

# TRAINING CALENDAR

2019 - 2020

**Bangladesh Institute of Management (BIM)**  
Ministry of Industries, Govt. of the People's Republic of Bangladesh  
**Dhaka – Chattogram – Khulna**  
[www.bim.gov.bd](http://www.bim.gov.bd)

## A Brief Profile

The origin of what today is known as the Bangladesh Institute of Management (BIM) can be traced back to 1961 when its precursor, the Management Development Centre, East Pakistan, was established. In 1970 the East Pakistan Government Educational and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXVI of 1961) was made applicable for Management Development Centre with effect from 1-7-1970 thereby providing the center with autonomous status.

In 1966 apart from offering short term, subject specific training programmes, a specialized, year long Post Graduate Diploma in Personnel Management was introduced by the Centre.

After the liberation of the country in 1971, the institute was vested with the responsibility of building up human resources of the newly independent country. Between 1972—75, the public sector was the predominant sector of the economy and the majority of the clients of the institute, the institute was recipient of major Technical Assistance Projects, which resulted in a major transformation of the institute. It became a hub of management training with participants being drawn from public, private and NGOs sectors. In the year 1981, another year long, Post Graduate Diploma in Industrial Management was introduced.

### VISION STATEMENT

**“Management Excellence in Bangladesh.”**

During early nineties, in the context of opening up of the market, structural changes and private sector driven growth strategy for rapid development, requirement for qualified human resources was anticipated. Against that backdrop the Bangladesh Management Development Centre (BMDC) started the process of restructuring itself so as to enable it to offer academic programmes designed to create professionals.

### MISSION STATEMENT

**“Human Resource Development and Institutional Capacity Building through Management Education, Training, Research and Consultancy Services.”**

It was in that light the Bangladesh Management Development Centre (BMDC) was converted into an institute-the Bangladesh Institute of Management (BIM) on August 04, 1997 for opening up opportunities to offer post graduate degree programmes in Business Administration like, Executive MBA, Masters in Human Resource Management etc.

While Training Research and Consultancy are the three mandated activities of BIM; the major thrust during the last decade has been on training and Post Graduate Diploma Programs.

BIM is presently exploring the feasibility of introducing the idea of Public Private Partnership (PPP) in all its training and academic activities. As a part of that, initiatives have already been taken to examine such possibilities. In due course of time programs like Distance Learning and Master of Business Administration (MBA), if appears feasible, shall be offered to our stakeholders.

## BIM's Offerings of the Short Training Courses in 2019-20

### ACCOUNTING & FINANCIAL MANAGEMENT

| <i>Title of the Training</i>                                   | <i>Month</i>                                |
|--|---|
| • Internal Audit   | July 19 -20, 2019                           |
| • Financial Management for Executives                          | August 25 - 29, 2019<br>& Feb 01 - 05, 2020 |
| • Professional Income Tax & Vat Management                     | September 22 - 26, 2019                     |
| • Computer Application in Financial Management                 | September 28, 2019                          |
| • Effective Budget and Budgetary Control                       | October 09 - 23, 2019                       |
| • Practical Income Tax & Vat Management                        | December 01-12, 2019                        |
| • Financial Statement Analysis for Decision Making             | January 26- February 06, 2020               |
| • Financial Management & Valuation for Non-Financial Personnel | March 20-21, 2020                           |

### GENERAL MANAGEMENT

| <i>Title of the Training</i>  | <i>Month</i>                                      |
|---|---|
| • Motivating People at Workplace                                      | July 22- 23, 2019                                 |
| • Total Quality Management  | August 29-31, 2019                                |
| • সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন                            | September 14 - 15, 2019<br>November 02 – 03, 2019 |
| • Management for New Managers   | September 22-26, 2019                             |
| • Effective Business Communication                                    | November 22-23, 2019                              |
| • Leadership Development  | November 24- 28, 2019                             |
| • Certificate Course on Leadership and Managerial Competencies (CLMC) | December 11-12, 2019                              |
| • Office Management   | December 22-24,2019<br>March 22-24, 2020          |
| • সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী                               | Jan 04 - 05, 2020                                 |
| • Effective Team Building   | February 09- 10, 2020                             |
| • Effective Managerial Communication                                  | April 08- 09, 2020                                |

### Human Resource Management

| <i>Title of the Training</i>                                   | <i>Month</i>   |
|--|--|
| • Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015    | July 21-25, 2019<br>March 22-26, 2020                            |
| • Basic Human Resources Management                             | September 15 -19, 2019   |
| • Basic Management & Human Resource Development                | September 22-26, 2019  |
| • Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015    | October 13-17, 2019<br>February 02-06, 2020<br>April 12-16, 2020 |
| • Social Compliance in Relation to Bangladesh Labor Act 2006   | October 20-24, 2019  |
| • Practical Human Resources Management for New HR Talent       | November 24-28, 2019   |
| • Bangladesh Labour Act 2006 and Bangladesh Lobur Rules 2015   | December 22, 2019<br>February 23, 2020                           |
| • Human Resource Management for New HR Professionals           | January 05-16, 2020  |
| • Human Resource Management for Executives                     | January 16-25, 2020  |
| • Certificate Course on Human Resource Management (CHRM)       | January 19-30, 2020  |
| • Essential Skills for Human Resource Management Professional  | March15-19, 2020   |
| • Practical Human Resource Management for Managers & Executive | April 26-30, 2020  |

**IT & COMPUTER SERVICES MANAGEMENT*****Title of the Training***

- Spread Sheet Analysis with Ms-Excel
- Data Analysis Using SPSS
- Online Office Management
- Cyber Security Awareness Training

***Month***

*July 21-24, 2019*  
*November 11-14, 2019*  
*20 September- 25*  
*October, 2019*  
*15 - 26 September, 2019*  
*November 17 - 19, 2019*  
*April 21 - 23, 2020*

**MARKETING MANAGEMENT*****Title of the Training***

- Sales Management
- Marketing Research for Effective Decision Making
- Certificate Course on Effective Marketing and Sales Management
- Marketing and Sales Management
- Digital Marketing
- Brand Management for Effective Marketing
- The Art of Effective Selling and Salesmanship
- Marketing and Salesmanship

***Month***

*July 07-11, 2019*  
*August 23-24, 2019*  
*October 20- 31, 2019*  
*December 22-26, 2019*  
*January 19 - 30, 2020*  
*February 16- 27, 2020*  
*May 19-20, 2020*  
*June 14- 25, 2020*

**PROCUREMENT AND SUPPLY CHAIN MANAGEMENT*****Title of the Training***

- Operations and Supply Chain Management
- PPR 2008 & Public Procurement Management
- Public Procurement Processing and Approval Procedure
- PPR 2008 and Public Procurement Management
- Supply Chain Management
- Public Procurement Management
- PPR 2008 and Annual Procurement Planning
- Supply Chain Management
- PPR 2008 & Public Procurement Management
- Advanced Supply Chain Management

***Month***

*July 25-27, 2019*  
*July 28-31, 2019*  
*August 26-29, 2019*  
*September 15-26, 2019*  
*September 22 - October 02, 2019*  
*October 10-12, 2019*  
*October 20-24, 2019.*  
*November 21- 30, 2019*  
*March 19 – 28, 2020*  
*December 08 - 12, 2019*  
*March 01 - 12, 2020*

**PROJECT MANAGEMENT*****P/Title of the Training***

- Project Management
- Project Monitoring and Evaluation

***Month***

*September 26-28, 2019*  
*November 17- 21, 2019*

**SPECIALIZED COURSE***Title of the Training*

- Intellectual Property Rights (IPRS)

*Month*  
*Aug 25- Sep 04, 2019*  
*November 03-13, 2019*

- Public Service Innovation

*September 15-16, 2019*  
*March 04-05, 2020*

- Training of Trainers (ToT))

*October 21-25, 2019*  
*January 19-23, 2020*

- Entrepreneurship Development for Young Champion

*October 24, 2019*

- Research Methodology with The Application of SPSS

*Jan. 26-30, 2020*

সু-শাসন বাস্তবায়নে করনীয়ঃ জাতীয় শুদ্ধাচার  
 কৌশল, তথ্য অধিকার আইন, বার্ষিক কর্মসম্পাদন  
 চুক্তি, পাবলিক সার্ভিস ইনোভেশন ও এসডিজি

*১১-১২ মার্চ, ২০২০*

**PROGRAM AT A GLANCE**

| <b>JULY, 2019</b> |  |                    |               |              |                              |                  |
|-------------------|--|--------------------|---------------|--------------|------------------------------|------------------|
| <b>SL No</b>      | <b>Title of the Course</b>                                 | <b>Duration</b>    | <b>Timing</b> | <b>Venue</b> | <b>Name of Coordinator</b>   | <b>Fee (Tk.)</b> |
| 1                 | Sales Management   | July 07 -11, 2019  | 17:30 - 21:30 | BIM Dhaka    | Nirjhar Mazumder             | Tk. 7,000/-      |
| 2                 | Internal Audit   | July 19 -20, 2019  | 09:30 - 18:30 | BIM Dhaka    | Md. Rajibul Hoque            | Tk. 5,000/-      |
| 3                 | Spread Sheet Analysis With Ms-Excel                        | July 21-24, 2019.  | 09:30 - 13:00 | BIM Dhaka    | Farkhunda Dorin              | Tk. 6,000/-      |
| 4                 | Bangladesh Labor Act 2006 and Bangladesh Labour Rules 2015 | July 21-25, 2019   | 17:30 - 21:30 | BIM Dhaka    | Akhund A. Shamsul Alam       | Tk. 7,000/-      |
| 5                 | Motivating People at Workplace                             | July 22- 23, 2019. | 09:30 - 17.30 | BIM Dhaka    | Lamia Farha                  | Tk. 5,000/-      |
| 6                 | Operations and Supply Chain Management                     | July 25-27, 2019   | 09:00 - 17:30 | BIM Dhaka    | Dr. Engr. Md. Mamunur Rashid | Tk. 7,000/-      |
| 7                 | PPR 2008 & Public Procurement Management                   | July 28-31, 2019   | 09:30 - 17:30 | BIM Dhaka    | Md. Aminul Islam             | Tk. 8,000/-      |

| AUGUST, 2019 |  |                       |               |           |                                |             |
|--------------|--|-----------------------|---------------|-----------|--------------------------------|-------------|
| SL No        | Title of the Course                                  | Duration              | Timing        | Venue     | Name of Coordinator            | Fee (Tk.)   |
| 1            | Intellectual Property Rights (IPRS)                  | Aug. 25 -Sep 04, 2019 | 17:30 - 21:30 | BIM Dhaka | Mohammad Sayeedur Rahman       | Tk. 9,000/- |
| 2            | Total Quality Management                             | Aug 29-31, 2019       | 09:00 - 17:30 | BIM Dhaka | Dr. Engr. Md. Mamunur Rashid   | Tk. 7000/-  |
| 3            | Marketing Research for Effective Decision Making     | Aug. 23 - 24, 2019    | 09:30 - 17.30 | BIM Dhaka | Dr. Uttam Kumar Datta          | Tk. 5,000/- |
| 4            | Financial Management for Executives                  | Aug. 25 - 29, 2019    | 17:30 - 21:30 | BIM Dhaka | M. Amenoor                     | Tk. 7,000/- |
| 5            | Public Procurement Processing and Approval Procedure | Aug. 26-29, 2019      | 10:00 - 16:00 | BIM Dhaka | Engr. Md. Mehboob Hasan Kallol | Tk. 8000/-  |

| SEPTEMBER, 2019 |   |                        |               |            |                                 |             |
|-----------------|---|------------------------|---------------|------------|---------------------------------|-------------|
| SL No           | Title of the Course                           | Duration               | Timing        | Venue      | Name of Coordinator             | Fee (Tk.)   |
| 1               | সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন      | Sept. 14 - 15, 2019    | 09:00 - 17:00 | BIM Dhaka  | M. Amenoor                      | Tk 6,000/-  |
| 2               | Online Office Management                      | Sept. 15 - 26, 2019    | 17:30 - 21:30 | BIM Dhaka  | S M Ariful Islam                | TK.27,500/  |
| 3               | PPR 2008 and Public Procurement Management    | Sept, 15-26, 2019      | 10:00 - 16:00 | BIM Dhaka  | Engr. Md. Mehboob Hasan Kallol, | Tk 10,000/- |
| 4               | Basic Human Resources Management              | Sept. 15-19, 2019      | 17:30 - 21:30 | BIM Dhaka  | Md. Mainul Islam                | Tk .9,000/- |
| 5               | Public Service Innovation                     | Sept. 15-16, 2019      | 09:00 - 17:00 | BIM Dhaka  | Farkhunda Dorin                 | Tk. 8000/-  |
| 6               | Data Analysis using SPSS                      | Sept. 20- Oct.25, 2019 | 17:30 - 21:30 | BIM Ctg    | Engr. Md. Tariqul Islam         | Tk. 8,000/- |
| 7               | Management for New Managers                   | Sept. 22- 26, 2019     | 17.30 - 21.30 | BIM Dhaka  | Lamia Farha                     | Tk. 7,000/- |
| 8               | Professional Income Tax & VAT Management      | Sept. 22 -26, 2019     | 17:30 - 21:30 | BIM, Dhaka | Tanvir Hossain                  | Tk. 7,000/- |
| 9               | Basic Management & Human Resource Development | Sept. 22-26, 2019      | 17:30 - 21:30 | BIM, Dhaka | Md. Zafar Ali                   | Tk. 7,000/- |
| 10              | Supply Chain Management                       | Sept.22- Oct.02, 2019  | 17:30 - 21:30 | BIM, Dhaka | Mohammad Sayeedur Rahman        | Tk. 9,000/- |
| 11              | Project Management                            | Sept. 26-28, 2019      | 09:00 - 17:30 | BIM Dhaka  | Dr. Engr. Md.Mamunur Rashid     | Tk. 7,000/- |
| 12              | Computer Application in Financial Management  | Sept. 28, 2019         | 09.00 - 18:00 | BIM, Dhaka | Md. Rajibul Hoque               | Tk. 3,500/- |

| OCTOBER, 2019 |   |                    |               |           |                                 |             |
|---------------|---|--------------------|---------------|-----------|---------------------------------|-------------|
| SL No         | Title of the Course   | Duration           | Timing        | Venue     | Name of Coordinator             | Fee (Tk.)   |
| 1             | Public Procurement Management                               | Oct. 10-12, 2019   | 09:00 - 17:30 | BIM Dhaka | Dr. Engr. Md. Mamunur Rashid    | Tk. 7000/-  |
| 2             | Bangladesh Labor Act 2006 and Bangladesh Labour Rules 2015  | Oct. 13-17, 2019   | 17:30 - 21:30 | BIM Dhaka | Mohammad Mainul Islam           | Tk.7,000/-  |
| 3             | Effective Budget & Budgetary Control                        | Oct. 19 - 23, 2019 | 17:30 - 21:30 | BIM Dhaka | M. Amenoor                      | Tk. 7,000/- |
| 4             | Certificate Course on Effective Marketing and Sales         | Oct. 20 - 31, 2019 | 17:30 - 21:30 | BIM Dhaka | Dr. Uttam Kumar Datta           | Tk. 9,000/- |
| 5             | PPR 2008 and Annual Procurement Planning                    | Oct. 20-24, 2019   | 17:30 - 21:30 | BIM Dhaka | Engr. Md. Mehboob Hasan Kallol, | Tk 7,000/-  |
| 6             | Social Compliance in Relation to Bangladesh Labour ACT 2006 | Oct. 20-24, 2019   | 17:30 - 21:30 | BIM Dhaka | Akhund A. Shamsul Alam          | Tk 7,000/-  |
| 7             | Entrepreneurship Development for Young Champion             | Oct. 24,2019       | 09:00 - 17:00 | BIM Dhaka | Mamun Muztaba                   | Tk. 3500/-  |
| 8             | Training of Trainers (ToT)                                  | Oct. 21 - 24, 2019 | 17:30 - 21:30 | BIM Dhaka | Md. Rabiul Islam Khan           | Tk. 7,000/- |

| NOVEMBER, 2019 |  |                    |               |            |                          |             |
|----------------|--|--------------------|---------------|------------|--------------------------|-------------|
| SL No          | Title of the Course                                    | Duration           | Timing        | Venue      | Name of Coordinator      | Fee (Tk.)   |
| 1              | সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন               | Nov. 02- 03, 2019  | 09:00 - 17:00 | BIM Dhaka  | M. Amenoor               | Tk 6,000/-  |
| 2              | Intellectual Property Rights (IPRS)                    | Nov. 03-14, 2019   | 17:30 - 21:30 | BIM Dhaka  | Mohammad Sayeedur Rahman | Tk. 9,000/- |
| 3              | Spread Sheet Analysis with Ms-Excel                    | Nov. 11-14, 2019   | 09:30 - 13:00 | BIM Dhaka  | Farkhunda Dorin          | Tk. 6,000/- |
| 4              | Cyber Security Awareness Training                      | Nov. 17 - 19, 2019 | 17:30 - 21:30 | BIM Dhaka  | S M Ariful Islam         | Tk. 8,000/- |
| 5              | Project Monitoring and Evaluation                      | Nov. 17 - 21, 2019 | 17:30 - 21:30 | BIM Dhaka  | Aklima Zaman             | Tk 7,000/-  |
| 6              | Supply Chain Management                                | Nov. 21- 30, 2019  | 18:30 - 21:30 | BIM Ctg    | Engr. Md. Tariqul Islam  | Tk 6,500/-  |
| 7              | Effective Business Communication                       | Nov. 22-23, 2019   | 09:30 - 17:30 | BIM, Dhaka | Md. Rajibul Hoque        | Tk 5,000/-  |
| 8              | Leadership Development                                 | Nov. 24- 28, 2019  | 17:30 - 21:30 | BIM Dhaka  | Lamia Farha              | Tk 7,000/-  |
| 9              | Practical Human Resources Management for New HR Talent | Nov. 24-28, 2019   | 17:00 - 1:30  | BIM Dhaka  | Md. Zafar Ali            | Tk 7,000/-  |

| DECEMBER, 2019 |   |                   |               |           |                        |             |
|----------------|---|-------------------|---------------|-----------|------------------------|-------------|
| SL No          | Title of the Course   | Duration          | Timing        | Venue     | Name of Coordinator    | Fee (Tk.)   |
| 1              | Practical Income Tax & VAT Management                               | Dec. 01- 12, 2019 | 17:30 - 21:30 | BIM Dhaka | Tanvir Hossain         | Tk. 9,000/- |
| 2              | PPR 2008 & Public Procurement Management                            | Dec. 08- 12, 2019 | 09:30 - 17:30 | BIM Dhaka | Md. Aminul Islam       | Tk. 8,000/- |
| 3              | Certificate Course on Leadership and Managerial Competencies (CLMC) | Dec. 11- 12, 2019 | 09:00 - 17:00 | BIM Dhaka | Mamun Muztaba          | Tk.5,000/-  |
| 4              | Bangladesh Labor Act 2006 and Bangladesh Labour Rules 2015.         | Dec. 22, 2019     | 09:00 - 17:00 | BIM Ctg   | Akhund A. Shamsul Alam | Tk.3,500/-  |
| 5              | Marketing and Sales Management                                      | Dec. 22- 26, 2019 | 17:30 - 21:30 | BIM Ctg   | Nirjhar Mazumder       | Tk. 5,000/- |
| 6              | Office Management   | Dec. 22- 24, 2019 | 17:30 - 21:30 | BIM Dhaka | Md. Rabiul Islam Khan  | Tk. 6,500/- |

| JANUARY, 2020 |   |                       |               |           |                                     |             |
|---------------|---|-----------------------|---------------|-----------|-------------------------------------|-------------|
| SL No         | Title of the Course                                     | Duration              | Timing        | Venue     | Name of Coordinator                 | Fee (Tk.)   |
| 1             | সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী                   | Jan. 04 - 05, 2020    | 09:00 - 17:00 | BIM Dhaka | M. Amenoor                          | Tk. 6,000/- |
| 2             | Human Resource Management for New HR Professionals      | Jan. 05-16, 2020      | 17:00 - 21:30 | BIM Dhaka | Md. Mainul Islam                    | Tk. 9,000/- |
| 3             | PPR 2008 and Annual Procurement Planning                | Jan. 12-16, 2020      | 10:00 - 16:00 | BIM Dhaka | Engr. Md. Mehboob Hasan Kallol      | Tk. 8,000/- |
| 4             | Human Resource Management for Executives                | Jan. 16 - 25, 2020    | 18:30 - 21:30 | BIM Ctg   | Engr. Md. Tariqul Islam             | Tk. 6,500/- |
| 5             | Training of Trainers (ToT)                              | Jan. 19- 23, 2020     | 17:30 - 21:30 | BIM Dhaka | Md. Rabiul Islam Khan               | Tk. 7,000/- |
| 6             | Digital Marketing                                       | Jan. 19 - 30, 2020    | 17:30 - 21:30 | BIM Dhaka | Farkhunda Dorin & Nirjhar Mazumder, | Tk. 9,000/- |
| 7             | Certificate Course on Human Resource Management (CHRM). | Jan. 19 -30, 2020     | 17:00 - 21:30 | BIM Dhaka | Shaikh Sajibur Rahman               | Tk. 9,000/- |
| 8             | Financial Statement Analysis for Decision Making        | Jan. 26-Feb, 06, 2020 | 17:30 - 21:30 | BIM Dhaka | Md. Rajibul Hoque                   | Tk. 9,000/- |
| 9             | Research Methodology with the Application of SPSS       | Jan. 26-30, 2020      | 17:30 - 21:30 | BIM Dhaka | Aklima Zaman                        | Tk. 7,000/- |

| FEBRUARY, 2020 |  |                    |               |           |                        |            |
|----------------|--|--------------------|---------------|-----------|------------------------|------------|
| SL No          | Title of the Course  | Duration           | Timing        | Venue     | Name of Coordinator    | Fee (Tk.)  |
| 1              | Financial Management for Executives                        | Feb. 01 - 05, 2020 | 17:30 - 21:30 | BIM Dhaka | M. Amenoor             | Tk.7,000/- |
| 2              | Bangladesh Labor Act 2006 and Bangladesh Labour Rules 2015 | Feb. 02-06, 2020   | 17:00 - 21:30 | BIM Dhaka | Mohammad Mainul Islam  | Tk.7,000/- |
| 3              | Effective Team Building                                    | Feb. 09- 10, 2020  | 09:30 - 17.30 | BIM Dhaka | Lamia Farha            | Tk.5,000/- |
| 4              | Brand Management for Effective Marketing                   | Feb 16 – 27, 2020  | 17:30 - 21:30 | BIM Dhaka | Dr. Uttam Kumar Datta  | Tk.9,000/- |
| 5              | Bangladesh Labor Act 2006 and Bangladesh Labour Rules 2015 | Feb. 23,2020       | 09:00 - 17:00 | BIM Ctg   | Akhund A. Shamsul Alam | Tk.3,500/- |

| MARCH, 2020 |  |                    |               |           |                         |             |
|-------------|--|--------------------|---------------|-----------|-------------------------|-------------|
| SL No       | Title of the Course  | Duration           | Timing        | Venue     | Name of Coordinator     | Fee (Tk.)   |
| 1           | Advanced Supply Chain Management   | March 01-12, 2020  | 17:30 - 21:30 | BIM Dhaka | Md. Aminul Islam        | Tk. 9,000/- |
| 2           | Public Service Innovation  | March 04-05, 2020  | 09:00 - 17:00 | BIM Dhaka | Farkhunda Dorin         | Tk. 8000/-  |
| 3           | সু-শাসন বাস্তবায়নে করণীয়ঃ জাতীয় শুদ্ধাচার কৌশল, তথ্য অধিকার আইন, বার্ষিক কর্ম সম্পাদন চুক্তি, পাবলিক সার্ভিস ইনোভেশন ও এসডিজি | March 11-12, 2020  | 09:00 - 17:00 | BIM Dhaka | Mamun Muztaba           | Tk.5,000/-  |
| 4           | Essential Skills for Human Resource Management Professionals   | March 15-19, 2020  | 17:00 - 21:30 | BIM Dhaka | Shaikh Sajibur Rahman   | Tk. 7,000/- |
| 5           | Financial Management & Valuation for Non-Financial Personnel   | March 20-21, 2020  | 09:30 - 17:30 | BIM Dhaka | Md. Rajibul Hoque       | Tk. 5,000/- |
| 6           | Supply Chain Management  | March 19-28, 2020  | 18:30 - 21:30 | BIM Ctg   | Engr. Md. Tariqul Islam | Tk.6,500/-  |
| 7           | Office Management  | March 22- 24, 2020 | 17:30 - 21:30 | BIM Dhaka | Md. Rabiul Islam Khan   | Tk. 6,500/- |
| 8           | Bangladesh Labor Act 2006 and Bangladesh Labour Rules 2015   | March 22-26, 2020  | 17:00 - 21:30 | BIM Dhaka | Akhund A. Shamsul Alam  | Tk. 7,000/- |



| APRIL, 2020 |   |                     |               |           |                       |             |
|-------------|---|---------------------|---------------|-----------|-----------------------|-------------|
| SL No       | Title of the Course   | Duration            | Timing        | Venue     | Name of Coordinator   | Fee (Tk.)   |
| 1           | Effective Managerial Communication                            | April 08- 09, 2020  | 09:30 - 17:30 | BIM Dhaka | Lamia Farha           | Tk. 5,000/- |
| 2           | Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015     | April 12-16, 2020   | 17:00 - 21:30 | BIM Dhaka | Mohammad Mainul Islam | Tk.7,000/-  |
| 3           | Practical Human Resource Management for Managers & Executives | April 26-30, 2020   | 17:00 - 21:30 | BIM Dhaka | Md. Zafar Ali         | Tk 7,000/-  |
| 4           | Cyber Security Awareness Training                             | April 21 - 23, 2020 | 17:30 - 21:30 | BIM Dhaka | S M Ariful Islam      | Tk. 8,000/- |

| MAY, 2020 |   |                 |               |           |                       |             |
|-----------|---|-----------------|---------------|-----------|-----------------------|-------------|
| SL No     | Title of the Course                           | Duration        | Timing        | Venue     | Name of Coordinator   | Fee (Tk.)   |
| 1         | The Art of Effective Selling and Salesmanship | May 19-20, 2020 | 09:00 - 17:00 | BIM Dhaka | Dr. Uttam Kumar Datta | Tk. 5,000/- |

| JUNE, 2020 |                            |                    |               |           |                     |            |
|------------|----------------------------|--------------------|---------------|-----------|---------------------|------------|
| SL No      | Title of the Course        | Duration           | Timing        | Venue     | Name of Coordinator | Fee (Tk.)  |
| 1          | Marketing and Salesmanship | June 14 – 25, 2020 | 17:30 – 21:30 | BIM Dhaka | Nirjhar Mazumder    | Tk. 9000/- |

## Activities of the Institute

### Training

BIM offers two types of courses : Short courses of one to two weeks long and Diploma courses of one-year duration.

#### a. Short Courses

During the course of the last decade, BIM has organized over 80 courses and seminars annually of varying duration ranging from one to four weeks, sometimes of longer duration for request programs. The courses offered by BIM covers the whole gamut of management studies viz. General Management, Financial Management, Project Management, Rural Development, Entrepreneurship Development, Marketing, Industrial Engineering etc. Till the year ending June 2018, a total number of 96,742 participants have received training in various short courses.

#### b. Diploma Courses

Presently, BIM offers the following post graduate diploma courses:

Human Resource Management  
Industrial Management  
Marketing Management  
Financial Management  
Computer Science  
Compliance Management.

BIM has recently introduced another diploma program on Productivity and Lean Manufacturing for Ready-made Garment.

### Consultancy

BIM has vast experience in consultancy services and has rendered services to various national and international agencies and organizations. The clientele include among others, Ministry of Planning, Ministry of Finance, Trading Corporation of Bangladesh, Petro Bangla, Power Development Board, Export Promotion Bureau, Bangladesh Chemical Industries Corporation (BCIC), BPC, RAJUK, Bangladesh Railway, Sadharan Bima, Bangladesh Agriculture Research Council (BARC), Civil Aviation Authority, Dhaka WASA, Bangladesh Steel and Engineering Corporation (BSEC), Bangladesh Textile Mills Corporation (BTMC), Bangladesh Jute Mills Corporation (BJMC), Chittagong Port Authority, United Nations Industrial Development Organization (UNIDO), Asian Development Bank (ADB), United Nations Population Fund (UNFPA) etc. In-house services are also provided to various organizations on need basis.

### Research and Publication

BIM also undertakes research projects. Such research projects deal with Training and Management Development, Corporate Management, Choice of Technology, Incentive Schemes, Managerial Motivation, Quality Circles, Recruitment and Selection, Performance Appraisal etc. 'Management Development', a quarterly journal carrying articles and research findings of eminent national and international teachers and professionals has been a regular publication of BIM.

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