 9,000/-	
10	Marketing and Sales Management	Feb. 28- Mar. 04, 2021	17:30 - 21:30	BIM, Ctg	Nirjhar Mazumder	Tk. 5,000/-	

**MARCH, 2021**

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	সু-শাসন(Good Governance) সংহতকরণ বাস্তবায়নের জাতীয় শুদ্ধাচার কৌশল, অভিযোগ প্রতিকার ব্যবস্থা, তথ্য অধিকার আইন বার্ষিক কর্মসম্পাদন চুক্তি, সিটিজেনস চার্টার, ও পাবলিক সার্ভিস ইনোভেশন	মার্চ ০৫-০৬, ২০২১	০৯:০০ - ১৭:০০	বিআইএম, ঢাকা	মোঃ জাফর আলী	ট. ৬,০০০/-	
2	PPR, 2008 & Public Procurement Management	March 07 -11, 2021	09:30 - 17:30	BIM, Dhaka	Md. Aminul Islam	Tk. 8,000/-	
3	Brand Management for Effective Marketing	March 07 – 18, 2021	17:30 - 21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 9,000/-	
4	Accounting Software Tally. ERP9	March 12, 13, 19, 20, 2021	09:00 - 17:30	BIM, Dhaka	Tanvir Hossain	Tk. 9,000/-	
5	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	March 13 - 14, 2021	09:00 - 17:30	BIM, Dhaka	M. Amenoor	Tk. 6,000/-	
6	Human Resource Management for New HR Professionals	March 14-2,5 2021	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 9,000/-	
7	Spread Sheet Analysis With MS-Excel	March 14-18, 2021	10:00 - 14:00	BIM, Dhaka	Farkhunda Dorin	Tk. 6000/-	
8	Practical Human Resource Management for Managers & Executives	14-18 March, 2021	17:00 - 21:30	BIM, Dhaka	Md. Zafar Ali	Tk. 7,000/-	
9	Supply Chain Management	March 18-27, 2021	18:30 - 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk.6,500/-	
10	Professional Learning and Development Competencies(PLDC)	March 21-25, 2021,	17:00 - 21:30	BIM, Dhaka	Mamun Muztaba	Tk. 5,000/-	
11	Essential skills for Human Resource Management Professionals	March 21-25, 2021	17:00 - 21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 7,000/-	
12	Public Service Innovation	March 30-31, 2021	09:00 - 17:00	BIM, Dhaka	Farkhunda Dorin	Tk. 6,000/-	

**APRIL, 2021**

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	April 04-08, 2021	17:30 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7000/-	
2	Professional Income Tax & VAT Management	April 04 - 08, 2021	17:00 - 21:30	BIM, Dhaka	Tanvir Hossain	Tk. 7,000/-	
3	Cyber Security Awareness Training	April 21 - 23, 2021	17:30 - 21:30	BIM, Dhaka	S M Ariful Islam	Tk. 8,000/-	

### MAY, 2021

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Advanced Supply Chain Management for Competitive Advantage	May 02- 13, 2021	17:30 - 21:30	BIM, Dhaka	Md. Aminul Islam	Tk. 9,000/-	
2	The Art of Effective Selling and Salesmanship	May 21-22, 2021	09:00 - 17:00	BIM Dhaka	Dr. Uttam Kumar Datta	Tk. 5,000/-	
3	জাতীয় শুদ্ধাচার কৌশল ও সু-শাসন বাস্তবায়নে: সরকারী চাকুরীর বিধানবলি ও দক্ষতা বিষয়ক	মে ২৯-৩০, ২০২১	০৯:০০ - ১৭.০০	বিআইএম, ঢাকা	মোঃ জাফর আলী	ট. ৬,০০০/-	

JUNE, 2021							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Office Management	June 13- 17, 2021	17:30 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-	
2	Marketing and Salesmanship	June 13 - 24,2021	17:30 - 21:30	BIM, Dhaka	Nirjhar Mazumder	Tk. 9000/-	
3	Calculation of Wages/Salary and other Remunerations according to Labour Law	June 14-15, 2021	17:00 - 21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 6,000/-	
4	সু-শাসন বাস্তবায়নে করণীয় জাতীয় শুদ্ধাচার কৌশল, তথ্য অধিকার আইন, বার্ষিক কর্মসম্পাদন চুক্তি, পাবলিক সার্ভিস ইনোভেশন ও এসডিজি	জুন ১৬-১৭, ২০২১	০৯:০০ - ১৭.০০	বিআইএম, ঢাকা	মামুন মুজতাবা	ট. ৫০০০/-	
5	Leadership Development	June 17 -26, 2021	17:30 - 21:30	BIM, Ctg	Engr. Md. Tariqul Islam	Tk. 6,500/-	
6	Bangladesh labor act 2006 and Bangladesh Labor Rules 2015	June 20-24, 2021	17:00 - 21:30	BIM, Dhaka.	Akhund A. Shamsul Alam	Tk. 7,000/-	

# **ACCOUNTING AND FINANCIAL MANAGEMENT**

## **FINANCIAL MANAGEMENT FOR EXECUTIVES**

**Course Duration** : October 17 - 21, 2020 & (05 Days),  
**Timing** : 17:30-21:30  
**Venue** : BIM, Dhaka  
**Course Fee** : Tk. 7,000/-  
**Number of Participants** : 20

**Target Group/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.

**Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

**Background of the Course:**

- Whose are decision maker and the impact on the company's profitability
- Whose are uses financial management tools to diagnose the financial health of business
- Whose are uses financial management tools to evaluate projects financial viability & enhance shareholders wealth &
- Become a more effective business manager.

**Course Objectives**

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.

**Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Understand Basic Financial Statements and Terminology	2	Lecture
2.	Balance sheet-assets, equity and liability	1	Lecture
3.	Profit and loss account-matching revenues to expenses Accruals accounting-Difference between profits and cash	1	Lecture, group discussion
4.	<b>Understanding How Financial Management supports effective business strategy Using Financial Ratios to evaluate the financial health of a business</b> <ul style="list-style-type: none"> <li>- profitability ratios, liquidity ratios</li> <li>- management effectiveness ratios</li> <li>- financial risk ratio</li> <li>- stock market ratios &amp; investors return on investment ratios</li> <li>- using real multinational companies ratios for discussion and learning</li> </ul>	8	Lecture, Exercise, group work
5	<b>Sources of Business Funding – Equity and Debt Capital</b> <ul style="list-style-type: none"> <li>- Cost of equity capital, Cost of debt capital</li> <li>- Debt capital and taxation</li> <li>- Weighted average cost of capital (WACC)</li> <li>Gearing and the impact on the Weighted Cost of Capital</li> </ul>	4	Lecture, Exercise, group work
6.	<b>Capital/ Project Investment Evaluation Techniques</b> <ul style="list-style-type: none"> <li>- return on investment (ROI), pay back</li> <li>- net present value (NPV) of discounted cash flows (DCF)</li> <li>- how effective WACC management can impact NPV and project profitability</li> <li>- NPV and maximizing shareholders wealth</li> <li>- Internal rate of return (IRR)</li> <li>- Project sensitivity analysis</li> <li>- Understand capital market</li> <li>- Capital market, how to arise fund from capital market</li> <li>- Techniques of floating IPO</li> </ul>	4	Lecture, Exercise, group work
<b>Total contact hour</b>		<b>20</b>	

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## **Excellence in Business Communication for Professionals**

<b>Course Duration</b>	: October 23-24,2020, 2 Days
<b>Timing</b>	: 09.30-1730 hrs.
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 5,000
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

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

### **Eligibility for the course:**

Any individual, graduate from any discipline working or seeking job can apply.

### **Background of the course:**

Effective communication skill is the most significant tool to depict both Personal and professional Success. This course will help to unlock the secrets of business success by crafting language and nonverbal communication to convey shared meanings and remote professional relationships. Thus the course will help to perform audience analysis, developing you view point, you attitude, writing good news, routine, natural, negative, persuasive message and business report writing.

### **Course Objectives**

The course is aimed to enhance professional expertise of participants to attain business objectives through effective communication that will develop winning mindset towards successful communication. Strategic process for developing interpersonal and dynamic presentation skills will be emphasized throughout course.

### **Evaluation Method:**

**Learning level** - Pre-test and post-test.

**Reaction Level:** Training evaluation.



## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	30 min	
<b>Foundation of Business Communication</b>			
2.	Identifying the ways of Communication. Communication Process. Significance of effective communication	1	Lecture, group discussion, Video tutorial
3.	Difference between Communication process and Communication vehicle	1.5	Lecture, group discussion
4.	Barriers of Communication.	1	Lecture, Video tutorial
<b>Analysis and Effective Planning for Communication</b>			
5.	Audience Analysis.	1	Lecture, group discussion
6.	Developing You View Point and You Attitude.	1.5	Lecture, Group Work, Video tutorial
<b>Crafting Business Message</b>			
7.	Writing good news, routine, natural, negative and Persuasive message.	2	Lecture, Exercise, group work
8.	Outline and Business Report writing.	1	Lecture, group work
9.	E-mail and formal communication.	1	Lecture, group discussion
<b>Effective Reporting, Meeting and Presentation</b>			
10	Role of Nonverbal communication	1	Lecture, group discussion
11.	Overcoming Fear and preparation of presentation.	1	Lecture, Video tutorial
12.	Business Meeting and presentation.	1	Lecture, group discussion
<b>Nonviolent Communication for Negotiation &amp; Conflict Management</b>			
13.	Compassionate Communication	1	Lecture, Group work
14.	Certificate awarding and evaluation	30 min	
	<b>Total contact hour</b>	<b>15</b>	

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## EFFECTIVE BUDGET AND BUDGETARY CONTROL

**Course Duration** : November 14 - 18, 2020. (05 Days)  
**Timing** : 17:30-21:30  
**Venue** : BIM, Dhaka  
**Course Fee** : Tk. 7,000/-  
**Number of Participants** : 20

### Target Group/Who Should Attend:

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

### Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### Background of the Course:

-Become a more Effective budget and budgetary control manager.

### Course Objectives

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

### Evaluation Method:

**Learning level:** Pre-test and post test.

**Reaction Level:** Training evaluation.

### Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Overview of Budgeting and Budgetary Control	2	Lecture
2.	Budget Preparation: Techniques(Govt.)	2	Lecture, group discussion
3.	Budget Preparation: The Modern Tools Utilizing Information Technology in Budget Preparation(Private)	4	Lecture, Case Study & Group Discussion.
4.	Budget Preparation: Procedures and Processes	4	Lecture, Case Study & Group Discussion.
5.	Budget Control Measures	4	Lecture, Exercise, group work
6.	Budget Evaluation and Review Cases and Exercises.	4	Lecture, Case Study & Group Discussion.
	Total contact hour	20	

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## INTERNAL AUDIT MANAGEMENT

<b>Course Duration</b>	: November 20 -21, 2020.
<b>Timing</b>	: 09:30-18:30
<b>Venue</b>	: BIM, Dhaka,
<b>Course Fee</b>	: Tk. 5,000/-
<b>Number of Participants</b>	: 20

### **Target Group/Who Should Attend:**

This is suitable for individuals who want to build up their career in the field of audit.

### **Eligibility for the Course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed (fresh graduates).

### **Background of the Course:**

Internal auditing is independent, objective assurance designed to improve and add value to an organization's operations. HR Audits is a process that is routinely undertaken in companies, but most of organizations do not have dedicated HR resources for audits. Thus the course will help to develop knowledge about HR Audit

### **Course Objectives**

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

**Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration ,Objective of HR Audit	1	
2.	Scope of HR Audit	1	Lecture
3.	Approaches to HR Audit	1	Lecture, Exercise, group work
4.	Benefits of HR Audit	1	Lecture, group work
5.	Area of HR Audit	2	Lecture
6.	Steps & Process of HR audit	2	Lecture
7.	Methods of HR Audit	1	Lecture, group work
8.	Critical areas to be addressed for HR Audit preparation	1	Lecture, group work
9.	HR Audit Check List	2	Lecture, Exercise, group work
10.	Tools to be used in HR Audit	1	Lecture, Exercise, group work
11.	Questions for interview during HR Audit	1	Lecture, Exercise, group work
12.	HR Audit Report writing	1	Lecture, Exercise, group work
13.	Certificate awarding and course closing and evaluation	1	Lecture, Exercise, group work
	<b>Total contact hour</b>	<b>16</b>	

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## **PRACTICAL INCOME TAX & VAT MANAGEMENT**

**Course Duration** : January 10-21, 2021. (10 Days)  
**Timing** : 17:30 – 21:30  
**Venue** : BIM, Dhaka  
**Course Fee** : Tk. 9,000/-  
**Number of Participants** : 20

### **Target Group/Who Should Attend:**

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

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed (fresh graduates).

### **Background of the Course:**

Knowledge of tax & VAT is essential for people engaged in any type of organizational activity. Tax & VAT is a cost on activities and tax compliance is the most common area where business and government come into contact. Thus the course will help to develop knowledge about Income Tax & VAT

### **Course Objectives**

The purposes of this course are 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.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

	Session Title	Duration (hr)	Training Methods
	Inauguration, Registration	30 min	
1	<b>Income Tax:</b> <ul style="list-style-type: none"> <li>- A brief history of income tax law in Bangladesh.</li> <li>- Scope of income tax law.</li> <li>- Classification of Assessee</li> <li>- Classification of Income</li> <li>- Income year and assessment year.</li> <li>- Tax rates and tax return.</li> <li>- Heads of income</li> </ul>	7	Lecture, Exercise, group work
2	<b>Computation of Taxable Income from:</b> <ul style="list-style-type: none"> <li>- Salaries &amp; Provident Funds</li> <li>- Interest on Security</li> <li>- House Property</li> <li>- Agriculture</li> <li>- Business or Profession</li> <li>- Capital Gain</li> <li>- Income from other Sources</li> <li>- Advance Income Tax (AIT)</li> <li>- Tax Deducted at Source (TDS).</li> <li>- Return of income</li> <li>- Assessment, Appeal, Tribunal and References.</li> <li>- Computation of tax – Individual, Firm, Company and NGO.</li> </ul>	22	Lecture, Exercise, group work
3.	Value Added Tax <ul style="list-style-type: none"> <li>- A brief history of VAT law in Bangladesh.</li> <li>- How does VAT work &amp; value addition</li> <li>- VAT- able Products &amp; Services</li> <li>- VAT exemption</li> <li>- VAT calculation</li> <li>- Truncated base &amp; VAT Tax Source</li> <li>- Form Mushak.</li> </ul>	10	Lecture, Exercise, group work
	Certificate awarding and course closing and evaluation	30 min	
	Total contact hour		

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## **BUSINESS DATA ANALYSIS & FINANCIAL FORECASTING (Excel Based Modeling)**

<b>Course Duration</b>	: January 23, 2021: (Day long)
<b>Timing</b>	: 09.00 – 18:30 hrs
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 3,500
<b>Number of Participants</b>	: 10

### **Target Group/who should attend:**

Individuals from different profession & fresh graduates can attend the course.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed (fresh graduates).

### **Background of the course:**

MS Excel is a necessary tool to perform official tasks effectively and efficiently. Data management, using accounting information and time bound reporting become easier using formula and functions of MS Excel. Thus people need to acquire basic and practical information regarding the 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 Excel) 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.

### **Evaluation Method:**

**Learning level** - Pre-test and post test.

**Reaction Level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	30 min	
2.	Financial formulas in MS Excel.	1	Lecture, Exercise, group work
3.	Logic Functions.	1	Lecture, Exercise, group work
4.	V-lookup, H-lookup and other useful tools for FM	1	Lecture, Exercise, group work
5.	<b>Consolidation</b> of Financial Statements using excel	30 min	Lecture, Exercise, group work
6.	Depreciation	45 min	Lecture, Exercise, group work
7.	<b>Regression Analysis</b> for Financial Planning <b>Multiple Regression</b> (Costing and Budget)	45 min	
8.	<b>What if Analysis:</b> Sensitivity Analysis	45 min	Lecture, Exercise, group work
9.	<b>Time Series Analysis</b> (Excel Models)	1	
10.	Use of Pivot Table for <b>Reporting &amp; Analysis</b> (Slicer, Filter and Data Reporting)	1	Lecture, Exercise, group work
11.	Certificate awarding and course closing and evaluation	45 min	
	<b>Total contact hour</b>	<b>09</b>	

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## ADVANCED FINANCIAL STATEMENT ANALYSIS AND BUSINESS VALUATION

<b>Course Duration</b>	: February 28 – March 11, 2021 (10 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 9000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The course is suitable for personnel who are working as Finance Executives, Accountants, Planners, Engineers, Production Managers and Management Decision Makers. Graduates can apply upon fulfilling certain condition.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

Financial statement analysis (or financial analysis) is the process of reviewing and analyzing a company's financial statements to make better economic decisions. These statements include the income statement, balance sheet, statement of cash flows, and a statement of changes in equity. Thus, financial statement analysis is a method or process involving specific techniques for evaluating risks, performance, financial health, and future prospects of an organization.

### **Course Objectives**

The course is designed to equip the participants with the knowledge and skill of analyzing 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.

### **Evaluation Method:**

**Learning level** - Pre-test and post test.

**Reaction Level:** Training evaluation.

### **Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	<b>An overview of Accounting and Finance.</b> Overview of Financial Management and Major Decision Making.	4	<b>Lecture, group discussion</b>
3.	Recording and reporting system of Financial Statements. Financial Statements Preparation Analyzing Annual Report Cash flow Statement Preparation	8	<b>Lecture, Exercise, group work</b>
4.	Analyzing financial statement to determine business performance	6	<b>Lecture, Exercise, group work</b>

	<b>Different types of Financial Statements</b> <b>Statements of Nonprofit organizations</b> <b>Accounting information for management planning &amp; control</b>		
5.	<b>Financial Analysis</b> Horizontal and Vertical Analysis <b>External analysis</b> —competitors, customers and suppliers <b>Internal analysis</b> —liquidity, cash flow and performance <b>Evaluating alternative analysis strategies</b> <b>Ratio Analysis</b>	7	<b>Lecture, Exercise, group work</b>
6.	<b>Management: Planning and Decision (Excel Based)</b> <b>Project /Investment Evaluation Techniques (Using Excel)</b> <ul style="list-style-type: none"> <li>• Return on investment (ROI),</li> <li>• Discounted Pay Back Period</li> <li>• Net Present value (NPV) of discounted cash flows (DCF)</li> <li>• How effective WACC Management can impact NPV and project profitability</li> <li>• NPV and maximizing shareholders wealth</li> <li>• Internal rate of return (IRR)</li> </ul>	4	<b>Lecture, Exercise</b>
7.	<b>Raising of Capital in the corporation</b> Dividend Policy CVP analyses Short Term Financing Decision <b>Long-Term Financing Decisions</b> Short Term Financing Decision Operating cycle and cash cycle Future Action Plan on the basis of findings.	4	<b>Lecture, Exercise, group work</b>
8.	<b>DCF and Relative Valuation Model (Ms Excel)</b> <b>Forecasting &amp; Statement construction</b>	5	
8.	Certificate awarding and course closing and evaluation	1	
	<b>Total contact hour</b>	<b>40</b>	

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## ACCOUNTING SOFTWARE TALLY. ERP 9

<b>Course Duration</b>	: From: March 12, 13, 19 & 20, 2021
<b>Days</b>	: Friday & Saturday (02 Weeks)
<b>Time</b>	: 09:00 - 17:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 9000/-
<b>Number of Participants</b>	: 15

### Target group/ 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

### Eligibility for the course

Officers and staff of the Government, Semi Government, Autonomous, Semi-Autonomous, NGO, INGO, Corporates, Multinational, Bilateral Organizations.

### Course Objectives:

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

### Evaluation Method

**Learning level** - Pre-test and post test.

**Reaction Level:** Training evaluation.

### Course Outline

#	Session Title	Duration (hrs.)	Training Methods
1	<b>Phase-I</b> 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	6	Lecture

	is debit?, What is credit?, Difference between Journal voucher / Journal entry.		
2	<b>Phase-II</b> Golden rules of Accounting	2	Lecture
3.	<b>Phase -III</b> Accounting Software Why use Tally to maintain Account Advantage over manual Accounting	2	Lecture
4.	<b>Phase- IV</b> 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,	6	Practical Lab Session/ Case Study
5.	<b>Phase -V</b> 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,	6	Practical Lab Session/ Case Study
6.	<b>Phase- VI</b> 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	5	Practical Lab Session/ Case Study
7.	<b>Phase –VII</b> Automatic Creation of Financial Accounting Statement, Trial Balance, Trading A/c, Profit & Loss A/c, Balance Sheet, Stock Summary, Ratio Analysis	4	Practical Lab Session/ Case Study
	<b>Total contact hour</b>	<b>32 hrs.</b>	

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## PROFESSIONAL INCOME TAX & VAT MANAGEMENT

Course Duration	: April 04 - 08, 2021
<b>Days</b>	: Sunday & Thursday (01 Week)
Time	: 17:00 - 21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 7000/-
<b>Number of Participants</b>	: 15

### **Target group/ 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.

### **Eligibility for the course:**

Officers and staff of the Government, Semi Government, Autonomous, Semi-Autonomous, NGO, INGO, Corporates, Multinational, Bilateral Organizations.

### **Background of the course:**

### **Course Objectives:**

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.

### **Evaluation Method:**

**Learning level** - Pre-test and post test.

**Reaction Level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hrs.)	Training Methods
1	Computation of Tax; Income from Salary	3	Case Studies/ Lecture
2	Computation of Tax; Income from Interest on Security	2	Case Studies/ Lecture
1.	Computation of Tax; Income from House Hold Property	1	Case Studies/ Lecture
2.	Computation of Tax; Income from Agriculture	1	Case Studies/ Lecture
3.	Computation of Tax; Income from Business or Profession	2	Case Studies/ Lecture
4.	Computation of Tax; Income from Capital Gain	1	Case Studies/ Lecture
5.	Computation of Tax; Other Sources	1	Case Studies/ Lecture
6.	Treatment of Advance Income Tax and Tax deducted at Source	2	Case Studies/ Lecture
7.	Computation of Tax; Individual, Firm and Company and NGO.	2	Case Studies/ Lecture
8.	Define Value-Added- Tax (VAT) and discover how VAT works.	1	Case Studies/ Lecture
9.	Identify the risks behind improper VAT management.	2	Case Studies/ Lecture
	Recognize how to plan your VAT balance		Case Studies/ Lecture
	Prepare to pass a VAT audit successfully		Case Studies/ Lecture
	Revise and improve your own VAT registration process		Case Studies/ Lecture
	VAT definition, history and terminology		Case Studies/ Lecture
	Examples of how to record VAT		Case Studies/ Lecture
	Potential red flags around VAT treatment		Case Studies/ Lecture
	- Tips on audit compliance		Case Studies/ Lecture
	Total contact hour	16 hrs.	

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# **GENERAL MANAGEMENT**

## TOTAL QUALITY MANAGEMENT FOR OBTAINING EXCELLENCY

<b>Course Duration</b>	: November 26-28, 2020. 03 Days (including holidays)
<b>Timing</b>	: 09:30-17:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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 total qualitymanagement and willing to develop their career as professional on total quality management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

### **Background of the course:**

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills about the modern system of management process and how to deal with the competitive market by going through the legal procedures of the business policies for improving productivity, fitness for use and competitiveness by total quality management.

### **Course Objectives**

The course is designed to provide the concepts and techniques of total quality management (TQM). It is expected that after the successful completion of the course, participants will be able to:

- Understand the theoretical fundamentals of the quality management.
- Give a general description of the quality management using, as appropriate, typical examples.
- Understand and interpret the analysis results and apply knowledge in a practical manner.
- Understand the mechanism of adoption, monitoring and institutionalization of TQM.
- Gain insight to procedural aspects of obtaining certification is ISO 9001:2015.
- Get familiar with the methodology of Total Quality Management (TQM) and to help assess enterprises through ISO 9001:2015.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation



## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Concept of Quality in the Emerging Scenario of TQM.	2	Lecture, group discussion
3	Role of Standardization in TQM.	3	Lecture, Exercise, group work
4	Step by step approach for ISO 9001:2015	3	Lecture, Exercise, group work
5	QC Problem Solving Approach	3	Lecture, group discussion
6	Quality Circle; Kaizen	3	All non-participatory methods
7	Hazard Analysis for Risk based thinking	3	Lecture, Exercise, group work
8	Technological Innovation and Management	2	Lecture, Exercise, group work
9	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21	

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## OFFICE MANAGEMENT

<b>Course Duration</b>	: December 20-24, 2020. (05 Days)
	: June 13-17, 2021. (05 Days)
<b>Timing</b>	: 17:30 – 21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/Who Should Attend:**

Entry and Mid Level Officials of Government and Corporate Offices.

**Eligibility for the Course:** Government and non-government Officials.

### **Background of the Course**

This is a dedicated specialized program designed to foster strategic thinking and develop the skill set required to manage and carry out the proper functioning of offices. This course aims to provide delegates with an in-depth insight into the processes of office management, file management, time management, leadership and entrepreneurship as well as how best to maintain it. A key element of the program is a focus on practical application, using a wealth of experience and state-of-the-art practical examples of leading-edge office management. Every year each govt. and non govt. organization recruit huge number of employee who have an immense requirement of knowledge regarding office management. In this context the course has been designed and prepared to cater.

### **Course Objectives**

The aim of this course is to develop the knowledge, skills and attitude of the participants needed for running offices effectively and efficiently. After completing the course, participants will be able to:

- 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 and ensure that files are cleaned of old records annually.
- Prepare reports and maintain pay roll.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Objective Setting, Training Norms Setting	1	
2	Concept of Office Management	1	Lecture, Discussion
3	Role of an office Manager	1	Lecture, Discussion
4	Planning and Decision Making	1	Lecture, Discussion
5	Office layout and Work Simplification	1	Lecture, Discussion
6	Filing and Indexing	1	Lecture, Group work
7	Office Correspondence	1	Lecture, Group work, Exercise
8	Budgeting	1	Lecture, Group work, Exercise
9	Conducting of Office Meeting	1	Lecture, Group work, Exercise
10	Time Management	1	Lecture, Exercise, Demons.
11	Leadership and Supervision	1	Lecture, Exercise, Demons.
12	Certificate Awarding	1	
	<b>Total contact hour</b>	<b>12</b>	

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## **CERTIFICATE COURSE ON LEADERSHIP AND MANAGERIAL COMPETENCIES (CLMC)**

<b>Course Duration</b>	: December 23-24, 2020. (2 Full Days )
<b>Venue</b>	: BIM, Dhaka.
<b>Timing</b>	: 09:00-17:00
<b>Course Fee</b>	: Tk.5,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

This course is suitable for all level of leaders/managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices. It will also be suitable for entrepreneurs and fresh graduates who are interested in building their career in the employee management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

### **Background of the course:**

High performing and Competitive organizations need leaders with a whole host of competencies. At the self-level there is a need for capabilities like Managing Self, Emotional Intelligence, Drive and execution ability, and Creative and Strategic Thinking; at the group level managing high performing Teams and Capacity to Influence and Mobilize people become critical with ability to influence and mobilize diverse groups. Leaders will need to demonstrate capability at vision building, managing change and building work culture and role modeling.

This course attempts to address these broad expectations. High self-understanding is an important building block on which enduring leadership capabilities can be developed. Hence the course seeks to enable participants to have a good understanding of self so that they can build their leadership capabilities on this foundation. There is no leader without followers and hence how to influence others especially in teams is an important component of this course. Given that leaders have to perpetually come up with new and fresh approaches to solve problems creative problem solving is an important factor which will be given emphasis.

### **Course Objectives:**

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After Completion of the course the participants will be able to shape Leadership Potential through:

- Understanding business context and needed leadership competencies;
- Identifying one's own blocks to becoming an effective Leader;
- Developing capabilities to influence others, collaborating and working together;

- Developing Self -Management skills; and
- Developing creative thinking and strategic thinking capability.
- Developing capability to envision, manage change and build the needed work culture.

**Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

**Course Outline**

	<b>Session Title</b>	<b>Duration (hr)</b>	<b>Training Methods</b>
1	Inauguration, Registration, Sharing course outline. Understanding the Concept of Leadership, & Leadership Competencies	2.00	Lecture & Discussion
2	Understanding Self and Leadership	2.00	Psychometric Assessments
3	Leadership-Blocks and Dilemmas	1.00	Lecture, Discussion, & Group work
4	Team roles and Leadership	2.00	Psychometric assessments & Outbound
5	Leading Change and Innovation	1.00	Lecture, Discussion, & Case Study
6	Decision Making and Problem Solving	1.00	Case let Analysis
7	Managing Conflict and negotiation	1.00	Discussion & Exercise
8	Leader as Coach	1.00	Lecture, Self-Reflection
9	Certificate awarding and course closing and evaluation	1.00	All non-participatory methods
	<b>Total contact hour</b>	<b>12.00</b>	

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## LEADERSHIP DEVELOPMENT

<b>Course Duration</b>	: June 17 - 26, 2021
<b>Timing</b>	: 6:30 PM – 9:30 PM
<b>Venue</b>	: BIM, Chattogram Campus
<b>Course Fee</b>	: 6,500/-
<b>Number of Participants</b>	: 12 – 20

### Target group/ who should attend:

This course is suitable for all level of managers and executives employed in all government & non-government sectors.

### Eligibility for the course

Any individual, must graduate from any discipline, who has been working in public & private sectors.

### Background of the course

Leadership skills are required for sustainable growth of the corporate sectors. This course provides the elementary theory underlying leadership that would be the key factors of success in working environment.

### Course Objectives

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After Completion of the course the participants will be able to:

- ✓ Different types of leadership styles
- ✓ 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

Identify the process of motivational leadership

### Evaluation Method

Post Test

### Course Outline

#	Session Title	Duration (hr)	Training Methods
10.	Understanding the Concept of Leadership	2	Lecture, group discussion
11.	Models of Leadership	2	Lecture, group discussion
12.	Leadership Styles	1	Lecture, group discussion
13.	Effective Communication & Leadership	2	Lecture, group discussion
14.	Team Leadership	2	Lecture, group discussion
15.	Motivational Leadership	2	Lecture, group discussion
16.	Delegation & Leadership Empowerment	2	Lecture, group discussion
17.	Change Management	2	Lecture, group discussion
18.	Conflict Management	2	Lecture, group discussion
19.	Emotional Intelligence	1	Lecture, group discussion
	<b>Total contact hour</b>	<b>18</b>	

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# **HUMAN RESOURCES MANAGEMENT**

## **WORKSHOP ON BANGLADESH LABOR ACT 2006 AND BANGLADESH LOBOR RULES 2015**

<b>Course Duration</b>	: October 21, 2020. (01 Full Day)
	: February 24, 2021. (01 Full Day)
<b>Timing</b>	: 09:00-17:00
<b>Venue</b>	: BIM, Chattogram.
<b>Course Fee</b>	: 2,500/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

The Bangladesh Labour Act, 2006 consolidates and amends the laws relating to employment of labour, relations between workers and employers, payment of wages and compensation for injuries to workers, formation of trade unions, raising and settlement of industrial disputes, health, safety, welfare and working conditions of workers, and apprenticeship and matters connected therewith.

The Act has been amended on 16th July 2013 to ensure workers' safety welfare and rights and promoting trade unionism and collective bargaining. Furthermore, Government has also published the Bangladesh Labour Rules 2015 in accordance with the said Act.

The program provides insight into existing labour laws and rules to enhance the skills and knowledge necessary to perform day-to-day HR Activities.

### **Course Objectives**

After completion of the course, participants will be able to apply the following Act and Rules effectively in their workplace:

- Bangladesh Labour Act, 2006; and
- Bangladesh Labour Rules, 2015.



**Evaluation Method:****Learning level** : Pre-test and post test.**Reaction Level** : Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Scope and application of the Bangladesh Labour Act	0.10	Lecture, group discussion
2.	Definition and classification of workers	0.20	Lecture, Exercise
3.	Conditions of employment	0.30	Lecture, Exercise, group work
4.	Misconduct, punishment and disciplinary proceedings	0.30	Lecture, Exercise, group work
5.	Health, safety and welfare	0.30	Lecture, group discussion
6.	Functions and eligibility of welfare officer	0.30	-Do-
7.	Formation and functions of safety committee	0.30	Lecture, Exercise, group work
8.	Working hour and OT calculation	0.30	Lecture, Exercise, group work
9.	Different types of Leave	0.30	Lecture, group discussion
10.	Maternity leave and calculation of benefit	0.30	Lecture, group discussion
11.	Wage: Payments and deductions	0.30	Lecture, Exercise, group work
12.	Trade Union and Collective Bargaining Agent (CBA)	0.30	Lecture, Exercise, group work
13.	Formation and function of Participation Committee	0.30	Lecture, group discussion
	<b>Total contact hour</b>	6	

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## **BANGLDESH LABOR ACT 2006 AND BANGLADESH LOBOR RULES 2015**

<b>Course Duration</b>	: November 01-05, 2020. (05 Days)
	: February 07-11, 2021. (05 Days)
	: April 04-08, 2021. (05 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in human resource management.

### **Eligibility for the course:**

Any individual, minimum graduated from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

The Bangladesh Labour Act, 2006 consolidates and amends the laws relating to employment of Labour, relations between workers and employers, payment of wages and compensation for injuries to workers, formation of trade unions, raising and settlement of industrial disputes, health, safety, welfare and working conditions of workers, and apprenticeship and matters connected therewith. The Act has been amended on 16th July 2013 to ensure workers' safety, welfare and rights and promoting trade unionism and collective bargaining. Furthermore, Government has also published the Bangladesh Labour Rules 2015 in accordance with the said Act.

The program provides insight into existing Labour laws and rules to enhance the skills and knowledge necessary to perform day-to-day HR activities.

### **Course Objectives**

After completion of the course, participants will be able to apply the following Act and Rules effectively in their workplace:

- Bangladesh Labour Act, 2006; and
- Bangladesh Labor Rules, 2015.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Scope and application of the Bangladesh Labour Act	1	Lecture, Group Discussion
2.	Definition and classification of workers	2	Lecture, Exercise, Group Discussion
3.	Conditions of employment	2	-Do-
4.	Misconduct, punishment and disciplinary proceedings	1	-Do-
5.	Health, safety and welfare	1	-Do-
6.	Functions and eligibility of welfare officer	2	-Do-
7.	Formation and functions of safety committee	2	-Do-
8.	Working hour and OT calculation	2	-Do-
9.	Different types of Leave	2	-Do-
10.	Maternity leave and calculation of benefit	1	-Do-
11.	Wage: Payments and deductions	1	-Do-
12.	Trade Union and Collective Bargaining Agent (CBA)	2	-Do-
13.	Formation and function of Participation Committee	1	-Do-
	<b>Total contact hour</b>	<b>20</b>	

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## **SOCIAL COMPLIANCE IN RELATION TO BANGLADESH LABOUR ACT 2006**

<b>Course Duration</b>	: December 27-31, 2020.(05 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in human resource management or social compliance.

### **Eligibility for the course:**

Any individual, minimum graduated from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

Social compliance refers to an organization's adherence to law of the land, certain social standards, including those related to child and forced labour, working hours and working conditions, workers' health and safety, salary and overtime and freedom of speech and association.

The program provides insights into major social compliance issues in relation to Bangladesh Labour Act 2006 to enhance the skills and knowledge necessary to promote social standards in the industry.

### **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.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Introduction to Social Compliance	1	Lecture, Group Discussion
2.	Hierarchy of Social Compliance	2	Lecture, Exercise
3.	Issues of Social Compliance	2	Lecture, Exercise, Group Discussion
4.	Core Labour Standards- ILO	1	Lecture, Group Discussion
5.	Child Labour , Forced Labour, Discrimination	1	Lecture, Exercise, Group Discussion
6.	Health and Safety	2	-Do-
7.	Freedom of Association	2	-Do-
8.	Disciplinary Practices	2	-Do-
9.	Working Hours & leave	2	-Do-
10.	Wages and benefits	1	-Do-
11.	Comparison among different international standards	1	-Do-
12.	Comparison among different Buyers' Code of Conduct	2	Lecture, Group Discussion
	<b>Total contact hour</b>	<b>20</b>	

**Co-coordinator** : Akhund A. Shamsul Alam

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## **CERTIFICATE COURSE ON HUMAN RESOURCE MANAGEMENT (CHRM)**

<b>Course Duration</b>	: January 17-28, 2021. (10 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.9,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

Taking the effort to provide employees with the tools they need to thrive is worth the investment. The program is designed to familiarize the participants with the advanced concepts and techniques of a human resource management in an organization.

### **Course Objectives**

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

- Explain the basics of human resource management.
- Acquiring the HR skill requirements of an organization
- Formulating HR plan & conducting Audit.
- Apply the methods & techniques of performance appraisal.
- Establishing & evaluating compensation system.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Concept & Functions of HRM	3	Lecture, group discussion
2.	HR planning & Job Analysis	4	Lecture, Exercise
3.	Recruitment & Selection	4	Lecture, Exercise, group work
4.	Selection Test & Interviewing	4	-Do-
5.	Training Need Assessment	2	Lecture, group discussion
6.	Training & Development	2	-Do-
7.	Performance Appraisal	4	Lecture, Exercise, group work
8.	Compensation Management	4	-Do-
9.	Motivation & Communication skills	4	Lecture, group discussion
10.	Employee Safety and Health	4	-Do-
11.	Basic Labour Law	4	-Do-
	<b>Total contact hour</b>	<b>40</b>	

**Co-ordinator** : Shaikh Sajibur Rahman

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## **BANGLDESH LABOR ACT 2006 AND BANGLADESH LOBOR RULES 2015**

<b>Course Duration</b>	: January 24 - 28, 2021. (05 Days)
	: June 20 -24, 2021. (05 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka.
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in human resource management.

### **Eligibility for the course:**

Any individual, minimum graduated from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

The Bangladesh Labour Act, 2006 consolidates and amends the laws relating to employment of labour, relations between workers and employers, payment of wages and compensation for injuries to workers, formation of trade unions, raising and settlement of industrial disputes, health, safety, welfare and working conditions of workers, and apprenticeship and matters connected therewith.

The Act has been amended on 16th July 2013 to ensure workers' safety, welfare and rights and promoting trade unionism and collective bargaining. Furthermore, Government has also published the Bangladesh Labour Rules 2015 in accordance with the said Act.

The program provides insight into existing labour laws and rules to enhance the skills and knowledge necessary to perform day-to-day HR activities.

### **Course Objectives**

After completion of the course, participants will be able to apply the following Act and Rules effectively in their workplace:

- Bangladesh Labour Act, 2006; and
- Bangladesh Labor Rules, 2015.



**Evaluation Method:****Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Scope and application of the Bangladesh Labour Act	1	Lecture, Group Discussion
2.	Definition and classification of workers	2	-Do-
3.	Conditions of employment	2	Lecture, Exercise, Group Discussion
4.	Misconduct, punishment and disciplinary proceedings	1	Lecture, Group Discussion
5.	Health, safety and welfare	1	-Do-
6.	Functions and eligibility of welfare officer	2	-Do-
7.	Formation and functions of safety committee	2	-Do-
8.	Working hour and OT calculation	2	Lecture, Exercise, Group Discussion
9.	Different types of Leave	2	Lecture, Group Discussion
10.	Maternity leave and calculation of benefit	1	Lecture, Exercise, Group Discussion
11.	Wage: Payments and deductions	1	-Do-
12.	Trade Union and Collective Bargaining Agent (CBA)	2	Lecture, Group Discussion
13.	Formation and function of Participation Committee	1	-Do-
	<b>Total contact hour</b>	<b>20</b>	

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## **BASIC HUMAN RESOURCES MANAGEMENT**

<b>Course Duration</b>	: January 10 -14, 2021.(05 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

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.

### **Course Objectives**

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

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

**Evaluation Method:****Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

	<b>Session Title</b>	<b>Duration (hr)</b>	<b>Training Methods</b>
1	Human Resource Concept, Nature, Functions and Importance.	1	Lecture, group discussion
2	Job Analysis: Job description and job Specification	2	Lecture, Exercise
3	HR Planning	2	Lecture, Exercise, group work
4	Recruitment & Selection	1	Lecture, Exercise, group work
5	Wages and Salary Administration	1	Lecture, group discussion
6	Performance Appraisal	2	-Do-
7	Motivation & Communication	3	Lecture, Exercise, group work
8	Employee Safety & Health	3	Lecture, Exercise, group work
9	Industrial Relations.	3	Lecture, group discussion
10	National Integrity Strategy.	1	Lecture, group discussion
	<b>Total contact hour</b>	<b>20</b>	

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## **BASIC MANAGEMENT & HUMAN RESOURCE DEVELOPMENT**

<b>Course Duration</b>	: January 17 -21, 2021. (05 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

The main Objective of the course is to up date 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.

### **Course Objectives**

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

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

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Concept of Management	1	Lecture, group discussion
2.	Managerial Roles and Skills	2	Lecture, Exercise
3.	Planning & Decision Making	2	Lecture, Exercise, group work
4.	Functions of HRM	1	-Do-
5.	HR Planning Process	1	Lecture, group discussion
6.	Leadership & Team Building	2	-Do-
7.	Motivation & Communication	3	Lecture, Exercise, group work
8.	Performance Management	3	-Do-
9.	Training & Development	3	Lecture, group discussion
10.	National Integrity Strategy.	1	-Do-
	<b>Total contact hour</b>	<b>20</b>	

**Co-ordinator** : Md. Zafar Ali

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## HUMAN RESOURCE MANAGEMENT FOR EXECUTIVES

<b>Course Duration</b>	: February 18-27, 2021.
<b>Timing</b>	: 18:30-21:30
<b>Venue</b>	: BIM, Chattogram
<b>Course Fee</b>	: Tk. 6,500/-
<b>Number of Participants</b>	: 20

### **Target Group/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.

### **Eligibility for the Course:**

Graduates from any discipline.

### **Background of the Course:**

This course provides a brief review of essential personal management concepts and techniques in a highly understandable form. This program covers the fundamental human resource activities such as hiring, training, compensating, appraising and developing employees that are essential part of every manager's job.

### **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.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Human Resource Management: Concept, Nature and Importance	2	Lecture, group discussion
2	Functions of HR Department	1	Lecture, group discussion
3	Job Analysis	2	Lecture, group discussion
4	Recruitment and Selection	1	Lecture, group discussion
5	Orientation	1	Lecture, group discussion
6	Compensation Management	2	Lecture, group discussion
7	Performance Management	2	Lecture, group discussion
8	Motivating Employees	1	Lecture, group discussion
9	Communication	1	Lecture, group discussion
10	Leadership and Team Building	2	Lecture, group discussion
11	Training and Development	2	Lecture, group discussion
12	Employee Grievance Handling	1	Lecture, group discussion
	<b>Total contact hour</b>	<b>18</b>	

**Co-ordinator** : Engr. Md. Tariqul Islam

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## **PRACTICAL HUMAN RESOURCE MANAGEMENT FOR MANAGERS & EXECUTIVES**

<b>Course Duration</b>	: March 14-18, 2021. (05 Days)
<b>Timing</b>	: 17:00-21:30
<b>Venue</b>	: BIM, Dhaka.
<b>Course Fee</b>	: 7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

Taking the effort to provide employees with the tools they need to thrive is worth the investment. The program is designed to familiarize the participants with the advanced concepts and techniques of a human resource management in an organization.

### **Course Objectives**

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

Explain the basics of human resource management.

Acquiring the HR skill requirements of an organization

Formulating HR plan & conducting Audit.

Apply the methods & techniques of performance appraisal.

Establishing & evaluating compensation system.

### **Evaluation Method:**

**Learning level** : Pre-test and post test.

**Reaction Level** : Training evaluation.



## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Functions of HRM	1	Lecture, group discussion
2	HR planning & Job Analysis	2	Lecture, Exercise
3	Recruitment & Selection	2	Lecture, Exercise, group work
4	Selection Test & Interviewing	1	Lecture, Exercise, group work
5	Training Need Assessment	1	Lecture, group discussion
6	Training & Development	2	Lecture, group discussion
7	Performance Appraisal	3	Lecture, Exercise, group work
8	Compensation Management	3	Lecture, Exercise, group work
9	Motivation Communication skills	3	Lecture, group discussion
10	Employee Safety and Health	2	Lecture, group discussion
	<b>Total contact hour</b>	<b>20</b>	

**Co-ordinator** : **Md. Zafar Ali**

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## **HUMAN RESOURCE MANAGEMENT FOR NEW HR PROFESSIONALS**

<b>Course Duration</b>	: March 14-25, 2021. (10 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 9,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

The main Objective of the course is to up date 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.

### **Course Objectives**

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

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

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Concept of Human Resource Management	2	Lecture, group discussion
2.	Functions of Human Resource Management	2	Lecture, Exercise
3.	HR Planning Process	2	Lecture, Exercise, group work
4.	Job Analysis	4	Lecture, Exercise, group work
5.	Recruitment and Selection	4	Lecture, group discussion
6.	Leadership & Team Building	4	-Do-
7.	Motivation & Communication	4	Lecture, Exercise, group work
8.	Performance Management	4	Lecture, Exercise, group work
9.	Training & Development	4	Lecture, group discussion
10.	Grievance Handling	4	Lecture, group discussion
11.	Disciplining Employees	4	Lecture, group discussion
12.	National Integrity Strategy.	4	Lecture, group discussion
	<b>Total contact hour</b>	<b>40</b>	

**Co-ordinator** : Mohammad Mainul Islam

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## **ESSENTIAL SKILLS FOR HUMAN RESOURCE MANAGEMENT PROFESSIONALS**

<b>Course Duration</b>	: March 21-25, 2021.(05 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

Taking the effort to provide employees with the tools they need to thrive is worth the investment. The program is designed to familiarize the participants with the advanced concepts and techniques of a human resource management in an organization.

### **Course Objectives**

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

- Explain the basics of human resource management.
- Acquiring the HR skill requirements of an organization
- Formulating HR plan & conducting Audit.
- Apply the methods & techniques of performance appraisal.
- Establishing & evaluating compensation system.
- 

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

	<b>Session Title</b>	<b>Duration (hr)</b>	<b>Training Methods</b>
1.	Functions of HRM	1	Lecture, group discussion
2.	HR planning & Job Analysis	2	Lecture, Exercise
3.	Recruitment & Selection	2	Lecture, Exercise, group work
4.	Selection Test & Interviewing	1	-Do-
5.	Training Need Assessment	1	Lecture, group discussion
6.	Training & Development	2	-Do-
7.	Performance Appraisal	3	Lecture, Exercise, group work
8.	Compensation Management	3	-Do-
9.	Motivation Communication skills	3	Lecture, group discussion
10	Employee Safety and Health	2	-Do-
	<b>Total contact hour</b>	<b>20</b>	

**Co-ordinator** : Shaikh Sajibur Rahman  
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## **CALCULATION OF WAGES/SALARY AND OTHER REMUNERATIONS ACCORDING TO LABOUR LAW**

<b>Course Duration</b>	<b>: 14-15 June 2021, Two Days Evening (Excluding holidays)</b>
<b>Timing</b>	<b>: 17:00-21:30</b>
<b>Venue</b>	<b>: BIM, Dhaka</b>
<b>Course Fee</b>	<b>: Tk.6,000/-</b>
<b>Number of Participants</b>	<b>: 25</b>

### **Target Group/who should attend:**

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the Human Resource management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the course:**

Calculation of salary and wages, other remunerations is a common skills in the field of Human resource management but to meet the legal compliance according to labor law, special skills on payroll calculation is essential.

### **Course Objectives**

The course is designed to develop the skills on pay roll specially focused on labor law implementation for legal compliance. This a new dimension of payroll management which is specially focused on labour law. The course will enhance skills in the area of compensation management of HRM. It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics of Compensation management.
- Acquiring the HR skills for payroll management
- Apply the methods & techniques of payroll according to labor law.
- Implementation of payroll compliance according to labor law.

### **Evaluation Method:**

**Learning level** - Pre-test and post test.

**Reaction Level:** Training evaluation.

**Course Outline:**

#	Session Title	Duration (hr)	Training Methods
20.	Concept & Functions of Compensation	1	Lecture, group discussion
21.	Salary & wages	1	Lecture, Exercise
22.	Terms & Conditions of wages, Different types of payment	½	Lecture, Exercise, group work
23.	Workers compensation for injury by accidents	1.5	Lecture, Exercise, group work
24.	Maternity benefit calculation	1	Lecture, group discussion
25.	Leave calculation & Compensation due to Death	1	Lecture, Exercise, group work
26.	Overtime calculation	1	Lecture, Exercise, group work
27.	Workers participation in company profits Appeal for wages	1	Lecture, Exercise, group work
	<b>Total contact hour</b>	<b>08</b>	

**Co-ordinator** : Shaikh Sajibur Rahman  
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## **PROFESSIONAL LEARNING AND DEVELOPMENT COMPETENCIES (PLDC)**

<b>Course Duration</b>	<b>:21-25 March, 2021</b>
<b>Venue</b>	<b>:BIM, Dhaka.</b>
<b>Timing</b>	<b>:17:00-21:30</b>
<b>Course Fee</b>	<b>:Tk.5,000/-</b>
<b>Number of Participants</b>	<b>:20</b>

### **Target Group/who should attend:**

This course is intended for:

- Generalist HR professionals looking to specialize in L&D
- L&D professionals with no formal education in HR and/or Learning
- Experienced L&D professionals looking to solidify their grasp of L&D
- All level of leaders, managers and executives employed in Government, SemiGovernment, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices.
- Fresh graduates who are interested in building their career in the employee management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

### **Background of the course:**

The role of a Learning and Development (L&D) professional is increasingly becoming more demanding given the pace at which business environments are changing. As jobs have become more technical and organization specific, there are fewer candidates whose qualifications meet such requirements. Given these business and technological realities, businesses are taking stock of the importance of constantly up skilling and reskilling the workforce to survive this onslaught of change and stay relevant.

New jobs are continually being created, and new equipment and systems introduced to existing jobs. Some jobs are vanishing, and many whose jobs are eliminated do not have the needed skills for the positions that are now available. To succeed, the L&D professional of today needs to have deep understanding of business, strategy, culture, experience, design and technology among other key business functions.

This training will give hands on experience to the participants for conducting perfect TNA, selecting right resources for facilitation, facilitate the program, making the economic and efficient budget and conducting the impact assessment or return on investment for every training to ensure the Montereyreturn of training. So that the Management will be encouraged to allow more training for the development of the individual as well as organization.



**Course Objectives:**

This course empowers participants to:

- Formulate an effective organisational learning strategy that is aligned with the business strategy
- Play Role as Business Partner
- Design & Conduct TNA program for the organization
- Integrate L&D initiatives with other HR processes
- Acquire techniques to design and deliver compelling learning solutions
- Establish an operating model for the learning function
- Redefine the role and competencies of the L&D function
- Conduct Impact Assessment of Training Programs
- Measure the Return on Investment for every program
- Discover the latest trends in the field of learning technology
- Establish a learning culture in the organization

**Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

**Course Outline:**

#	Session Title	Duration (hr)	Training Methods
01	Learning, Training, Development & Education	1.00	Lecture, Discussion, Computer Demonstration, & Exercise
02	Learning & Development as Business Partner	1.50	Lecture, Discussion, Computer Demonstration, & Exercise
03	Business Strategy Alignment	1.50	Lecture, Discussion, Computer Demonstration, & Exercise
04	Integrating learning with other HR processes	1.50	Lecture, Discussion, Computer Demonstration, & Exercise
05	Adult Learning: Principles & Techniques	1.50	Lecture, Discussion, Computer Demonstration, & Exercise
06	L&D operating model	1.50	Lecture, Discussion, Computer Demonstration, & Exercise
07	Training Need Assessment	2.00	Lecture, Discussion, Computer Demonstration, & Exercise
08	Designing Training Curriculum, Manual, Material, Content & Tools	2.00	Lecture, Discussion, Computer Demonstration, & Exercise
09	L&D operating model	1.50	Lecture, Discussion, Computer Demonstration, & Exercise
10	Training & Facilitation Skills	1.50	Lecture, Computer Demonstration, & Exercise

11	Impact Assessment & Calculation of ROI of Training	1.50	Lecture, Computer Demonstration, & Exercise
12	Competency Framework for L&D Professional	1.50	Lecture, Computer Demonstration, & Exercise
13	Building Learning culture	1.50	Lecture, Computer Demonstration, & Exercise
	<b>Total contact hour</b>	<b>20.00</b>	

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# **COMPUTER SERVICES**

## SPREAD SHEET ANALYSIS WITH MS-EXCEL

<b>Course Duration</b>	: December 06-10, 2020. (4 Days) March 14-18, 2020. (4Days)
<b>Timing</b>	: 09:30-13:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 6,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

Executives from public service, private service, donor agencies, Students, Financial Analysts, Researchers and anyone interested in learning Excel. Participants must have basic knowledge on Excel. Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Back ground of the course:**

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. Participants will work extensively with practical examples. On completion of the course, participants will be able to readily apply the concepts discussed during the sessions in their specific organizations. This is a hands-on, intensive, rigorous and intellectually challenging program. Participants will learn exceptionally valuable skills that have become increasingly essential for every modern day enterprise.

### **Course Objectives**

The course is designed to provide the basic to intermediate knowledge on Microsoft Excel. Participants will be able to:

- Gather knowledge about the versatile use of Microsoft Excel
- Understand the use of different Excel functions & formulas in their real life work
- Understand the basic calculation of different functions & formulas
- Create a data sheet using different data validation method
- Data Analysis using charts & graphs
- Data representation using different formatting
- Analyze using Dynamic reporting tools.

### **Evaluation Method:**

**Learning level:** Pre-test and post test.

**Reaction Level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline, Participant's Need Analysis	1	Discussion
2	Common and Special Operations	2	Demonstration, Exercise
3	Cell References, Formatting & Styles	2	Demonstration, Exercise
4	Sort, Filter and Advanced Filter	2	Demonstration, Exercise
5	Conditional Formatting	1	Demonstration, Exercise
6	Data Validation	2	Demonstration, Exercise
7	Charts	2	Demonstration, Exercise
8	Pivot Table	2	Demonstration, Exercise
9	Functions (logic, Math)	3	Demonstration, Exercise
10	Functions (Date, Lookup)	2	Demonstration, Exercise
11	Post test	1	Exercise
	<b>Total contact hour</b>	<b>20</b>	

**Co-ordinator** : Farkhunda Dorin

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## DATA ANALYSIS USING SPSS

<b>Course Duration</b>	: 19 February – 26 March, 2021. 6 Days ( Only Friday)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 8,000/-
<b>Number of Participants</b>	: 20

### Target Group/who should attend:

The course is suitable for mid-career and junior level researchers at any organizations: government sector, private sector, and NGOs. Researchers, medical professionals, statisticians in educational institutions like universities, colleges and training institutes are also can participate.

### Course Objectives

The course is designed to familiarize the participants with modern tools, techniques and methodologies of research to develop professional knowledge and skills especially in the field of social science and management research. The program will include extensive practical exercise and case studies on action research: evaluation research and other social science research to enable participants to acquire more interest, analytical skills and insight into the subject with special application of computer. After completion of the course participants will be expected to undertake research projects independently and be able to evaluate the research progress at each stage of the process.

### Evaluation Method:

**Learning level:** Post test.

**Reaction Level:** Training evaluation.

### Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Basic ideas of variable, data, descriptive and inferential statistics	2	Lecture, Computer Exercise
2	How to create a data file in SPSS	2	Lecture, Computer Exercise
3	Group work for creating data file with real world data	2	Lecture, Computer Exercise
4	Manipulation of variables and cases	2	Lecture, Computer Exercise
5	Testing normality of data	2	Lecture, Computer Exercise
6	Group work for data manipulation with real world data	2	Lecture, Computer Exercise
7	Descriptive statistical analysis (central	2	Lecture, Computer Exercise

	tendency, dispersion, correlation, and regression analysis)		
9	Group work with real data	2	Lecture, Computer Exercise
10	Inferential statistical analysis (both parametric and non-parametric tests of hypothesis)	2	Lecture, Computer Exercise
11	Group work with real data	2	Lecture, Computer Exercise
12	Designing questionnaire and collection of data	2	Lecture, Computer Exercise
13	Presentation of research findings and writing research report	2	Lecture, Computer Exercise
	<b>Total contact hour:</b>	<b>24</b>	

**Co-ordinator** : Engr. Md. Tariqul Islam

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## Online Office Management

<b>Duration</b>	: September 13 - 24, 2020. (10 Days)
<b>Timing</b>	: 17:30 – 21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 27,500/-
<b>Number of Participants</b>	: 20

### **Target group/ who should attend**

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

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

### **Background of the course:**

Accessing the same information irrespective of hardware (Computer/Laptop/Mobile/Tab) or software (MS Windows/Android/Apple). Skilled on working from anywhere, anyplace & any time through Cloud Services. Using readily available, free, up-to-date and easy-to-use cloud based services for effective office management.

### **Course Objectives**

Now days, more and more people are adopting information systems in their personal, working and social life. In Bangladesh, citizen, even from the grass root levels are now accessing information in parallel with the increasing rate of Internet penetration. Government is also prioritizing the innovation in public service delivery; following that most of the public servants or service delivery agents are now using e-Filing, e-Procurement through computer, tab or smartphone etc. These devices have the access to so many free online applications to improve the productivity, which ultimately aims to ensure quality service delivery at the doorsteps of citizen.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.



## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline	2	
2	Information System (IS) And Cloud Computing Systems	2	Lecture
3	Management Information System (MIS)	2	Lecture
4	Cloud Storage Management	2	Lecture, Exercise
5	Innovation in Public Service Delivery	2	Lecture
6	Time Management Using Google Calendar	2	Exercise
7	Travelling with Support of Google Map	2	Exercise
8	Social Media in Public Service Delivery	2	Lecture, Exercise
9	UNICODE Bangla	2	Exercise
10	Communication Messenger	2	Exercise
11	e-Filing	2	Lecture, group discussion
12	e-Procurement	2	Lecture, group discussion
13	Graphics Design Using Cloud Services	2	Exercise
14	Advanced Emailing, Account and Contact Management	2	Exercise
15	Word Processing Using Google Docs	3	Exercise
16	DBMS Using Google Sheets	3	Exercise
17	Google Forms	3	Exercise
18	Building Website Using Google Sites	3	Exercise
	<b>Total contact hour</b>	<b>40</b>	

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## CYBER SECURITY AWARENESS TRAINING

<b>Duration</b>	: November 15 – 19, 2020. (3 Days)
	: April 18 - 20, 2021. (3 Days)
<b>Timing</b>	: 17:30 – 21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 8,000/-
<b>Number of Participants</b>	: 20

### **Target group/ who should attend**

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

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

### **Background of the course:**

Valuable information is unknowingly exposed to security risks with the rapid expansion of information technology in the public private sector; information security is now getting maximum importance. To give contemporary ideas to the information technology users do not have a general idea about cyber security.

### **Course Objectives**

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.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline	1	
2	Training Concept & Process Introduction to Information Systems Securing Information	2	Lecture
3	Type of Cyber-crime and business loss of cybercrime	1	Lecture, Exercise
4	Guard against cyber crime	1	Lecture, Exercise
5	Physical access control	1	Lecture, Exercise
6	Security outside of the office	1	Lecture, Exercise
7	Email and Internet Security	1	Lecture, Exercise
8	Role of Encryption in Network Security,	1	Lecture, Exercise
9	Digital Signature ISMS ISO-27000	1	Lecture, group discussion
10	Policy and Legal Issues of Cyber Security	1	Lecture, group discussion
11	Case Analysis & Group Discussion	1	Lecture, Exercise
	<b>Total contact hour</b>	<b>12</b>	

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## DIGITAL MARKETING

**Course Duration** : January 17 – 28, 2021. (10 Days)  
**Timing** : 17:30-21:30  
**Venue** : BIM, Dhaka  
**Course Fee** : Tk. 9,000/-  
**Number of Participants** : 20

### **Target Group/Who Should Attend:**

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. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

### **Eligibility for the course:**

This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products. Business/ factory owners will also be benefited by attending this course.

### **Background of the Course:**

The heart of business success lies in its marketing and Sales. Most aspects of a business depend on successful marketing and salesmanship. The overall marketing umbrella covers advertising, public relations, promotions and sales while salesmanship covers the effective selling of products and generating adequate revenue for organization.

### **Course Objectives**

- Understand the modern concepts of market, customer oriented integrated marketing and effective marketing management.
- Participants will be able to manage the sales management functions efficiently.
- Participants will be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.

### **Evaluation Method:**

**Learning level:** Pre-test and post test.

**Reaction level:** Training evaluation

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Objective Setting	1	
2	E Marketing / Digital Marketing Basic	3	Lecture, Group Discussion, Video Content
3	Website Optimization	8	Lecture, Demonstration, Exercise
4	Search Engine Optimization	12	Lecture, Demonstration, Exercise
5	Social Media Marketing	8	Lecture, Demonstration, Exercise
6	Google Adwards	4	Demonstration, Exercise
7	Earning Scopes With Your Digital Marketing Skills-Freelancing and other	3	Lecture , Demonstration, Exercise
8	Course Evaluation and Certificate Awarding	1	
	Total contact hour	40	

**Co-ordinator** : Farkhunda Dorin & Nirjhar Mazumder

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# **MANAGEMENT IN PUBLIC SECTOR**

## **PUBLIC PROCUREMENT PROCESSING AND APPROVAL PROCEDURE**

<b>Course Duration</b>	: November 16-19, 2020. (04 Full Days)
<b>Timing</b>	: 10:00-16:00
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 8,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

### **Background of the course:**

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

### **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.

### **Evaluation Method:**

**Learning level:** Pre-test and post test.

**Reaction level:** Training evaluation.

## Course Outline

	<b>Session Title</b>	<b>Duration (hr)</b>	<b>Training Methods</b>
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1	
2.	PPR Overview	2	Lecture, Group discussion
3.	Formation of Committees	1	Lecture, Group work
4.	Methods of Procurement of Goods and Works	4	Lecture, Group work
5.	Methods of Procurement of Services	4	Lecture, Group discussion
6.	Processing of Procurement	2	Lecture, Group discussion
7.	Complaint and Appeals	1	Lecture
8.	Delegation of Financial Power; Procurement Approval Procedure, PPPAP	1	Lecture, Exercise, Group work
9.	Post-Test	1	
10.	Certificate awarding and course closing and evaluation	1	
	<b>Total contact hour</b>	<b>18</b>	

**Co-ordinator** : Engr. Md. Mehboob Hasan Kallol

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## PPR 2008 AND PUBLIC PROCUREMENT MANAGEMENT

<b>Course Duration</b>	: December 20-31, 2020. (10 Full days)
<b>Timing</b>	: 10:00-16:00
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 10,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

### **Background of the course:**

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

### **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.

### **Evaluation Method:**

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

## Course Outline

	<b>Session Title</b>	<b>Duration (hr)</b>	<b>Training Methods</b>
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1.0	
2.	Overview of The Public Procurement Act, 2006 and PPR, 2008	2.5	Lecture, group discussion
3.	Public Procurement Committees	1.0	Lecture, group discussion
4.	Methods of Procurement of Goods and Works	4.5	Lecture, group work
5.	Processing of Procurement	3.5	Lecture, group discussion
6.	Preparation of Tender Documents (Goods)	4.5	Lecture, Exercise, Group work
7.	Preparation of Tender Documents (Works)	4.5	Lecture, Exercise, Group work
8.	International Procurement	4.5	Lecture, Group work
9.	Tender Opening and Evaluation	4.5	Lecture, Group work
10.	Methods of Procurement of Services	4.5	Lecture, Group work
11.	Complaint and Appeals	1.0	Lecture
12.	Delegation of Financial Power;	1.0	Lecture, Exercise, Group work
13.	Annual Procurement Planning	6.0	Lecture, Exercise, Group work
14.	Post-Test	1.0	
15.	Certificate awarding and course closing and evaluation	1.0	
	<b>Total contact hour</b>	<b>45.0</b>	

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## **PUBLIC PROCUREMENT MANAGEMENT**

<b>Course Duration</b>	: December 24-26, 2020. (03 Days)
<b>Timing</b>	: 09:30-17:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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 procurement and willing to develop their career as professional on public procurement management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

### **Background of the course:**

The background of this course is to help bridge the current deficit in qualified human resources and to enable procurement professionals to cope with the challenges of regulating, executing and monitoring public procurement in an economic and socially responsive manner.

### **Course Objectives**

The course is designed to provide the concepts and techniques of real public procurement management.

At the end of the program, the participants will have acquired a full spectrum of knowledge and skills covering:

- legislative and regulatory frameworks and corresponding institutional models for successful discharge of the functions of a modern procurement system
- execution of the procurement process for goods, works and services (including innovative contracting modalities like public private partnerships and e-procurement)
- procurement audit, control and reporting techniques in public procurement control and reporting techniques for procurement operations

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Procurement Process	3	Lecture, group discussion
3	Procurement Management of Supply Contracts	2	Lecture, Exercise, group work
4	Procurement of Physical Services	3	Lecture, Exercise, group work
5	Works Procurement Management	3	Lecture, group discussion
6	Procurement of Consultancy services;	3	Lectures, Exercise,
7	Dispute settlement and Fraud and Corruption in Public Procurement	2	Lecture, Exercise, group work, Case Studies and practical demonstration.
8	Procurement Audit and E-Procurement (Legal issues and implementation models)	3	Lecture, Exercise, group work
9	Certificate awarding and course closing and evaluation	1	
	<b>Total contact hour</b>	<b>21 hrs.</b>	

**Co-ordinator** : Dr. Engr. Mamunur Rashid  
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## PPR 2008 & PUBLIC PROCUREMENT MANAGEMENT

<b>Course Duration</b>	: January 10-14, 2021. (5 Days) : March 07-11, 2021
<b>Timing</b>	: 09:30-17:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 8,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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.

**Eligibility for the course:** Any individual interested graduate from any discipline working in Public, in Projects and who deal with the public contract.

### **Background of the course:**

Facilitation is a technique that is necessary for all government officers in handling the activities of the public procurement process. As the Government promulgated the Public Procurement Act, 2006 (PPA, 2006) and the Public Procurement Rules, 2008(PPR, 2008), all the government offices must follow the PPA and PPR for purchasing. The government officers need to acquire the sound and practical knowledge of PPR, 2008 for how to implement the activities of public procurement process.

### **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.

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

- To avoid the risks involved in the procurement process
- To find out the ways of mitigating the risks
- To reduce the audit observations linked to procurement process
- Confidently do the public procurements abiding by the PPA and PPR
- Gather knowledge about the Government's such an important law and rules.
- To have a knowledge on E-GP procedure.

### **Evaluation Method:**

**Learning level** - Pre-test and post test.

**Reaction Level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
28.	Basic concepts of public procurement process with PPA 2006 and PPR 2008 and their Amendments. Different methods of procurement of Goods, Works and Services.	9	Lecture, group discussion and Exercise
29.	Discussion on the Annual Procurement Planning (APP) for procurement of Goods, Works and Services and Exercise on preparation of APP and Formation of different committees & Preparation of Technical Specifications	3	Lecture, group discussion and Exercise
30.	Standard Tender Documents (STD) Exercise on Tender Data Sheet (TDS) of Goods and works and General Contract of Contract (GCC) with BOQ and Proposal Data Sheet (PDS).	8	Lecture, group discussion and Exercise
31.	Exercise on Tender Opening and Evaluation Process Contract Administration and Management	5	Lecture, group discussion and Exercise
	<b>Total contact hour</b>	<b>25</b>	

**Co-ordinator :** Md. Aminul Islam

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## PPR 2008 AND ANNUAL PROCUREMENT PLANNING

<b>Course Duration</b>	: January 17-21, 2021. (5 Days)
<b>Timing</b>	: 17:30-21:30
<b>Course Fee</b>	: Tk. 7,000/-
	February 14-18, 2021. (5 Days)
<b>Timing</b>	: 10:00-16:00
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 8,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

### **Background of the course:**

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

### **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.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

	<b>Session Title</b>	<b>Duration (hr)</b>	<b>Training Methods</b>
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1.0	
2.	Overview of The Public Procurement Act, 2006 and PPR, 2008	1.0	Lecture, group discussion
3.	Public Procurement Committees	1.0	Lecture, group discussion
4.	Tender Validities and Security Deposits	1.0	Lecture, group discussion
5.	Methods of Procurement of Goods and Works	4.0	Lecture, group work
6.	Methods of Procurement of Services	4.0	Lecture, Group work
7.	Delegation of Financial Power	1.0	Lecture, Exercise, Group work
8.	Annual Procurement Planning	5.0	Lecture, Exercise, Group work
9.	Post-Test	1.0	
10.	Certificate awarding and course closing and evaluation	1.0	
	<b>Total contact hour</b>	<b>20.0</b>	

**Co-ordinator** : Engr. Md. Mehboob Hasan Kallol

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## **LOCALIZATION & MAINSTREAMING OF SDGS FOR INDUSTRIAL DEVELOPMENT: INTEGRATING IN CITIZEN CHARTER, FYP & APA**

<b>Course Duration</b>	: October 18 -21, 2020 , 4 Days
<b>Timing</b>	: 09.30 to 17:30 hrs
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	:Tk. 15,000/-
<b>Number of Participants per batch</b>	: 30

### **Target Group/who should attend:**

Officials under Ministry of Industries, Managers of different industries, stakeholders and interested individuals from different profession are the suitable to participate in the course.

### **Eligibility for the course:**

Graduate from any discipline or professionals with 3 years experience.

### **Background of the course:**

Bearing the spirit of “**Transforming our world: the 2030 Agenda for Sustainable Development**”, Bangladesh has made its pro-active efforts to frame in the national level implementation arrangement to achieve SDGs. Consequently, Ministry of Industries (MoInd) has finalized the work plan to ensure its timely implementation of the assigned responsibilities within the national arrangement. Moreover emergence of Industry 4.0, requirement of responsible resources utilization, consideration of environmental safety, and need of Industrial Development forecast in line with National Strategy for Artificial Intelligence 2019-2024 have inspired to develop this customized course for the personnel working in the industrial sector.

### **Course Objectives**

The course is aimed to enhance professional knowledge and practical exposure of participants about localization aspects of industrial development and management within the SDG framework. The course will aid the participants to identify relevant stakeholders and partners, their respective roles in industrial and entrepreneurial strategic planning. It will focus on action plan, preparedness, challenges and progress of Ministry of Industries as well as integration of respective SDG targets with good governance tools such as Citizen Charter and APA. The training will also keep light on mainstreaming SDGs in Five Year Planning and Budgetary Framework of the individual organization.

### **Evaluation Method:**

**Learning level** - Pre-test and post-test.

**Reaction Level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Registration, Inauguration, pre test and preparation for take off	1	Introduction and pre-test
<b>Localization of SDGs and Goal 9 for Industrial Sector</b>			
2.	Economic & Industrial Development: Evolution of thoughts & inception of SDGs	1.5	Lecture, presentation
3.	SDG: Bangladesh perspective & Localization	1.5	Lecture, presentation
4.	SDG: Ministry of Industries perspective & Industrial Sector	1	Lecture, group discussion
5.	A. Role of the Ministry of Industries B. Mapping of SDG with 7th Five Year Plan C. SDG and Industrial Policy 2016 D. Alignment of SDG with Annual Performance Agreement (APA) and Election Manifesto 2018	1.5	Lecture, presentation
<b>Strategy and Implementation for Sustainable Industrialization</b>			
6.	SDG Action Plan, Implementation strategy and Progress	1	Lecture, group discussion
7.	Projects aligned with SDGs	1	Lecture, Group Work, Video tutorial
8	Capacity Development and Preparedness	1	
<b>Strategic Financial Management</b>			
9	Financial Planning & Budgetary Issues	3	Lecture & Exercise
<b>Resource Mobilization and Stakeholder Engagement</b>			
10	Resource mobilization strategy for its optimum utilization: Role of Private Sector, NGOs, Development Partners and Industrial Sector Associations	3	Lecture, Exercise, group work
<b>SDG Thematic Progress</b>			
11	Leave no one behind, Transforming from ‘Whole of Government Approach’ to ‘Whole of the Society Approach’	1	Lecture, group discussion
12	Economic, Social & Environmental Development	1	Lecture, Video tutorial
13	Inclusion of 5Ps (People, Planet, Prosperity, Peace & Partnership)	1	Lecture, Group Discussion
<b>Aspects Considered in Implementing SDGs in Industrial Sector</b>			
14	Environmental Protection for Sustainable Industrialization: Implementation of 3Rs (Reuse, Reduce & Recycle) and Circular Economy	1.5	Lecture, Group work
15	Waste Management & Water Management in Industrial Sector	1.5	Lecture, Group Discussion
16	Poverty reduction, Food Security, Employment Generation, Women Empowerment and	1.5	Lecture, Group Discussion

17	Responsible Consumption & Production	<b>1.5</b>	Lecture, Exercise
<b>Cross Cutting Issues in Implementing SDGs</b>			
18	Research, Fostering Green Innovations and Skill Development	<b>1.5</b>	Lecture, Group Discussion
19	SDG, Blue Economy and new economic sectors	<b>1.5</b>	Lecture, Group Discussion
<b>Issues Related to Future Directions</b>			
20	SDG and 4th Industrial Revolution	<b>1.5</b>	Lecture, presentation
21	Presentation of cases and post test	<b>1.5</b>	Presentation & test
22	Certificate awarding and evaluation	<b>0.5</b>	Ceremony
	<b>Total contact hour ( including test and review sessions)</b>	<b>26</b>	

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**Co-ordinator** : **Md. Rajibul Hoque**  
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rajibul.hoque@bim.gov.bd

সচিবালয় নির্দেশমালা- ২০১৪ আলোকে জাতীয় শুদ্ধাচার কৌশল ও সু-শাসন বাস্তবায়নে “সরকারী অফিস ব্যবস্থাপনা”  
বিষয়ক প্রশিক্ষণ

প্রশিক্ষণের তারিখঃ	১৪-১৫ নভেম্বর, ২০২০ জানুয়ারী ৩০ -৩১, ২০২১
স্থানঃ	বিআইএম, ঢাকা
সময়কালঃ	সকাল ৯.০০ থেকে বিকাল ৫.০০ (বিঃপ্রঃ)
প্রশিক্ষণের ফিঃ	ট.৬,০০০/-
প্রশিক্ষণার্থীর সংখ্যাঃ	২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

সরকারী/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারী/কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণের উদ্দেশ্যঃ

সরকারী/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারী/কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ দক্ষতা উন্নয়ন ও সু-শাসন বাস্তবায়ন।

মূল্যায়নপদ্ধতি

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস্ট

প্রশিক্ষণ সূচি

#	আলোচ্যসূচি	সময় (ঘন্টা)	প্রশিক্ষণ পদ্ধতি
১	অফিস ব্যবস্থাপনা	২	বক্তৃতা, আলোচনা
২	নথি ব্যবস্থাপনা	৩	বক্তৃতা, আলোচনা, অনুশীলন
৩	রেকর্ড ব্যবস্থাপনা ও দাপ্তরিক সুযোগ সুবিধাদি	২	বক্তৃতা, আলোচনা
৪	সভা ও দাপ্তরিক যোগাযোগ	২	বক্তৃতা, আলোচনা
৫	সরকারি কর্মচারী(আচরণ) বিধিমালা ১৯৭৯	৩	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি
৬	সরকারি কর্মচারী (শৃঙ্খলা ও আপীল) বিধিমালা ২০১৮	৩	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি
৭	গণকর্মচারী শৃঙ্খলা (নিয়মিত উপস্থিতি) অধ্যাদেশ, ১৯৮২	১	বক্তৃতা, আলোচনা
	সর্বমোট প্রশিক্ষণ সময়	১৬.০০	

প্রশিক্ষণকো-অর্ডিনেটরঃ

মোঃ জাফর আলী

মোবাইলনং

০১৭১২৫৯৪৬২১

ই-মেইলঃ

alizafarbim@gmail.com, [zafar.ali@bim.gov](mailto:zafar.ali@bim.gov).

## সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন

প্রশিক্ষণের তারিখঃ	: নভেম্বর ২১-২২, ২০২০ মার্চ ১৩-১৪, ২০২১,
সময়কালঃ	: ০৯:০০ -১৭:০০
স্থান	: বিআইএম, ঢাকা
প্রশিক্ষণের ফিঃ	: ৬,০০০/-
প্রশিক্ষণার্থীর সংখ্যা	: ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণের উদ্দেশ্যঃ সরকারি প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

মূল্যায়নপদ্ধতি

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস্ট

### Course Outline

#	আলোচ্যসূচি	সময় (ঘন্টা)	প্রশিক্ষণ পদ্ধতি
1.	অফিস ব্যবস্থাপনা	2	বক্তৃতা, আলোচনা
2.	নাথ ব্যবস্থাপনা	3	বক্তৃতা, আলোচনা, অনুশীলন
3.	রেকর্ড ব্যবস্থাপনা	1	বক্তৃতা, আলোচনা
4.	জাতীয় শুদ্ধাচার কৌশল	1	বক্তৃতা, আলোচনা
5.	সভা ও দাপ্তরিক যোগাযোগ	2	বক্তৃতা, আলোচনা
6.	সরকারি কর্মচারী (আচরন) বিধিমালা ১৯৭৯	3	বক্তৃতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
7.	সরকারি কর্মচারি(শৃঙ্খলা ও আপীল) বিধিমালা ২০১৮	3	বক্তৃতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
8.	তথ্য অধিকার আইন, ২০০৯	1	বক্তৃতা, আলোচনা
	<b>Total contact hour</b>	<b>16</b>	

কোর্স সমন্বয় কারী : এম. আমিনুর

মোবাইলনং : ০১৭১৬৫৫১৬৬১

ই-মেইলঃ amenoor.bim@gmail.com, aminoor@bim.gov.bd

## **Orientation training on Service Innovation**

<b>Course Duration</b>	: 17 December 2020, 1 Day
<b>Timing</b>	: 09:00-17:00
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 5,000/-
<b>Number of Participants</b>	: 20

### **Target Group/who should attend:**

Officer's from Government / Semi Govt. organization, Autonomous body of Govt., ministries of Bangladesh government. Each organization have to nominate a team of minimum **2** members.

### **Background of the course:**

Service Simplification is one of the widely discussed issue now a days. Main motto of this discussion is to break the complex service delivery practices and processes followed in government organizations. Cabinet Division of Government of the People's Republic of Bangladesh has circulated an order on 2018-19 for all ministries and organization/institute/department under the ministries to incorporate "Service Simplification" practice in Yearly Innovation Activity Plan. Also assigns score in Annual Performance Agreement "APA" for service simplification. This course aims to make the employees aware regarding simplification and to know the steps to practice simplification.

### **Course Objectives**

- This course aims to make the employees aware regarding service simplification.
- Hands on practice.
- Provide knowledge to redesign a service.
- Practicing Service Simplification Steps.
- Making them aware about team building
- Organizations can further work and tune the design practiced in training and implement the procedure to achieve APA score

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline,	0.5	Discussion
2.	What is Public Service Innovation	0.5	Lecture, Discussion, Flash clips
3.	Empathy Building	1.0	Lecture, Video, Experience Sharing
4.	Service Selection	0.5	Lecture, Group Work
5.	Problem Identification	0.5	Group Work
6.	Innovative Idea Generation	1.5	Group Work
7.	Team Building & Stake Holder analysis	0.5	Lecture, Group Work
8.	Innovation Team Activity plan	1.0	Lecture
	<b>Total contact hour</b>	<b>6</b>	

**Co-ordinator** : Farkhunda Dorin

**Mobile** : 01711-907418

**E- mail** : [rumjhum\\_r@yahoo.com](mailto:rumjhum_r@yahoo.com),

farkhunda.dorin@bim.gov.bd

**সু-শাসন (Good Governance)সংহতকরণ বাস্তবায়নেঃ জাতীয় শুদ্ধাচার কৌশল, অভিযোগ প্রতিকার ব্যবস্থা, তথ্য অধিকার আইন বার্ষিক কর্মসম্পাদন চুক্তি, সিটিজেনস চার্টার ও পাবলিক সার্ভিস ইনোভেশন**

প্রশিক্ষণের তারিখ	: ১৮-১৯ ডিসেম্বর, ২০২০
	: মার্চ ০৫-০৬, ২০২১
স্থান	: বিআইএম, ঢাকা
সময়কাল	: সকাল ৯.০০ থেকেবিকাল ৫.০০ (বিঃপ্রঃ)
প্রশিক্ষণেরফি	: ট.৬,০০০/-
প্রশিক্ষণার্থীরসংখ্যা	: ২০ জন

**যারা অংশগ্রহণ করতে পারবেনঃ**

সরকারি/স্বায়ত্তশাসিত/আধা-সরকারি/প্রকল্প/কর্পোরেশন/এনজিও/শিক্ষাপ্রতিষ্ঠান ইত্যাদি প্রতিষ্ঠানে নিয়োজিত সকল পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

**প্রশিক্ষণের উদ্দেশ্যঃ**

রাষ্ট্রের অন্যতম লক্ষ্য ও দায়িত্ব হল নাগরিকের জন্য আইনের শাসন, মৌলিক মানবাধিকার, সমতা, ন্যায়বিচার প্রতিষ্ঠা এবং রাজনৈতিক, অর্থনৈতিক ও সামাজিক অধিকার নিশ্চিত করা। সেই লক্ষ্য বাস্তবায়নেই রাষ্ট্র সুশাসন প্রতিষ্ঠার উদ্যোগ গ্রহণ করে। এক্ষেত্রে একটি অপরিহার্য কৌশল হল সমাজ ও রাষ্ট্রকে দুর্নীতিমুক্ত রাখা এবং দেশে সুশাসন প্রতিষ্ঠা।

সুশাসন প্রতিষ্ঠার জন্য কেবল রাষ্ট্রীয় নিয়মনীতি, আইনকানুন প্রণয়ন ও প্রয়োগই যথেষ্ট নয়; তার জন্য সামগ্রিক এবং নিরবচ্ছিন্ন কার্যক্রম গ্রহণপ্রয়োজন। সুশাসন প্রতিষ্ঠায় সামগ্রিক উদ্যোগের সহায়ক হিসেবে বর্তমান সরকার নিরলসভাবে কাজ করে যাচ্ছে। আর এ কাজকে আরো গতিশীল করার লক্ষ্যে জনপ্রশাসন মন্ত্রণালয় সহ অন্যান্য মন্ত্রণালয়/বিভাগ/অধিদপ্তর/সংস্থা স্ব স্ব জনবলকে সেবা প্রদানে আরো বেশী আগ্রহী করে গড়ে তোলার লক্ষ্যে প্রায়োগিক জ্ঞানার্জনের উপর গুরুত্বারোপ করে আসছে।

এরই ধারাবাহিকতায় বাংলাদেশ ইন্সটিটিউট অব ম্যানেজমেন্ট (বিআইএম) প্রজাতন্ত্রের সকল স্তরের কর্মকর্তা/কর্মচারীদের জন্য সুশাসন প্রতিষ্ঠার গুরুত্বপূর্ণ ৫ টি প্রায়োগিক বিষয়ের সমন্বয়ে “সু-শাসনবাস্তবায়নে করণীয়ঃ জাতীয় শুদ্ধাচার কৌশল, তথ্য অধিকার আইন, বার্ষিক কর্মসম্পাদন চুক্তি, পাবলিক সার্ভিস ইনোভেশন ও এসডিজি” শিরোনামে ০২ (দুই) দিন ব্যাপী একটি (অনাবাসিক) প্রশিক্ষণ কোর্সের আয়োজন করা হয়েছে।

**মূল্যায়নপদ্ধতি**

শিক্ষণপর্যায়ঃ পি-টেস্ট ও পোস্ট-টেস্ট



প্রশিক্ষণ সূচি

#	আলোচ্যসূচি	সময় (ঘণ্টা)	প্রশিক্ষণ পদ্ধতি
১	মডিউল-১; জাতীয় শুদ্ধাচার কৌশল	৩.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
২	মডিউল-২; তথ্য অধিকার আইন	৩.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৩	মডিউল-৩; বার্ষিক কর্মসম্পাদন চুক্তি	৩.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৪	মডিউল-৪; পাবলিক সার্ভিস ইনোভেশন	৩.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৫	মডিউল-৫; সিটিজেনস্চার্টার	২.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৬	মডিউল-৬; অভিযোগ প্রতিকার ব্যবস্থার	২.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
	সর্বমোট প্রশিক্ষণ সময়	১৬.০০	

কোর্স সমন্বয় কারী

মোঃ জাফর আলী

মোবাইলনংঃ

০১৭১২৫৯৪৬২১

ই-মেইলঃ

alizafarbim@gmail.com,  
zafar.ali@bim.gov.bd

**জাতীয় শুদ্ধাচার কৌশল ও সু-শাসন বাস্তবায়নেঃ সরকারী চাকুরির বিধানাবলী ও দক্ষতা বিষয়ক প্রশিক্ষণ**

প্রশিক্ষণের তারিখ : ০২-০৩ জানুয়ারী, ২০২১  
 : ২৯-৩০ মে, ২০২১  
 স্থান : বিআইএম, ঢাকা  
 সময়কালঃ : সকাল ৯.০০ থেকে বিকাল ৫.০০(বিঃপ্রঃ)  
 প্রশিক্ষণের ফি : ট.৬,০০০/-  
 প্রশিক্ষণার্থীর সংখ্যা : ২০ জন

**যারা অংশগ্রহণ করতে পারবেনঃ**

সরকারী/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারী/কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

**প্রশিক্ষণের উদ্দেশ্যঃ :**

সরকারী/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারী/কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ দক্ষতা উন্নয়ন ও সু-শাসন বাস্তবায়ন।

**মূল্যায়ন পদ্ধতি**

শিক্ষণপর্যায়ঃ : প্রি-টেস্ট ও পোস্ট-টেস্ট

**প্রশিক্ষণ সূচি**

#	আলোচ্যসূচি	সময় (ঘণ্টা)	প্রশিক্ষণ পদ্ধতি
১	অফিস ব্যবস্থাপনা	২	বক্তৃতা, আলোচনা
২	সরকারী চাকুরির সাধারণ সর্তাবলী	২	বক্তৃতা, আলোচনা, অনুশীলন
৩	ছুটির বিধানাবলী	২	বক্তৃতা, আলোচনা
৪	পেনশন বিধিমালা	২	বক্তৃতা, আলোচনা
৫	সরকারি কর্মচারী (আচরণ) বিধিমালা ১৯৭৯	২	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি
৬	সরকারি কর্মচারী (শৃঙ্খলা ও আপীল) বিধিমালা ২০১৮	২	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি
৭	গণকর্মচারী শৃঙ্খলা (নিয়মিত উপস্থিতি) অধ্যাদেশ, ১৯৮২	২	বক্তৃতা, আলোচনা
৮	সরকারী চাকুরির শিষ্টাচার ম্যানার ও প্রটোকল	২	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি
	<b>সর্বমোট প্রশিক্ষণ সময়</b>	<b>১৬.০০</b>	

কোর্স সমন্বয় কারী : মোঃ জাফর আলী

মোবাইল নং : ০১৭১২৫৯৪৬২১

ই-মেইল : alizafarbim@gmail.com, zafar.ali@bim.gov.bd

## সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী

প্রশিক্ষণের তারিখ	: January 09 - 10, 2021
সময়কাল	: ০৯:০০ - ১৭:০০
স্থান	: বিআইএম, ঢাকা
প্রশিক্ষণের ফি	: ৬,০০০/-
প্রশিক্ষণার্থীর সংখ্যা	: ২০ জন

### যারা অংশগ্রহণ করতে পারবেনঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ। এ ছাড়াও চাকরিতে নিয়োগ প্রাপ্ত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

### প্রশিক্ষণের উদ্দেশ্যঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

### মূল্যায়নপদ্ধতি:

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস্ট

### প্রশিক্ষণ সূচি

#	আলোচ্যসূচি	সময় (ঘন্টা)	প্রশিক্ষণ পদ্ধতি
1.	সরকারি চাকরির সাধারণ শর্তাবলী	2	বক্তৃতা, আলোচনা
2.	সরকারি কর্মচারী (আচরন) বিধিমালা ১৯৭৯	2	বক্তৃতা, আলোচনা, অনুশীলন
3.	সরকারি কর্মচারি(শৃঙ্খলা ও আপীল) বিধিমালা ২০১৮	2	বক্তৃতা, আলোচনা
4.	সরকারি চাকরির শিষ্টাচার, ম্যানার ও প্রোটোকল	3	বক্তৃতা, আলোচনা
5.	বেতন ও অন্যান্য সুবিধাদিঃ	2	বক্তৃতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
6.	ছুটিঃ	2	বক্তৃতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
7.	পেনশন সাধারণ বিধিসমূহ	1.5	বক্তৃতা, আলোচনা
8.	পেনশন মঞ্জুর শর্তাবদি	1.5	
	<b>Total contact hour</b>	<b>16</b>	

কোর্স সমন্বয় কারী : এম. আমিনুর

মোবাইল নং : ০১৭১৬৫৫১৬৬১

ই-মেইলঃ : amenoor.bim@gmail.com, aminoor@bim.gov.bd

**PUBLIC SERVICE INNOVATION**

**Course Duration** : January 19-20, 2021. (2 Days)  
: March 30-31, 2021. (2 Days)  
**Timing** : 09:30-17:30  
**Venue** : BIM, Dhaka  
**Course Fee** : Tk. 6,000/-  
**Number of Participants** : 20

**Target Group/who should attend:**

Any employee from Government / Semi Govt. organization, Autonomous body of Govt., anyone from ministries of Bangladesh government. Each organization have to nominate a team of minimum 4 members.

**Background of the course:**

Service Innovation is one of the widely discussed issue now a days. Main motto of this discussion is to break the complex service delivery practices and processes followed in government organizations. Cabinet Division of Government of the People’s Republic of Bangladesh has circulated an order on 8 April, 2013 for all ministries and organization/institute/department under the ministries to form an “Innovation Team” to practice service innovation institutionally. Also assigns score in Annual Performance Agreement “APA” for innovative service. This course aims to make the employees aware regarding service innovation and to know the steps to practice innovation.

**Course Objectives**

- This course aims to make the employees aware regarding service innovation
- Hands on practice of service innovation
- Provide knowledge to redesign a service
- Practicing Service Simplification Steps
- Empathy building training
- Making them aware about team building
- Organizations can further work and tune the design practiced in training and implement the procedure to achieve APA score

**Evaluation Method:**

**Reaction Level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline,	0.5	Discussion
2.	What is Public Service Innovation	0.5	Lecture, Discussion, Flash clips
3.	Empathy Building	1.0	Lecture, Video, Experience Sharing
4.	Perception	1.0	Video, Experience sharing
5.	Service Selection	0.5	Lecture, Group Work
6.	Problem Identification	0.5	Group Work
7.	Service Simplification	2.0	Lecture, Group Work
8.	Innovative Idea Generation	2.0	Group Work
9.	Team Building & Stake Holder analysis	0.5	Lecture, Group Work
10.	Using Social Media	0.5	Lecture
11.	Innovation Team Activity plan	1.0	Lecture
	<b>Total contact hour</b>	<b>10</b>	

**Co-ordinator** : Farkhunda Dorin

**Mobile** : 01711-907418

**E- mail** : rumjhum\_r@yahoo.com, farkhunda.dorin@bim.gov.bd

## শুদ্ধাচার ও সু-শাসন অর্জনে করণীয়

প্রশিক্ষণের তারিখ	: February 27, 2021
সময়কাল	: ০৯:০০ -১৭:০০
স্থান	: বিআইএম, ঢাকা
প্রশিক্ষণের ফি	: ৩,৫০০/-
প্রশিক্ষণার্থীর সংখ্যা	: ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ। এ ছাড়াও চাকরিতে নতুন নিয়োগ প্রাপ্ত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণের উদ্দেশ্যঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

মূল্যায়নপদ্ধতি

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস্ট

প্রশিক্ষণ সূচি

#	Session Title	Duration (hr)	Training Methods
1.	শুদ্ধাচার পরিবারে	2	বক্তৃতা, আলোচনা,
2.	শুদ্ধাচার দৈনন্দিন জীবনে	2	বক্তৃতা, আলোচনা, অনুশীলন
3.	শুদ্ধাচার সামাজিক পরিমন্ডলে ও কর্মক্ষেত্রে	2	বক্তৃতা, আলোচনা, অনুশীলন
4.	শুদ্ধাচার ও সুশাসন অর্জনে করণীয়	2	বক্তৃতা, আলোচনা,
	<b>Total contact hour</b>	<b>8</b>	

কোর্স সমন্বয় কারী : **এম. আমিনুর**

মোবাইলনং : ০১৭১৬৫৫১৬৬১

ই-মেইলঃ amenoor.bim@gmail.com,  
aminoor@bim.gov.bd

সু-শাসনবাস্তবায়নে করণীয়ঃ জাতীয় শুদ্ধাচার কৌশল, তথ্য অধিকার আইন, বার্ষিক কর্মসম্পাদন চুক্তি, পাবলিক সার্ভিস ইনোভেশন ও এসডিজি

প্রশিক্ষণের তারিখ	: ১৬-১৭ জুন, ২০২১
স্থান	: বিআইএম, ঢাকা
সময়কাল	: সকাল ৯.০০ থেকে বিকাল ৫.০০
প্রশিক্ষণের ফি	: ট.৫,০০০/-
প্রশিক্ষণার্থীর সংখ্যা	: ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

সরকারি/স্বায়ত্তশাসিত/আধা-সরকারি/প্রকল্প/কর্পোরেশন/এনজিও/শিক্ষাপ্রতিষ্ঠান ইত্যাদি প্রতিষ্ঠানে নিয়োজিত সকল পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণের উদ্দেশ্যঃ

রাষ্ট্রের অন্যতম লক্ষ্য ও দায়িত্ব হল নাগরিকের জন্য আইনের শাসন, মৌলিক মানবাধিকার, সমতা, ন্যায়বিচার প্রতিষ্ঠা এবং রাজনৈতিক, অর্থনৈতিক ও সামাজিক অধিকার নিশ্চিত করা। সেই লক্ষ্য বাস্তবায়নেই রাষ্ট্র সুশাসন প্রতিষ্ঠার উদ্যোগ গ্রহণ করে। এক্ষেত্রে একটি অপরিহার্য কৌশল হল সমাজ ও রাষ্ট্রকে দুর্নীতিমুক্ত রাখা এবং দেশে সুশাসন প্রতিষ্ঠা।

সুশাসন প্রতিষ্ঠার জন্য কেবল রাষ্ট্রীয় নিয়মনীতি, আইনকানুন প্রণয়ন ও প্রয়োগই যথেষ্ট নয়; তার জন্য সামগ্রিক এবং নিরবচ্ছিন্ন কার্যক্রম গ্রহণপ্রয়োজন। সুশাসন প্রতিষ্ঠায় সামগ্রিক উদ্যোগের সহায়ক হিসেবে বর্তমান সরকার নিরলসভাবে কাজ করে যাচ্ছে। আর এ কাজকে আরো গতিশীল করার লক্ষ্যে জনপ্রশাসন মন্ত্রণালয় সহ অন্যান্য মন্ত্রণালয়/বিভাগ/অধিদপ্তর/সংস্থা স্ব স্ব জনবলকে সেবা প্রদানে আরো বেশী আগ্রহী করে গড়ে তোলার লক্ষ্যে প্রায়োগিক জ্ঞানার্জনের উপর গুরুত্বারোপ করে আসছে।

এরই ধারাবাহিকতায় বাংলাদেশ ইন্সটিটিউট অব ম্যানেজমেন্ট (বিআইএম) প্রজাতন্ত্রের সকল স্তরের কর্মকর্তা/কর্মচারীদের জন্য সুশাসন প্রতিষ্ঠার গুরুত্বপূর্ণ ৫ টি প্রায়োগিক বিষয়ের সমন্বয়ে “সু-শাসনবাস্তবায়নে করণীয়ঃ জাতীয় শুদ্ধাচার কৌশল, তথ্য অধিকার আইন, বার্ষিক কর্মসম্পাদন চুক্তি, পাবলিক সার্ভিস ইনোভেশন ও এসডিজি” শিরোনামে ০২ (দুই) দিন ব্যাপী একটি (অনাবাসিক) প্রশিক্ষণ কোর্সের আয়োজন করা হয়েছে।

মূল্যায়নপদ্ধতি

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস্ট

#	আলোচ্যসূচি	সময় (ঘণ্টা)	প্রশিক্ষণ পদ্ধতি
১	মডিউল-১; জাতীয় শুদ্ধাচার কৌশল	৩.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
২	মডিউল-২; তথ্য অধিকার আইন	২.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৩	মডিউল-৩; বার্ষিক কর্মসম্পাদন চুক্তি	৩.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৪	মডিউল-৪; পাবলিক সার্ভিস ইনোভেশন	২.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
৫	মডিউল-৫; এসডিজি,	২.০০	বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।
	সর্বমোট প্রশিক্ষণ সময়	১২.০০	

প্রশিক্ষণকো-অর্ডিনেটর : মামুন মুজতাবা

মোবাইলনং : ০১৭১৬৬৫৩৬২৬

ই-মেইল : mamunmuztaba.bim@gmail.com, mamun.muztaba@bim.gov.bd

# **MARKETING MANAGEMANT**



## **MARKETING RESEARCH FOR EFFECTIVE DECISION MAKING**

**Course Duration** : September 25-26, 2020  
**Timing** : 09:30-17:30  
**Venue** : BIM, Dhaka  
**Course Fee** : Tk. 5,000/-

**Number of Participants** : 20

### **Target Group/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.

### **Eligibility for the Course:**

Graduation Degree in any Discipline and Minimum one year experience as marketing and sales manager

### **Background of the Course:**

In the modern marketing concept, exchange is the core concept of marketing. In this view, all organizations are crating exchanges. But most of them have no skilled executives who have formal marketing knowledge, skill, and positive attitudes in performing their marketing activities effectively and efficiently. In order to trained up the existing executives and provide trained up executives for those organizations, this course has been designed.

### **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

#	Session Title	Duration (hr)	Training Methods
1	Defining the Research	1	Learning level: Pre-test and post test.
2	Defining the Problem and components of the Research Approach	2	Lecture & Group Discussion
3	Research Design: Classification	1	Lecture & Exercise
4	Potential Sources of Error in Conducting a Research	2	Lecture and Group Discussion
5	Qualitative Research Procedures	1	Lecture and Exercise
6	Descriptive Research Design: Survey and Observation	1	Lecture & Exercise
7	Descriptive Research Design: Survey and Observation	2	Lecture & Group Discussion
8	Causal Research Design: Experimentation	1	Lecture & Exercise
9	Measurement and Scaling	1	Lecture and Group Discussion
10	Questionnaire and Form Design	1	Lecture and Exercise
11	Field Work and Form Design	2	Lecture & Group Discussion
12	Data Analyzing with SPSS and Report preparing	1	<b>Reaction level:</b> Training evaluation.
	<b>Total contact hour</b>	<b>16</b>	

**Co-ordinator** : Dr. Uttam Kumar Datta

**Mobile** : 01715-782054

**E- mail** : Ukdatta@gmail.com, uttam.datta@bim.gov.bd

## **EFFECTIVE MARKETING AND SALES MANAGEMENT**

**Course Duration** : November 15- 26, 2020. (10 days)  
**Timing** : 17:30-21:30  
**Venue** : BIM, Dhaka  
**Course Fee** : Tk. 9,000/-  
**Number of Participants** : 20

### **Target Group/Who Should Attend:**

Fresh Graduates, Junior & Mid level Executives of any Department in Business Organizations.

### **Eligibility for the Course:**

Graduation Degree in any Discipline and Minimum one year experience as marketing and sales manager

### **Background of the Course:**

In the modern marketing concept, exchange is the core concept of marketing. In this view, all organizations are crating exchanges. But most of them have no skilled executives who have formal marketing knowledge, skill, and positive attitudes in performing their marketing activities effectively and efficiently. In order to trained up the existing executives and provide trained up executives for those organizations, this course has been designed.

### **Course Objectives**

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

### **Evaluation Method:**

**Learning level:** Pre-test and post test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Levels of Market & Marketing Management	4	Lecture & Exercise
2	Individual Product Decisions & Product Strategy	4	Lecture & Group Discussion
3	Designing Marketing Channels & Pricing Strategy	6	Lecture & Exercise
4	Effective Marketing Communication Strategy	4	Lecture and Group Discussion
5	Product Life-Cycle and Marketing Strategy	4	Lecture and Exercise
6	Competitive Marketing Strategy and Marketing Plan	4	Lecture & Exercise
7	Value, Customer Satisfaction, Retention & CRM	4	Lecture & Group Discussion
8	Effective Selling & Sales Management	6	Lecture & Exercise
9	Demand Forecasting, Quota, and Territory Mgt.	4	Lecture and Group Discussion
10	Sales Force Designing & Management	6	Lecture and Exercise
11	Effective Selling Techniques	2	Lecture & Group Discussion
12	Monitoring Sales & Performance Evaluation	4	Lecture & Exercise
13	Duties of Salesperson & Sales Supervisors	6	Lecture and Group Discussion
	<b>Total contact hour</b>	<b>60</b>	(Sixty Hrs)

**Co-ordinator** : Dr. Uttam Kumar Datta  
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## **MARKETING AND SALES MANAGEMENT**

<b>Course Duration</b>	: February 28 – March 04, 2021. (5 days)
<b>Timing</b>	: 17:30 – 21:30
<b>Venue</b>	: BIM, Chattogram
<b>Course Fee</b>	: Tk. 5,000/-
<b>Number of Participants</b>	: 20

### **Target group/ who should attend:**

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. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

### **Eligibility for the course:**

This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products. Business/ factory owners will also be benefited by attending this course.

### **Background of the course:**

The heart of business success lies in its marketing and Sales. Most aspects of a business depend on successful marketing and salesmanship. The overall marketing umbrella covers advertising, public relations, promotions and sales while salesmanship covers the effective selling of products and generating adequate revenue for organization.

### **Course Objectives**

- Understand the modern concepts of market, customer oriented integrated marketing and effective marketing management.
- Participants will be able to manage the sales management functions efficiently.

Participants will be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.

### **Evaluation Method:**

**Learning level:** Pre-test and post test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Objective Setting	1	
2.	Understanding the basic issues of marketing	1	Lecture, Group Discussion
3.	Developing Marketing Strategies and Plans	2	Lecture, Group work, Exercise
4.	Scanning Environment & conducting Mktg. Research	2	Lecture, Exercise, Case Study
5.	Marketing Mix	1	Lecture, Exercise, Demons.
6.	Product Life Cycle and marketing Strategy	1	Lecture, Case Study
7.	Segmentation, Targeting, Positioning & Branding Strategy	4	Lecture, video, Exercise
8.	Understanding the sales Management & Salesmanship	1	Lecture, Case study, Discussion
9.	Characteristics require to be successful in sales	1	Lecture, Case study, Discussion
10.	Selling process, Handling Customer Objections	2	Exercise, Lecture, Discussion
11.	Motivating sales people	2	Lecture, Case Study
12.	Managing bad customer	1	Lecture, Group work
13.	Course Evaluation and Certificate Awarding	1	
	<b>Total contact hour</b>	<b>20</b>	

**Co-ordinator : Nirjhar Mazumder**

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## **BRAND MANAGEMENT FOR EFFECTIVE MARKETING**

<b>Course Duration</b>	: March 07- 18, 2021 (10 Days)
<b>Timing</b>	: 17:30-21:30,
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 9,000/-
<b>Number of Participants</b>	: 20

### **Target Group/Who Should Attend:**

Product Managers & Brand Managers of Business Organizations and Fresh Graduates who want to build their carrier as a Brand Manager

### **Eligibility for the course:**

Junior & Mid level Executives and Fresh Graduates

### **Background of the Course:**

Branding is the key to operate any business effectively. It creates awareness and reputation in the target market for long-term business. This course has been designed targeting the business organizations as they can develop their product and brand managers to build brand equity for life-time customer value.

### **Course Objectives**

- Developing skills of the product and brand executives to build brand and manage the product mix and product lines?
- Enabling the executives as they can make better brand decisions to establish brand equity?
- Facilitating the organizations as they can win competitive advantages through setting a branding strategy?

### **Evaluation Method:**

**Learning level:** Pre-test and post test.

**Reaction level:** Training evaluation.

## Course Outline

	<b>Session Title</b>	<b>Duration (hr)</b>	<b>Training Methods</b>
1	Brand and Brand Management	4	Lecture & Exercise
2	Who do Brand Matter?	2	Lecture & Discussion
3	Customer Based Brand Equity	4	Lecture & Exercise
4	Designing Marketing Programs to build Brand	4	Lecture and Discussion
5	Identifying and establishing brand positioning	2	Lecture and Exercise
6	Planning and brand marketing programs	4	Lecture & Exercise
7	Integrating marketing communications	4	Lecture & Discussion
8	Leveraging secondary brand knowledge	2	Lecture & Exercise
9	Developing a brand equity measurement	4	Lecture and Discussion
10	Measuring sources of brand equity	4	Lecture and Exercise
11	Growing and sustaining brand equity	2	Lecture & Discussion
12	Managing brand over time.	4	Lecture & Exercise
	<b>Total contact hour</b>	<b>40</b>	<b>(Fourteen Hrs)</b>

**Co-ordinator** : Dr. Uttam Kumar Datta  
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## **THE ART OF EFFECTIVE SELLING AND SALESMANSHIP**

**Course Duration** : May 21-22, 2020 (02 Days)

**Venue** : BIM, Dhaka.

**Timing** : 09:30-17:30

**Course Fee** : Tk. 5,000/-

**Number of Participants** : 20

### **Target Group/Who Should Attend:**

Sales Manager, Supervisor, and Sales Representatives

### **Eligibility for the course:**

Graduation degree from any discipline and having one year experience as sales manager or salesperson

### **Background of the Course:**

Each and every business organization wants to increase sales volume as it is targeted. This target achievement mostly depends on using the art of the sales force. Most of the business organizations need to effectively manage their sales force. Therefore, this course has been designed for the sales force of a business organization to upgrade their knowledge, develop skill, and change their attitudes as they can achieve the yearly sales goal effectively.

### **Course Objectives**

- Enabling the sales managers to forecast the market demand and setting quota for each territory and salesperson
- Facilitating and managing the sales force as they can use effective art of selling to achieve the yearly sales goals

### **Evaluation Method:**

**Learning level:** Pre-test and post test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Sales & Sales Management	1	Lecture & Exercise
2	Sales Forecasting, Quota, and Territory Management	2	Lecture & Discussion
3	Sales Force Designing and Sales Force Management	2	Lecture & Exercise
4	Duties of a Sales Manager/Supervisor	1	Lecture and Discussion
5	Effective Selling Techniques	2	Lecture and Exercise
6	Customer Satisfaction & Customer Relation Mgt.	2	Lecture & Exercise
7	Sales Monitoring and Performance Evaluation	2	Lecture & Discussion
8	Retailing & Direct Selling	1	Lecture & Exercise
9	Personal Selling and Salesmanship	2	Lecture and Discussion
10	Effective Measures of Sales Effectiveness	1	Lecture and Exercise
	<b>Total contact hour</b>	<b>16</b>	(Sixteen Hrs)

**Co-ordinator** : Dr. Uttam Kumar Datta

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## MARKETING AND SALESMANSHIP

<b>Course Duration</b>	: June 13- 24, 2021. (10 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 9,000/-

**Number of Participants** : 20

### **Target Group/Who Should Attend:**

Marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer, Fresher, digital marketing executives and professionals.

### **Eligibility for the course:**

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 who are interested to promote their business both digitally and with brick and mortar. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

### **Background of the Course:**

The change and evolution of modern technologies, small and medium businesses are doing everything they can to keep up, which can be said true for the rest of human society. Brick-and-mortar businesses are either changing their business models to an online one, or beefing up existing marketing efforts with digital marketing strategies – in an attempt to capture a growing and very lucrative online marketplace.

### **Course Objectives**

- Understand the modern concepts of digital Marketing, customer oriented integrated marketing and effective marketing management digitally.
- Participants will be able to develop and manage the effective digital marketing mix.
- Managing e-marketing, e-commerce and e communication successfully.
- Understanding the freelancing and earning through online.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
	Inauguration, Registration, Objective Setting	1	
1.	Understanding the basic issues of marketing	1	Lecture, Group Discussion
2.	The Marketing System & Task	2	Lecture, Group work, Exercise
3.	Developing Marketing Strategies and Plans	2	Lecture, Group work, Exercise
4.	Scanning Environment & conducting Mktg. Research	2	Lecture, Exercise, Case Study
5.	Market Demand Forecasting	3	Exercise
6.	Marketing Mix	1	Lecture, Exercise, Demons.
7.	Setting Product Strategy	2	Lecture
8.	Product Life Cycle and marketing Strategy	2	Lecture, Case Study
9.	Creating Long-Term Loyalty Relationships	1	Lecture, Exercise
10.	Segmentation, Targeting & Positioning Strategy	3	Lecture, video, Exercise
11.	Developing Pricing Strategy and Programs	2	Lecture, Exercise
12.	Wholesale and Retail Management	2	Lecture, Group work
13.	Brand Building & Brand Equity Management	4	Lecture, Video, Group work
14.	Understanding the sales Management & Salesmanship	2	Lecture, Case study, Discussion
15.	Characteristics require to be successful in sales	2	Lecture, Case study, Discussion
16.	Selling process, Handling Customer Objections	3	Exercise, Lecture, Discussion
17.	Motivating sales people	1	Lecture, Case Study
18.	Sales force size determination	2	Lecture, Case Study, Exercise
19.	Managing bad customer	1	Lecture, Group work
20.	Course Evaluation and Certificate Awarding	1	
	<b>Total contact hour</b>	<b>40</b>	

**Co-ordinator** : Nirjhar Mazumder

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# **PROJECT AND SUPPLY CHAIN MANAGEMENT**

## **SUPPLY CHAIN MANAGEMENT**

<b>Course Duration</b>	: August 13- 22, 2020. (06 Days)
	: March 18 – 27, 2021. (06 Days)
<b>Timing</b>	: 18:30-21:30
<b>Venue</b>	: BIM, Chattogram
<b>Course Fee</b>	: Tk. 6,500/-
<b>Number of Participants</b>	: 20

### **Target Group/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.

### **Eligibility for the course:**

Graduate from any discipline.

### **Background of the Course:**

This course provides a background to evolution of this concept of supply chain and a strategic framework to analyze design, planning, and operational decision within supply chain. Such a framework helps clarify supply chain goals and identify managerial actions that improve supply chain performance in terms of the desired goals.

### **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.

### **Evaluation Method:**

**Learning level:** Pre-test and post test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Issues and Challenges in Business at present	1	Lecture, group discussion
2	Basic Concepts of Supply Chain Management	2	Lecture, group discussion
3	Supply Chain Relationships	3	Lecture, group discussion
4	Demand Management	3	Lecture, group discussion
5	Distribution Management	3	Lecture, group discussion
6	Transportation Management	3	Lecture, group discussion
7	Up Scaling Customer Satisfaction	2	Lecture, group discussion
8	Sustainable Supply Chain Design	1	Lecture, group discussion
	<b>Total contact hour:</b>	<b>18</b>	

**Co-ordinator** : Engr. Md. Tariqul Islam

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## SUPPLY CHAIN MANAGEMENT

<b>Course Duration</b>	: October 11-21, 2020. (10 Days)
	: December 20 – 30, 2020. (10 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 9,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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 any management function.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the Course:**

In this age of high connectivity and increasing exchangeability, none of the countries is self sufficient and single firm can produce the whole of product. Knowing only the core management function is not enough for a manager without considering the wholistic approach. So, sustainability of a business house is very much dependent on the overall condition of its supply chain. So, the knowledge for understanding of the supply chain is a must for a business manager.

### **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. It is expected that after the successful completion of the course, participants will be able to:

- Get a concrete understanding of Supply Chain Management,
- Identify the business processes in working organization,
- Assess the interrelationship among different management functions,
- Evaluate the efficiency and responsiveness of a supply chain,
- Apply the methods & techniques for improvement of a supply chain.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test.

**Reaction level:** Training evaluation.



## Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	Introduction to Supply Chain Management	3	Lecture, group discussion
3.	Supply Chain Management: Related Concept & Terminology	4	Lecture, group work
4.	Demand Forecasting	2	Lecture, Exercise, group work
5.	Collaborative planning	2	Lecture, group discussion
6.	Strategic sourcing & Procurement	1.5	Lecture & Presentation
7.	Supplier Relation Management	1.5	Lecture, group work
8.	Purchase Management	3	Lecture, group work
9.	Commercial Management: Import-Export Documentation & Processing	4	Lecture, group discussion
10.	Inventory Management	2	Lecture, group discussion
11.	Networking, Distribution & Warehouse Management	2	Lecture, group discussion
12.	SCM: Evolution, Strategies	2	Lecture, group discussion
13.	SCM: Components, Drivers, Framework	2	Lecture, group discussion
14.	Performance Measures along Supply Chain	4	Lecture, group discussion
15.	Customer Relation Management: Context of Large Corporations & Small enterprises	3	Lecture, group discussion
16.	Review, Exercise, Tests & Closing	3	Multiple Methods
	<b>Total contact hour</b>	<b>40</b>	

**Co-ordinator** : Mohammad Sayeedur Rahman  
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## **OPERATIONS AND SUPPLY CHAIN MANAGEMENT FOR COMPETITIVE ADVANTAGE**

<b>Course Duration</b>	: October 29 -31, 2020.
<b>Timing</b>	: 09:00-17:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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 operations and supply chain management and willing to develop their career as professional on operations and supply chain management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

### **Background of the course:**

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills in respect to Supply Chain Management for improving productivity and competitiveness with a view of restructuring the organizational functions to create a value added based thinking in the organization.

### **Course Objectives**

The course is designed to provide the concepts about operations and supply chain management in order to efficient organizational functions. It is expected that after the successful completion of the course, participants will be able to:

- Understand the theoretical fundamentals of the operations and supply chain management.
- Give a general description of the supply chain management using, as appropriate, typical examples.
- Understand and interpret the analysis results.
- Apply knowledge in a practical manner using detailed procedures.

### **Evaluation Method:**

**Learning level:** Pre-test and post-test

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Operations and Supply Strategy	2	Lecture, group discussion
3	Product and Service Design	2	Lecture, Exercise, group work
4	Strategic Capacity Management	2	Lecture, Exercise, group work
5	Process Analysis	2	Lecture, group discussion
6	Supply Chain Strategy	2	Case Study, Practical demonstration
7	Logistics and Facility Location	2	Lecture, Exercise, group work
8	Lean Manufacturing	2	Lecture, Exercise, group work
9	Enterprise Resource Planning	2	Lecture, group discussion
10	Demand Management and Forecasting	1	Lecture, group discussion
11	Inventory Control	2	Lecture, group discussion
12	Certificate awarding and course closing and evaluation	1	
	<b>Total contact hour</b>	<b>21hrs.</b>	

**Co-ordinator** : Dr. Engr. Mamunur Rashid

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## **PROJECT MONITORING AND EVALUATION**

<b>Course Duration</b>	: November 08- 12, 2020. (05 Days).
	: February 14-18, 2021. (05 Days).
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka,
<b>Course Fee</b>	: Tk. 7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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.

### **Eligibility for the Course:**

Any individual graduate from any discipline working in Public, in Projects and who deal with the Projects.

### **Background of the Course:**

Monitoring and evaluation (M&E) of a project are increasingly recognized as an Integral function of project implementation. Monitoring and Evaluation (M&E) is a process that helps improve performance and achieve results. Its goal is to improve current and future management of outputs, outcomes and impact. It is mainly used to assess the performance of projects, institutions and programs set up by governments, international organisations and NGOs. It establishes links between the past, present and future actions. 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 Objectives**

To greatly enhance the project monitoring and evaluation skills for effective and efficient project implementation this course is designed to understand

- Basic concept on Monitoring & Evaluation
- The need for Monitoring and Evaluation-
- Developing Logical Framework Approach to Project Design, Implementation and Evaluation
- Understanding the 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

**Evaluation Method:**

**Learning level** - Pre-test and post test.

**Reaction Level:** Training evaluation.

**Course Outline**

	<b>Session Title</b>	<b>Duration (hr)</b>	<b>Training Methods</b>
1	Project M&E: Concept, Definition, aspect & type	2	Lecture, group discussion and Exercise
2	Logical frame work to M&E Framework Project Result & WBS: Concept	5	Lecture, group discussion and Exercise
3	Defining performance and indicators for project.	2	Lecture, group discussion and Exercise
4	Data collection for Monitoring & Evaluation Data Analysis and project findings Other issues related to Project M&E	5	Lecture, group discussion and Exercise
5	Monitoring & Evaluation: Report Writing	2	Lecture, group discussion and Exercise
6	Concept of Participatory Project Management Process of Participatory Project M&E Specialty of Participatory Project M&E	4	Lecture, group discussion and Exercise
	<b>Total contact hour</b>	<b>20</b>	

**Co-ordinator** : Aklima Zaman

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## PROJECT MANAGEMENT

<b>Course Duration</b>	: December 03-05, 2020. (03 Full Days)
<b>Timing</b>	: 09:00-17:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk.7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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 total quality management and willing to develop their career as professional on project management.

### **Eligibility for the course:**

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

### **Background of the course:**

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills about the modern system of project management process and how to obtain competitiveness in market by project management.

### **Course Objectives**

The course is designed to provide the concepts and techniques of real project preparation to project management. It is expected that after the successful completion of the course, participants will be able to:

- Understand the theoretical fundamentals of the project management.
- Give a general description of the management using, as appropriate, typical examples.
- Understand and interpret the analysis results and apply knowledge in a practical manner.
- Gain insight to procedural aspects of obtaining certification of PMP.

### **Evaluation Method:**

**Learning level:** Pre-test and posttest

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Project Concept; Project Development Cycle; Project Identification and developing project need statement. Project Generation & Selection; Steps of Analysis; Exercise on Problem Tree, Objective Tree and Assumptions.	3	Lecture, group discussion
3	Concept and Techniques of Monitoring and Evaluation.	2	Lecture, Exercise, group work
4	Project Planning and Control, Scheduling, Resource Allocation; Critical Path Analysis (CPM); Program Evaluation and Review Techniques (PERT) and Earned Value Management (EVM) and Exercise on CPM, PERT and EVM.	3	Lecture, Exercise, group work
5	Project Planning, Scheduling and Controlling; Factors to Consider When Crashing A Project; Steps in Project Crashing and Time Cost Trade Offs	3	Lecture, group discussion and, Practical demonstration
6	Real Life Project on Project Proposal Preparation	3	Case Study
7	Project Appraisal and Evaluation	2	Lecture, Exercise, group work
8	Project Management Exercise	3	Lecture, Exercise, group work
9	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21hrs.	

**Co-ordinator** : Dr. Engr.Md. Mamunur Rashid

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## **ADVANCED SUPPLY CHAIN MANAGEMENT FOR COMPETITIVE ADVANTAGE**

<b>Course Duration</b>	: May 02 – 13, 2021. (10 Days)
<b>Timing</b>	: 17:30-21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 9,000/-
<b>Number of Participants</b>	: 20

### **Target Group/Who Should Attend:**

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

### **Eligibility for the course:**

Any individual interested graduate from any discipline working in private, NGOs and who deal with the business.

### **Background of the Course:**

In the era of competitive business world the practical knowledge of supply chain is very much important. It is necessary to purchase the raw materials in a competitive advantage and manufacturing product. Now the business process is not a separate organization, but it exists in a network of different business units. All the products are not coming from its final manufacturing unit. But the products are coming to the market through a chain from its origin. The knowledge of SC is necessary for all the business bodies.

### **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 from the origin of ingredients of products to the market. After completing the course, participants will be able to:

- Maintain and to manage strong relationship among the stakeholders effectively for successful business operation.
- Handle different business activities efficiently.
- Plan the Market to introduce the product
- Choose the right supplier selection
- Maintain the supplier optimization
- Procure raw materials with competitive advantage
- Maintain the Inventory level and distribution channel
- Gain knowledge of value chain and value creation and others.



**Evaluation Method:****Learning level:** Pre-test and post-test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	Basic concepts of Supply Chain with different types of products in the market. Discussion on the different suppliers, Manufacturing process and Customers.	10	Lecture, group discussion
2.	Discussion on the right supplier selection, maintenance the supplier optimization and managing strong relationship among the stakeholders effectively for successful business operation.	10	Lecture, group discussion
3.	Discussion on the value chain, value engineering, competitive advantage and other necessary events.	4	Lecture, group discussion
4.	Discussion on TQM, Improving supply chain, Strategic supply chain.	8	Lecture, group discussion
5.	Discussion on the Inventory, Warehouse and Logistics management and product distribution channel.	8	Lecture, group discussion
	Total contact hour	40	

**Co-ordinator** : Md. Aminul Islam**Mobile** : 01718-427947**E- mail** : aminulmcbim@gmail.com,  
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# **SPECIALIZED COURSES**

## **Training of Trainers (ToT)**

<b>Course Duration</b>	: October 25-29, 2020. (05 Days)
	: February 21-25, 2020. (05 Days)
<b>Timing</b>	: 17:30 – 21:30
<b>Venue</b>	: BIM, Dhaka
<b>Course Fee</b>	: Tk. 7,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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.

### **Eligibility for the Course:**

Any individual, graduate from any discipline working in private, public and NGO or self employed.

### **Background of the Course:**

Facilitation is a technique that is necessary for all managers, trainer, and teachers. In order to assessing needs of the training, design program, training and lead people, present information, training skill is important for all level and category of manager. Thus people need to acquire basic and practical information regarding the all kind of skill of facilitation.

### **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.

### **Evaluation Method:**

**Learning level:** Pre-test and post test.

**Reaction level:** Training evaluation.

## Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Training Concept & Process	2	Lecture, group discussion
32.	Training Needs Assessment	2	Lecture, Exercise, group work
33.	Designing Training Curriculum	2	Lecture, Exercise, group work
34.	Facilitation Skills Development:	2	Lecture, group discussion
35.	Training Methods	4	All non participatory methods
36.	Tools & Techniques of Conducting Participatory Training Program	2	Lecture, Exercise, group work
37.	Presentation skills of a trainer/facilitator	3	Lecture, Exercise, group work
38.	Role of facilitator & co-facilitator in classroom situation	1	Lecture, group discussion
39.	Training Evaluation	1	Lecture, group discussion
40.	Certificate awarding and course closing and evaluation	1	
	<b>Total contact hour</b>	<b>21</b>	

**Co-ordinator** : Md. Rabiul Islam Khan

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## **INTELLECTUAL PROPERTY RIGHTS (IPRs)**

<b>Course Duration</b>	: November 08-18, 2020. (10 Days)
<b>Venue</b>	: BIM, Dhaka
<b>Timing</b>	: 17:30-21:30
<b>Course Fee</b>	: Tk. 9,000/-
<b>Number of Participants</b>	: 20

### **Target Group/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 academician 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.

### **Eligibility for the course:**

Any individual, interested in IPRs, graduate from any discipline working in private, public NGO or self employed.

### **Background of the course:**

Intellectual Property Rights (IPRs) are essential for safe guarding creativity, innovation, local productive identification, even the traditional expression. But, the understanding of IP is difficult for its abstract boundaries. The sense of IPRs is complicated as it is rooted in the intersections of multiple knowledge disciplines, such as, scientific research and development, fine arts, law, economics, business studies and international relations. The Intellectual Property (IP) portfolio of a nation and a corporate is becoming the major strength to achieve and maintain competitive advantage in the businesses. The ratio of value of

IP to the total corporate value is sharply increasing in most of the global industries. IP litigation is also increasing in the advanced and developing economies. Day by day, IP is turning into one of the central factors for economic growth and advancement for the countries.

### **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. It is expected that after the successful completion of the course, participants will be able to:

- Get a concrete understanding on Intellectual Property Rights,
- Identify subject matter eligibility for registration of IPRs,
- Know the international IPRs regime and framework,
- Know the IPRs registration process in Bangladesh,
- Apply the IP senses for innovation management and corporate branding

**Evaluation Method:****Learning level:** Pre-test and post test.**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline	1	
2	Introduction to Intellectual Property Rights	3	Lecture, group discussion
3	IPRs Legal & Policy framework in Bangladesh	2	Lecture, group work
4	IPRs: Theories & practice	2	Lecture, Exercise, group work
5	Concept of Patent, Patent Application & Granting Procedure	4	Lecture, group discussion
6	Concept of Trademark, Trademark: Application procedure, litigation	4	Lecture & Presentation
7	IPRs registration trends	1	Lecture, group work
8	Geographical Indication & Traditional Knowledge: scope of strategic use for economic gain	3	Lecture, group work
9	Copyright law of Bangladesh: special focus on IT, creative and Handicraft Industries.	4	Lecture, group discussion
10	Industrial Design: Strategic use for agro-based & pharmaceutical industries	3	Lecture, group discussion
11	Concepts of innovation management: IP Licensing, Commercialization & Technology Transfer	6	Lecture, group discussion
12	Enforcement Issues for IPRs: Global & Local context	2	Lecture, group discussion
13	Harnessing IPRs as a business tool for sustainable development	2	Lecture, group discussion
14	Review, Exercise, Tests & Closing	3	Multiple Methods
	<b>Total contact hour</b>	<b>40</b>	

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## **Activities of the Institute**

### **Training**

BIM offers two types of courses : Short courses of one to two 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 June 2020, a total number of 98,030 participants have received training in various short courses.

#### **b. Diploma Courses**

Presently, BIM offers the following post graduate diploma courses:

Human Resource Management

Industrial Management

Marketing Management

Financial Management

Computer Science

Compliance Management.

BIM has recently introduced another diploma program on Productivity and Lean Manufacturing for Ready-made Garment.

### **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 and Publication**

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. '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.