#### **Bangladesh Institute of Management** 4 Sobhanbag, Mirpur Road, Dhaka-1207.

Ref: BIM/PM/2014-01

Date: 01.08.2018

#### 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 <u>'Basic Management &</u> <u>Human Resource Development'</u> 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.

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Md. Zafar Ali
Management Counsellor &
&
Course Coordinator
Cell: 01712594621
☎ 8117405-07, 9103171-73, 9103178 Ext. 114
Fax: 58152476
e-mail: alizafarbim@gmail.com

Website: www.bim.gov.bd

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
- **4** Functions of Management
- ➡ Managerial Roles and Skills
- Planning & Decision Making
- Functions of HRM
- **HR** Planning Process
- ↓ Leadership & Team Building
- **4** Motivation & Communication
- **4** Performance Management
- **4** 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.

DURATION23-27 September, 2018TIMING17:00 p.m. to 21:30 p.m.VENUEBIM, Dhaka.LAST DATE OF REGISTRATION:<br/>20 September, 2018

COURSE COORDINATOR & CONTACT PERSON:

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(Md. Zafar Ali) Management Counsellor & Course Coordinator Cell: 01712594621 Contact Person: Nahid Sultana e-mail: <u>nahid.bim@gmail.com</u>

# **Bangladesh Institute of** Management (BIM)

4 Sobhanbag, Mirpur Road, Dhaka-1207.

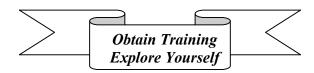
## Sample nomination/application form

- **↓** Name (in block letter) :
- **4** Mailing Address (with contact no.):
- **4** Permanent Address :
- **Date of Birth** :
- **Wationality** :
- **4** Educational background:
- **4** Training (if any):
- **Experience** (if any):
- **Whether States And Anticipality of the Nominating Organization:**
- Accommodation in BIM Hostel:



♣ Approval / Signature of the

Nominating authority:



# ADDRESS

## **BIM DHAKA OFFICE**

4, Sobhanbag, Mirpur Road, Dhaka-1207.

**2** 8117405-07, 9103171-73, 9103178 (PABX) 128/222,

> Fax : 58152476

## **ON REQUEST**

**2** 911 06 27,

Website : www.bim.org.bd

#### **BIM CHITTAGONG SUB-OFFICE**

Chandgaon Residential Area Post: Chandgaon CHITTAGON

> æ 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