

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

Ref: BIM/PM/2014-01

Date: 01.10.2018

Sub : Training Course on 'Human Resources management: Principles & Practices'.

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 **'Human Resources management: Principles & Practices'** at its Dhaka campus during **November 25-29, 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

**'Human Resources management:
Principles & Practices'**

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

Course Outline

- + Human Resource Concept, Nature, Functions and Importance
- + Job Analysis: Job description and job Specification
- + HR Planning
- + Recruitment & Selection
- + Wages and Salary Administration
- + Performance Appraisal
- + Motivation & Communication
- + Employee Safety & Health
- + Industrial Relations.

Training Methodology

Lecture Case Study,, Group Discussion, etc.

Who Should Attend?

The Program is suitable for Administrative Officer's, Mid-level Manager, HR Officers and Other Executive in the Government, Semi-government and Private Sector Fresh Graduates who are interested in Building their career in the personnel profession as encouraged to attend the Program.

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 **November 25-29, 2018**
TIMING **17:30 p.m. to 21:30 p.m.**
VENUE **BIM, Dhaka.**
LAST DATE OF REGISTRATION:
November 22, 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:

*Obtain Training
Explore Yourself*

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**

***'Human Resources management:
Principles & Practices'***

November 25-29, 2018

BIM



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট

Bangladesh Institute of Management
4, Sobhanbag, Mirpur Road, Dhaka-1207.
website: www.bim.org.bd