

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

Ref: BIM/PM/2013-01

Date: 11.12.2018

Sub : Training Course on “Certificate Course On Human Resource Management (CHRM)”.

Dear Sir/Madam,

It is our pleasure to let you know that Bangladesh Institute of Management (BIM) is going to conduct a training on “**Certificate Course On Human Resource Management (CHRM)**” at its Dhaka campus during **20-31 January, 2019**. This training has been designed exclusively with a view to develop the capabilities and professional skill of all levels of HR professionals 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.



Shaikh Sajibur Rahman
Associate Management Counsellor
&
Course Coordinator

“Certificate Course on Human Resource Management (CHRM)”

Course Objectives

The goal of a business organization is to create wealth for business owners. The role of HR is to coordinate all other departments to achieve this goal as strategic partner of the organization. Keeping this view in mind, HR department performs all HR activities. So the HR professionals need to have Human Resource management and Human Resource Development concepts and techniques. All Managers or Line Supervisors, not just HR Professionals, need a strong foundation in HR management concepts and techniques to do their jobs.

To have any success in Business, Managers need to have basic human resource management and human resource development skills. HR & Administrative Professionals need to have these skills. This training is designed to give some basic idea about HR which is required for HR & Administrative professionals at work place.

How participants will benefit after the course:

- Participants will learn how to manage and develop Human Resources.
- Participants will learn the HR management and developing skills, style, attitude and behavior.
- Participants will be aware of managing their own department.
- Interpersonal relationship will be developed.
- Managing capacity will increase.

Training Methods:

Interactive Lecture, PowerPoint Presentation, Case study, Exercise, Question and Answer Session.

Contents of Training:

Introduction

Concepts of Human Resource Management
The strategic role of Human Resource Management

Acquisition:

HR Planning
Job analysis
Recruitment & Selection
Interviewing candidates

Training & Development

Training and Developing employees
Performance Management & Appraisal
Managing Careers

Compensation

Pay Scale
Pay for performance and financial Incentives
Benefits & services

Employment Relations

Labor relations and collective bargaining
Employee safety and health

Basic Labour Laws

Who Should Attend?

The program is suitable for Officers, Mid-level Managers, HR officers and other Executives in the Government, Semi-government and private sector, Fresh Graduates who are interested in building their career in HR can attend the program.

Course Fee

Tk.9,000/- (Taka Nine Thousand) only excluding tax & vat per participant, payable in advance in the form of a crossed cheque/pay order/bank draft in favor of Director General, BIM, Dhaka.

DURATION : 20-31 January, 2019

TIMING : 05:00 p.m. to 9:30p.m.

VENUE : BIM, Dhaka.

LAST DATE OF REGISTRATION: 17 January, 2019

Shaikh Sajibur Rahman

Associate Management Counsellor
&

Course Coordinator

Cell: 01911187780

Contact Person: Nahid Sultana, Course Secretary
nahid.bim@gmail.com
9103171(Ext-219)

**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

E-mail: skajibim@gmail.com;
nahid.bim@gmail.com
bim@bim.org.bd
Website: www.bim.org.bd

ON REQUEST

☎ 911 06 27,

Website : www.bim.org.bd

BIM CHATTAGRAM SUB-CENTER

Chandgaon Residential Area
Post: Chandgaon
CHATTAGRAM
☎ 67 03 32

BIM KHULNA SUB- CENTER

Boira Main Road
Boira
KHULNA
☎ 76 23 91

Certificate Course on

“Human Resource Management (CHRM)”

20-31 January, 2019



Bangladesh Institute of Management (BIM)
Ministry of industries
4, Sobhanbag, Mirpur Road, Dhaka-1207.
website: www.bim.org.bd