

Bangladesh Institute of Management

4 Sobhanbag, Mirpur Road, Dhaka-1207

SAMPLE NOMINATION FORM

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

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

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

ADDRESS:

BIM DHAKA OFFICE

4 Sobhanbag, Mirpur Road
DHAKA-1207

☎ 9103171-03 (PABX)

ON REQUEST

☎ +88 02 58155077 Ext-105

FAX : 880-2-58152476

Web : www.bim.gov.bd

E-MAIL : bimgm@yahoo.com

BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area
Post: Chandgaon
CHITTAGONG.

☎ 67 03 32

BIM KHULNA SUB-OFFICE

Boira
KHULNA

☎ 62 39 1

2 Days Day Long Course on
“Effective Managerial
Communication”
March 06-07, 2019

BIM



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

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

Ref: **Date: 06/02/2019**

**Sub: 2 Days Day Long Course on
“Effective Managerial
Communication” from 06-07
March, 2019.**

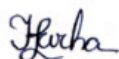
Dear Sir,

A Course on “Effective Managerial Communication” will be held in Bangladesh Institute of Management (BIM), Dhaka on 06-07 March, 2019 in which you are invited to send nomination(s) from your organization.

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

Nomination(s) are invited as early as possible, but not later than March 05, 2019 along with the course fees Tk.5,000/ (Five Thousand) taka (without tax and vat) only per participant drawn in favour of the Director General, BIM, Dhaka.

Thanking you,



Lamia Farha
Senior Management Counsellor
&
Course Coordinator

**“Effective Managerial
Communication”
March 06–07, 2019**

Course Objectives:

Participants will be able to

- Learn key communication techniques and strategies needed by managers in any business or organization
- Learn about the rules of communication, the importance of non-verbal communication and how to develop effective listening skills.
- Learn about the key communication skills needed for successful team meetings and the importance of creating and distributing minutes of the meeting
- Develop business message writing skills.

Course Outline

- Understanding Business Communication for Managers
- Mastering Interpersonal Communication
- Writing Business Messages
- Meeting Management & Writing Meetings Minutes
- Office Communication through Networking & Electronic Mail
- Writing Reports and Proposals

Who should attend:

- This course is suitable for Middle and senior level managers belonging to public and

private sector organizations, Services sector, and public utilities. Especially managers from organizations and corporations with high emphasis on people/group driven activities will find this program very useful.

Training Methods:

Lecture, Discussion, Individual Exercise, Group Exercise, Presentation & Demonstration.

Duration: 06-07 March, 2019

Timing : 09:30-17:30 hours

Venue : Bangladesh Institute of Management
4, Sobhanbag, Mirpur Road,
Dhaka-1207.

Course Fee:

Tk. 5,000/ (Five Thousand) only fees to be paid by Cash/Crossed Cheque/Bank Draft or Pay-Order in favour of **Director General, BIM, Dhaka.** (Excluding Tax & VAT and Hostel and Accommodation Charges.)

**Last Date of Submission of Nomination:
On or before 05 March, 2019.**

For Detail Information Please Contact:

Lamia Farha
**Senior Management Counsellor and
Course Coordinator**
☎ 01711 221 226
Email:lfarha20@gmail.com