

Sub : Training Course on 'Basic Management & Human Resource Development'.

Dear Sir/Madam,

It is our pleasure to let you know that Bangladesh Institute of Management (BIM) is going to conduct a 1 (One) week Evening training course on '**Basic Management & Human Resource Development**' at its Dhaka campus during 23-27 September, 2018. This training has been designed exclusively with a view to develop the capabilities and professional skill of all trainers, teachers and others who are committed in this field.

In this regard, nomination(s) to the training course from your organization(s) shall be highly appreciated. For further details, please feel free to contact.

Thanking you.



Md. Zafar Ali
Management Counsellor
&
Course Coordinator

Cell: 01712594621

☎ 8117405-07, 9103171-73, 9103178 Ext. 114

Fax: 58152476

e-mail: alizafarbim@gmail.com

1 Week (Evening) Training Course
on

“Basic Management & Human Resource Development”

Course Objectives

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

Course Outline

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

Training Methodology

Lecture, Presentation, Group Discussion, Case Study, Role Playing, Self-Assessment and human resource management.

Who Should Attend?

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

Course Fee

Tk. 7,000/- (Taka Seven Thousand) only per participant, payable in advance in the form of a crossed cheque/pay order/bank draft in favor of Director General, BIM, Dhaka.

DURATION 23-27 September, 2018
TIMING 17:00 p.m. to 21:30 p.m.
VENUE BIM, Dhaka.
LAST DATE OF REGISTRATION:
20 September, 2018

COURSE COORDINATOR & CONTACT PERSON:



(Md. Zafar Ali)
Management Counsellor
&

Course Coordinator

Cell: 01712594621

Contact Person:

Nahid Sultana

e-mail: nahid.bim@gmail.com

Bangladesh Institute of Management (BIM)

4 Sobhanbag, Mirpur Road, Dhaka-1207.

Sample nomination/application form

- + Name (in block letter) :
- + Mailing Address (with contact no.):
- + Permanent Address :
- + Date of Birth :
- + Nationality :
- + Educational background:
- + Training (if any):
- + Experience (if any):
- + Name of the Nominating Organization:
- + Accommodation in BIM Hostel:

YES

NO

- + Approval / Signature of the Nominating authority:



ADDRESS

BIM DHAKA OFFICE

4, Sobhanbag, Mirpur Road, Dhaka-1207.

☎ 8117405-07, 9103171-73, 9103178
(PABX) 128/222,

Fax : 58152476

ON REQUEST

☎ 911 06 27,

Website : www.bim.org.bd

BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area
Post: Chandgaon
CHITTAGON

☎ 67 03 32

BIM KHULNA SUB-OFFICE

Boira Main Road
Boira
KHULNA

☎ 76 23 91

1 Week (Evening) Training Program
on

“Basic Management & Human Resource Development”

23-27 September, 2018

BIM



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট
Bangladesh Institute of Management
4, Sobhanbag, Mirpur Road, Dhaka-1207.
website: www.bim.org.bd