

# 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

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 and  
58155034, 58155077,  
58155116  
Ext.: 105 ( PABX )

#### ON REQUEST

☎ 9103178

FAX : 88 -02-58152476  
Web : [www.bim.org.bd](http://www.bim.org.bd)  
E-MAIL : [mainul0786@yahoo.co.in](mailto:mainul0786@yahoo.co.in)

#### BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area  
Post: Chandgaon  
CHITTAGONG.

☎ 67 03 32

#### BIM KHULNA SUB-OFFICE

Boira  
KHULNA

☎ 62 39 1

**“Human Resource Management for  
New HR Professionals”  
From: March 03-14, 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

Date 31,01.2019

**Sub: “Human Resource Management for  
New HR Professionals”  
From: March 03-14, 2019**

Dear Sir,

A Course on “Human Resource Management for New HR Professionals” will be held at Bangladesh Institute of Management (BIM), Dhaka on March 03 - 14, 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 February 27, 2019 along with the course fees Excluding VAT & TAX Tk.9,000/ (Nine Thousand) only per participant drawn in favour of the Director General, BIM, Dhaka.

Thanking you,

Yours sincerely,

**Mohammad Mainul Islam**  
Senior Management Counsellor  
&  
Course Coordinator  
Cell : 01720462202

**“Human Resource Management  
for New HR Professionals”  
From: April 03-14, 2019**

**Course Objectives:**

This program is designed 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:

**Course Outline:**

- Human Resource Management: Concept, Nature, Functions and Importance.
- Job Analysis: Job Description and Job Specification
- HR Planning
- Recruitment & Selection
- Orientation
- Wages and Salary Administration
- Leadership and Team Building
- Performance Appraisal
- Training and Development
- Motivation & Communication
- Employee Grievance Handling
- Disciplining Employees
- Conflict Management
- Bangladesh Labor Act, 2006 and Bangladesh Labor Rules, 2015.

**Training Method:**

Lecture, Case study, Group discussion etc.

**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.

**Duration: March 03-14, 2019**

**Timing : 17.30 pm – 21.30 pm**

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

**Course Fee:**

Excluding VAT & TAX Tk. 9,000/ (Nine Thousand) only fees to be paid by crossed cheque/Bank Draft or Pay-Order in favour of **Director General, BIM, Dhaka.** (Excluding Hostel and accommodation Charges.)

**Last Date of Submission of Nomination:  
On or before February 27, 2019**

For Detail Information Please Contact:

**Mohammad Mainul Islam**  
**Senior Management Counsellor and  
Course Coordinator**

☎ 9103171-03 and 58155034, Ext.107 or 126

**Cell :** 01720462202

**Email:** [mainul0786@yahoo.co.in](mailto:mainul0786@yahoo.co.in)

**Contact Person :** Md. Salim Ullah

**Cell :** 01733244270

**Email :** [bimgm@yahoo.com](mailto:bimgm@yahoo.com)