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

Ref: BIM/PM/2013-01 Date: 11.12.2018

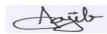
Sub: Training Course on "Certificate Course On Human Resource Management (CHRM)".

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 &

<u>vat</u> 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):
- **Lesson** Experience (if any):
- **♣** Name of the Nominating Organization:
- ♣ Accommodation in BIM Hostel:

YES NO

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

E-mail: sksajibbim@gmail.com;

nahid.bim@gmail.com bim@bim.org.bd Website: www.bim.org.bd

ON REQUEST

2 911 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