

**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: (If Any)
8. Experience: (If Any)
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

☎ 58155034/58155077

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

**“EFFECTIVE TEAM BUILDING”
FROM: 07-08 JANUARY, 2019**

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: 36.097.05.20.01.08.2014

Date: Dec 6, 2018

**Sub: 2 Days Day Long Course on
“Effective Team Building” from 07-08
January, 2019**

Dear Sir,

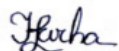
This Course on “Effective Team Building” will be held at Bangladesh Institute of Management (BIM), Dhaka on January 07-08, 2019 in which you are invited to send nomination(s) from your organization.

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 January 06, 2019 along with the course fees Tk.5,000/= (Five Thousand Taka) only (excluding tax and vat) per participant drawn in favour of the Director General, BIM, Dhaka.

Thanking you,

Yours sincerely,



Lamia Farha
Management Counselor
&
Course Coordinator
☎ 9103171 - 03 EX: 105
Email: lfarha20@gmail.com

**“Effective Team Building”
From: 07-08 January, 2019**

Objective:

The main objective of this course is to enable the participants to enhance their personal, interpersonal, and group effectiveness. Specifically, this course is designed to help the participants in:

- Understanding the importance and process of working together
- Developing a good insight into the behavioral dynamics of self and others
- Sharpening skills to work well as members of a team and also as leaders
- Managing conflict and agreements in team
- Fostering creativity in teams

Contents:

- Concepts of Interpersonal Skills and Team Building
- Stages of team building
- Identification of personal obstacles & assertiveness
- Managing conflict and building trust/Constructive conflict
- Confrontation
- Team leadership
- Building effective team and team culture
- Recognizing self limiting behavior and attitude and acting with more confident and self belief
- Organizational success through personal effectiveness and teamwork

Who should attend:

Senior and Mid level managers belonging to public and private sector organizations, service sector and public utilities will find this programme extremely useful. Especially managers from organizations and corporations with high emphasis on people/group driven activities will find this programme very useful.

Training Methods:

Lecture, Group Discussion, Case Study, Games, Power point Presentation.

Duration: January 07-08, 2019

Timing : 9.30 am- 5.30pm

Venue: Bangladesh Institute of Management, Dhaka.

Course Fee:

Tk. 5,000/ (Five Thousand Taka) only fees (excluding tax and vat) 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 January 06, 2019.**

For Detail Information Please Contact:

Lamia Farha
Management Counselor
&
Course Coordinator

Cell: 01711 221 226
Email: lfarha20@gmail.com