



**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 EX: 105
(PABX)

ON REQUEST

☎ 58155034/077/116

FAX : 88 -02-58152476
Web : www.bim.org.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

**“Leadership Development”
From: November 25- 29,
2018**

BIM



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট

BANGLADESH INSTITUTE OF MANAGEMENT
4,Sobhanbag, Mirpur Road, Dhaka-1207



**Bangladesh Institute
of Management**

4 Sobhanbag, Mirpur Road,
Dhaka-1207



Ref: 36.07.0000.005.31.006.18 Date:22/10/2018

**Subject: 1 Week Evening Course on
“Leadership Development” from November
25-29, 2018.**

Dear Sir/Madam

This Course on “Leadership Development” will be held at Bangladesh Institute of Management (BIM), Dhaka on November 25-29, 2018 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 November 22, 2018 along with the course fees excluding tax & vat Tk.7,000/- (Seven Thousand Taka) only per participant drawn in favour of the Director General, BIM, Dhaka.

Thanking you

(Lamia Farha)

Management Counselor

&

Course Coordinator

**“Leadership Development”
From: November 25- 29, 2018**

Course Objective:

Participants will be able to

- Identify and discuss the role of leadership in management.
- Describe the leadership styles and skills in organizations.
- Identify areas of improvement and develop dynamic leadership skill
- Describe how leadership helps in building effective task teams
- “Be themselves” these leaders can develop a leadership and motivational style that works best for them
- Leadership and empowerment.

Course Outline:

- Concept and Issues of Leadership
- Leadership Styles
- Approaches of Leadership
- Delegation
- Team Leadership
- Motivational Leadership
- Effective Communication
- Empowerment
- Change Management

Who Should Attend:

This course is suitable for managers, team leaders and supervisors from any public or private organizations.

Training Method:

Lecture, Group Discussion, Power Point Presentation, Case Study.

Duration: 25-29 November, 2018

Timing : 17.30 pm – 21.30 pm

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

Course Fee:

Excluding tax & vat Tk. 7,000/- (Seven Thousand Taka) only fees to be paid by Cash/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 November 22, 2018**

For Detail Information Please Contact:

Lamia Farha
Management Counselor and
Course Coordinator

☎ 9103173 EX: 105

Cell: 01711 221 226

Email:lfarha20@gmail.com