

ANNUAL PROGRAM

2016 – 2017



Bangladesh Institute of Management (BIM)

BANGLADESH INSTITUTE OF MANAGEMENT

ANNUAL PROGRAM

July 2016 - June 2017

DHAKA CAMPUS

*4, Sobhanbag, Mirpur Road, Dhaka-1207
Phone : PABX : 8117405-7, 9103171-73, 9103178
Fax : 88-02-8114304, Web : www.bim.org.bd
Email : bim@bim.org.bd*

CHITTAGONG CAMPUS

*Chandgaon Residential Area
P.O. Chandgaon, Chittagong-4212, Phone : 670332
Email : bimctg@abnetbd.com*

KHULNA CAMPUS

*Boyra,
Khulna-9000
Phone : 762391
E-mail : bim_khulna@bim.org.bd*

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BIM Faculty3 Representing each Diploma Course

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Faculty4 Bangladesh Institute of Managemen

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1. Nominated by the Vice Chancellor, Dhaka University.
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MANAGEMENT DEVELOPMENT

A Quarterly Journal

BANGLADESH INSTITUTE OF MANAGEMENT

**4, Sobhanbag, Mirpur Road,
Dhaka-1207, Bangladesh.**

SUBSCRIPTION RATES

20% agents' discount, air freight extra and surface mail paid by the institute.
Payments to be made to the Director General of the institute through bank drafts
or postal/pay orders.

Bangladesh Institute of Management (BIM)

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. It is the outcome of a tripartite project known as 'East Pakistan Management Development, Supervisory and Instructor Training Centre'. To establish this project, a plan of operation was signed by the then Government of Pakistan, the United Nations and ILO in 1960. The project came into being on 1-1-1961 under the administrative control of the Ministry of Health, Labour and Social Welfare (Labour and Social Welfare Division) of the then Central Government of Pakistan which was subsequently transferred to the Provincial Government of East Pakistan in December 1963.

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 centre 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 were drawn from the public sector enterprises. The institute was further involved in providing training to the members of what was proposed to be the Industrial Management Service (IMS).

With gradual shift in development focus and liberalization of the economy from around 1975, there was distinct shift in focus of the activities of BIM. The client base also changed from a predominantly public sector to a mix of public and private sector. During the late 70's to mid 80's, 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.

In the early 90's, the then Bangladesh Management Development Centre (BMDC) was faced with a strategic decision making situation. Due to proliferation of training institutes in both the public sector as well as NGO sector and because of limited client base, the BMDC was faced with stiff competition in the field of short, subject specific training programmes. The number of participants per course was dwindling as were the number of courses. Against this backdrop, the BMDC took a far-reaching strategic decision to introduce a number of year long, post-graduate diploma courses. Three such academic programmes—Post Graduate Diploma in Marketing Management, Post Graduate Diploma in Financial Management, Post-Graduate Diploma in Computer Science were introduced. Response to these new diploma programmes, particularly for computer science, was encouraging.

VISION STATEMENT

“World-class organization for developing managerial capacity.”

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.

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.

Administration and Organization

The Board of Governors is the highest policy making body of BIM. The Board provides the policy framework for the Institute to operate and monitors its activities. The Board of Governors of BIM consists of members drawn from the government, business, trade associations, and academics. The Secretary, Ministry of Industries, Government of the People's Republic of Bangladesh is the Chairman of the Board.

The Chief Executive of the Institute is the Director General, who is assisted by three Directors. There are ten specialized divisions, viz. Accounting and Financial Management, Computer Services, General Management, Marketing Management, Human Resource Management, Production Management, Productivity and Consultancy, Project and Social Service Sector, Research, Evaluation and publication, and TOT and Behavioral Management. In addition to this, there are six other sections namely Administration, Accounts, Audio Visual, Library, Maintenance and Reproduction.

Mission Statement

“Developing capacity of managers through training and consultancy services.”

Objectives of the Institute

- To train and develop managers at all levels engaged in commercial, industrial and service organizations of private, public sector and NGO's.
- To help improve productivity in different sectors of the economy through Training, Research and Consultancy services.
- To carry out publication work and disseminate modern knowledge and information in the fields of management development, training, economics, business and other relevant areas.
- To co-operate with similar institutions at home and abroad in promoting exchange of knowledge and experience.

Training

BIM offers two types of courses : Short courses of one to four 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 2016, the total number of short courses organized by the institute has been 3,816 and the total number of executives trained numbered over 62,043.

b. Diploma Courses

Presently, BIM offers the following five post graduate diploma courses of one year each (i) Human Resource Management, (ii) Industrial Management, (iii) Marketing Management, (iv) Financial Management and (v) Computer Science. Apart from above Post-Graduate Diploma courses, BIM offers Diploma course in Social Compliance and Productivity & Quality Management of six months duration. Over 13,207 students enrolled in the different diploma courses till date, among them 8,088 had graduated in the mentioned courses.

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

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.

Publication

‘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.

Resources

a. Faculty

BIM can rightly boast of a multi-disciplinary faculty who bring with them not only academic distinction but also professional competence of a high degree. BIM has taken particular care to train up its faculty both at home and abroad so that they are able to discharge their duties to the best of their ability and to the complete satisfaction of their clientele. Most of the faculty members have had some experience in the industry which enables them to better empathies with the participants, who are mostly drawn from the trade and industry. This also adds to the effectiveness of the courses offered by BIM.

b. Physical Facility

The main campus of BIM is located on five acres of land at 4, Sobhanbag, Mirpur Road, in the centre of Dhanmondi, Dhaka. There are sixteen fully equipped, air-conditioned classrooms, five of which are of international standard. 360 participants can be accommodated at a time. There are two auditoriums—one with a seating capacity of 100 and the other with a capacity of 250 persons. There are two hostels at Dhaka having a total of twenty-five twin beds, including ten air-conditioned rooms and dining facility for 100 individuals. BIM has similar, though smaller facilities in the other two major cities of Bangladesh—Chittagong and Khulna.

c. Library Facilities

The fully air-conditioned library at Dhaka has a rich collection of books on various aspects of management and modern business practices as well as a large number of national and international journals. Library facilities are available to all participants and other readers interested in management education. On 2013 an MoU has been signed between DIU & BIM, specially to use the digital library of DIU for the all participants and faculty of BIM.

d. Computer Labs

BIM has two computer labs equipped with the latest state of the art micro computers numbering over 100. The computer labs are suitably designed to provide conducive learning environment to the participants of computer related courses. Latest software are available for running database, spreadsheet and word-processing applications. A modern Computer lab facility is also available for the participants at the Chittagong Campuses.

Technical Co-operation with International Agencies

The Institute has received assistance from a number of international institutions and agencies including the World Bank, USAID, UNDP, ITC/GATT/UNCTAD, UNIFEM and others. It has collaborated with agencies such as the ILO, ITC and UNICEF, IFAD, AARRO and with institutions such as the Asian Productivity Organization (APO), International Centre for Public Enterprises (ICPE), Asian Regional Training and Development Organization (ARTDO) and German Technical Cooperation (GTZ).

**Month-wise and
Detail Course Outline**

PROGRAM AT A GLANCE

JULY, 2016						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.) Excluding VAT and Tax
1.	Financial Management for Executives	July 24-28, 2016	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk. 6,000/-
2.	Internal Audit on HR	July 29-30, 2016	09:30-17:30	BIM, Dhaka	Md. Manzur Hossain	Tk. 4,000/-
3.	Intellectual Property Rights	July 31-Aug. 10, 2016	17:30-21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk.8,000/-
AUGUST, 2016						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.) Excluding VAT and Tax
1.	Accounting Software Tally. ERP9	Aug. 05, 06, 12 & 13, 2016	09:30-17:30	BIM, Dhaka	Tanvir Hossain	Tk. 8,000/-
2.	Total Quality Management (TQM)	Aug. 07-18, 2016	17:30-21:30	BIM, Dhaka	Engr. A. N. M. Shahidullah	Tk. 8,000/-
3.	Human Resource Management For Executives	Aug. 07-18, 2016	17:30-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.8,000/-
4.	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	Aug. 07-11, 2016	17:30-21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 6,000/-
5.	ICT for Office Management	Aug. 14-25, 2016	17:30-21:30	BIM, Dhaka	S M Ariful Islam	Tk.8,000/-
6.	Basic Management & Human Resource Development	Aug. 21-25, 2016	17:30-21:30	BIM, Dhaka	Md. Zafar Ali	Tk. 6,000/-
7.	Practical Income Tax & VAT Management	Aug. 21-Sept.01, 2016	17:30-21:30	BIM, Dhaka.	Md. Manzur Hossain	Tk. 8,000/-
SEPTEMBER, 2016						
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.) Excluding VAT and Tax
1.	Marketing Research for Effective Decision Making	Sept. 04-08, 2016	17:30-21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 6,000/-
2.	Managing Human Resources In Organization	Sept. 20-24, 2016	17:30-21:30	BIM, Dhaka	Mamun Muztaba	Tk. 6,000/-
3.	Developing Management Skills	Sept.26-27, 2016	09:30-17:30	BIM, Dhaka	Mohammad Nazmi Newaz	Tk. 4,000/-

OCTOBER, 2016

SL. No.	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.) Excluding VAT and Tax
1.	Training Of Trainers (TOT)	Oct. 02-13, 2016	09:30-3:30	BIM, Dhaka	Md. Mahbub ul Alam	Tk. 7,000/-
2.	Effective Budget & Budgetary Control	Oct. 02-06, 2016	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk. 6,000/-
3.	Project Management: Principles, Tools & Techniques	Oct. 3-5, 2016	09:30-16:00	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 6,000/-
4.	Motivating People at Work	Oct. 05-06, 2016	09:30-17:30	BIM, Dhaka	Lamia Farha	Tk. 4000/-
5.	Bangladesh Labor Act 2006 and Labor Rules 2015	Oct. 09-13, 2016	17.30- 21.30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 6,000/-
6.	Human Resource Management, & Labour Laws	Oct. 16-27, 2016	17:30-21:30	BIM, Ctg.	Salma Sultana Saleh Ejaz	Tk.8,000/-
7.	Managing Relationship In Supply Chain	Oct. 16 – Oct. 27, 2016.	17:30-21:30	BIM, Dhaka	Md. Aminul Islam	Tk.8,000/-
8.	Effective Leadership In Change Management	Oct. 17,2016	09:30-17:00	BIM, Dhaka	Mohammad Nazmi Newaz	Tk. 2,500/-
9.	Supply Chain Management	Oct. 20,21,22-27,28, 29, 2016	18:30-21:30	BIM, Ctg.	Enrg. Md. Tariqul Islam	Tk. 4,800/-
10.	Effective Business Communication	Oct. 21-22, 2016	09: 30-17:30	BIM, Dhaka	Md.Rajibul Haque	Tk. 4,000/-
11.	Human Resources Management: Principles & Practices	Oct. 23-27, 2016	17:30-21:30	BIM, Dhaka	Md. Zafar Ali	Tk. 6,000/-
12.	Project Monitoring and Evaluation	Oct. 24-26, 2016	09:30-16:00	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk. 6,000/-
13.	Public Procurement Processing And Approval Procedure	Oct. 25-27, 2016	09:30-13:30	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk.5,000/-
14.	Marketing & Salesmanship	Oct. 30-Nov.10, 2016	17:30-21:30	BIM, Dhaka	Nirjhar Mazumber	Tk. 8,000/-

NOVEMBER, 2016

SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.) Excluding VAT and Tax
1.	সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী	Nov. 04- 05, 2016	09:30-17:30	BIM, Dhaka	M. Amenoor	Tk. 4,000/-
2.	Management For New Managers	Nov. 06-10, 2016	17:30-21:30	BIM, Dhaka	Lamia Farha	Tk. 6000/-
3.	ICT for Office Management	Nov.06-17, 2016	17:30-21:30	BIM, Dhaka	S M Ariful Islam	Tk.8,000/-
4.	Basic Human Resource Management	Nov.13-17, 2016	17:30-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 6,000/-
5.	Purchase and Store Management	Nov.13-24, 2016	17:30-21:30	BIM, Dhaka	Engr. A. N. M. Shahidullah	Tk. 8,000/-
6.	Financial Management for Executives	Nov.13-17, 2016	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk. 6,000/-
7.	Synergy In Team Building	Nov.14-15, 2016	09:30-17:30	BIM, Dhaka	Mohammad Nazmi Newaz	Tk. 4,000/-
8.	Social Compliance In Relation To Bangladesh Labour Act 2006	Nov.20-24, 2016	17:30-21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 6,000/-
9.	Organizational Development & Training Management	Nov.20-24, 2016	17:30-21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk. 6,000/-
10.	Supply Chain Management	Nov.20-30, 2016	17:30-21:30	BIM, Dhaka	Mohammad Sayeedur Rahman	Tk.8,000/-
11.	Financial Statement Analysis for Decision Making	Nov.20-Dec.01, 2016	17:30-21:30	BIM, Dhaka	Md.Rajibul Haque	Tk. 8,000/-
12.	Research Methodology with the Application of SPSS	Nov.20-Dec. 01, 2016	17:30-21:30	BIM, Dhaka	Md Mahbub-ul-Alam	Tk.10,000/
13.	Public Procurement Management	Nov 20 – Dec. 01 2016	17:30-21:30	BIM, Dhaka	Md. Aminul Islam	Tk.8,000/-
14.	জাতীয় শুদ্ধাচার কৌশল	নভেম্বর ২৪, ২০১৬	০৯:০০- ১৭:০০	বি আই এম, ঢাকা	মামুন মুজতাবা	টাকা: ২৫০০/
15.	Analyzing Competitors and Selecting Competitive Strategy in Marketing	Nov.25-26, 2016	09:30-17:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 4,000/-
16.	Human Resource Management, Labour Laws & Conducting Domestic Enquiry	Nov.27-Dec.15, 2016	17:30-21:30	BIM, Ctg.	Salma Sultana Saleh Ejaz	Tk.9,500/-

DECEMBER, 2016						
SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.) Excluding VAT and Tax
1.	Accounting Software Tally. ERP9	Dec. 02, 03, 09 & 10, 2016	09:30-17:30	BIM, Dhaka	Tanvir Hossain	Tk. 8,000/-
2.	Office Management with Computer Application	Dec. 04-08, 2016	09:30-17:30	BIM, Dhaka	Lamia Farha	Tk. 7,000/-
3.	Spreadsheet Analysis by using MS Excel	Dec.11-22, 2016	18:30-21:30	BIM, Ctg.	Enrg. Md. Tariqul Islam	Tk.5,500/-
4.	Cyber Security Awareness Workshop	Dec.11 -13,2016	17:30 - 21:30	BIM, Dhaka	S M Ariful Islam	Tk.5,500/-
5.	Professional Income Tax & VAT Management	Dec.18-22, 2016	17:30-21:30	BIM, Dhaka	Tanvir Hossain	Tk. 6,000/-
6.	Labor Law For Managers And Executives	Dec.18-22, 2016	17:30 -21:30	BIM, Dhaka	Md. Zafar Ali	Tk. 6,000/-
7.	Marketing of Services	Dec.18-22, 2016	17:30-21:30	BIM, Dhaka	Nirjhar Mazumber	Tk. 6,000/-
8.	Managing Soft Skills At Work Place	Dec.19-20, 2016	09:30-17:30	BIM, Dhaka	Mohammad Nazmi Newaz	Tk. 4,000/-
9.	Time Management	Dec. 23, 2016	09:30-17:30	BIM, Dhaka	Dr. Parveen Ahmed	Tk. 2,500/-
JANUARY, 2017						
SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.) Excluding VAT and Tax
1.	Effective Budget & Budgetary Control	Jan. 08-12, 2017	17:30-21:30	BIM, Dhaka	M. Amenoor	Tk. 6,000/-
2.	Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	Jan. 08-12, 2017	17:30-21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 6,000/-
3.	Spreadsheet Analysis by using MS Excel	Jan.15-26, 2017	18:30-21:30	BIM, Ctg.	Enrg. Md. Tariqul Islam	Tk.5,500/
4.	Brand Management & Setting the Products in a Competitive Market	Jan.15-26, 2017	17:30-21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 8,000/-
5.	Financial Management for Non-Profit Organization	Jan.15-26, 2017	17:30-21:30	BIM, Dhaka	Tanvir Hossain	Tk. 8,000/-
6.	PPR 2008 And Public Procurement Management	Jan.17-28, 2017	09:30-13:30	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk.7,000/-
7.	Management Information Systems (MIS)	Jan.22-26, 2017	09:30-13:30	BIM, Dhaka	Mohammad Nazmi Newaz	Tk. 5,000/-

FEBRUARY, 2017

SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.) Excluding VAT and Tax
1.	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	Feb.03-04, 2017	09:30-17:30	BIM, Dhaka	M. Amenoor	Tk. 4,000/-
2.	Social Compliance In Relation To Bangladesh Labour Act 2006	Feb.05-09, 2017	17:30-21:30	BIM, Ctg.	Akhund A. Shamsul Alam	Tk. 6,000/-
3.	Leadership Development	Feb. 05-09, 2017	17.30-21.30	BIM, Dhaka	Lamia Farha	Tk. 6,000/-
4.	Certificate Course On Human Resource Management	Feb.05-16, 2017	9:30-13:00	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 7,000/-
5.	Investment Analysis & Portfolio Management	Feb.12-16, 2017	17:30-21:30	BIM, Dhaka	Md.Rajibul Haque	Tk. 6,000/-
6.	PPR 2008 And Annual Procurement Planning	Feb.15-16, 2017	09:30-17:30	BIM, Khulna	Engr. Md. Mehboob Hasan Kallol	Tk.4,000/-
7.	Spread Sheet Analysis with MS-Excel	Feb.19-22, 2017	09:30-13:30	BIM, Dhaka	Farkhunda Dorin	Tk. 5000/-
8.	Marketing & Salesmanship	Feb. 26-Mar.09, 2017	17:30-21:30	BIM, Dhaka	Nirjhar Mazumber	Tk. 8,000/-
9.	Human Resource Strategies And Policies	Feb.27-28, 2017	09:30-17:30	BIM, Dhaka	Mohammad Nazmi Newaz	Tk. 4,000/-

MARCH, 2017						
SL. No.	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.) Excluding VAT and Tax
1.	Effective Team Building	March 07-09, 2017	17.30-21.30	BIM, Dhaka	Lamia Farha	Tk. 5,500/-
2.	Computer Application in Financial Management	March 11, 2017	09:30-18:30	BIM, Dhaka	Md.Rajibul Haque	Tk. 2,500/-
3.	Training Of Trainers (TOT)	March 12-23, 2017	17:30-21:30	BIM, Dhaka	Md. Mahbub ul Alam	Tk. 8,000/-
4.	PPR 2008 And Annual Procurement Planning	March 14-16, 2017	17:30-21:30	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk.5,500/-
5.	How to Become an Efficient Manager	March 17, 2017	09:30-17:30	BIM, Dhaka	Dr. Parveen Ahmed	Tk. 2,500/-
6.	Organizational Development & Training Management	March 19-23, 2017	17:30-21:31	BIM, Dhaka	Md. Rabiul Islam Khan	Tk.6000/=
7.	Internal Audit	March. 26-April 06, 2017	17:30-21:30	BIM, Dhaka	Md. Manzur Hossain	Tk. 8,000/-
APRIL, 2017						
SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.) Excluding VAT and Tax
1.	Business Communication Skills	April 04-06, 2017	17.30-21:30	BIM, Dhaka	Lamia Farha	Tk. 5,500/-
2.	Implementing ISO 9001 Quality Management System	April 08-13 2017	17:30-21:30	BIM, Dhaka	Engr. A. N. M. Shahidullah	Tk.6,000/-
3.	Spread Sheet Analysis with MS-Excel	April 09-12, 2017	09:30-13:30	BIM, Dhaka	Farkhunda Dorin	Tk. 5000/-
4.	Human Resource Management for New HR Professionals	April 09-20, 2017	17:30-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 8,000/-
5.	PPR, 2008 And Contract Management	April 14-15, 2017	09:30-17:00	BIM, Dhaka	Md. Aminul Islam	Tk.4,000/-
6.	Marketing Management to the New Economy	April 16-27, 2017	17:30-21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 8,000/-
7.	Feasibility Study for Investment	April 16-20, 2017	17:30-21:30	BIM, Dhaka	Tanvir Hossain	Tk. 6,000/-

MAY, 2017

SL. No.	Title of the Course	Duration	Timing	Venue	Name of Coordinator (s)	Fee (Tk.) Excluding VAT and Tax
1.	IT Security and Business Continuity	May 05,06-12,13, 2017	09:30-17:30	BIM, Dhaka	Farkhunda Dorin	Tk. 7,000/-
2.	Brand Management: Incredible Brand Building Strategy	May 07-11, 2017	17:30-21:30	BIM, Dhaka	Nirjhar Mazumber	Tk. 6,000/-
3.	Management Techniques & Gender Issues for women	May 07-11, 2017	09:30-13:30	BIM, Ctg.	Salma Sultana Saleh Ejaz	Tk.5,000/-
4.	PPR, 2008 And Contract Management	May 12 – 13, 2017	09.30-17.00	BIM, Dhaka	Md. Aminul Islam	Tk.4,000/-
5.	Advanced Human Resource Management	May 13-15, 2017	09:30-17:00	BIM, Dhaka	Shaikh Sajibur Rahman	Tk.6,000/-
6.	Office Management	May 21-23, 2017	17:30 - 21:30	BIM, Dhaka	Dr. Parveen Ahmed	Tk.5,500/-

ACCOUNTING & FINANCIAL MANAGEMENT DIVISION

FINANCIAL MANAGEMENT FOR EXECUTIVES

Course Objective

Learn financial management techniques to enhance your business analytical, risk management and decision making skills. You will need these critical skills to effectively manage your business going forward from this global recession and financial crisis.

This Course will help you to:

- link decision making and the impact on the company's profitability
- use financial management tools to diagnose the financial health of business
- use financial management tools to evaluate projects financial viability and enhance shareholders wealth
- become a more effective business manager

Course Outline

- Understand Basic Financial Statements and Terminology
- Balance sheet-assets, equity and liability
- Profit and loss account-matching revenues to expenses
- Accruals accounting-Difference between profits and cash

Understanding How Financial Management supports effective business strategy Using Financial Ratios to evaluate the financial health of a business:

- Profitability ratios, Liquidity ratios
- Management effectiveness ratios
- Financial risk ratio
- Stock market ratios and investors return on investment ratios
- Using real multi national companies' ratios for discussion and learning

Sources of Business Funding – Equity and Debt Capital

- Cost of equity capital, Cost of debt capital
- Debt capital and taxation
- Weighted average cost of capital (WACC)
- Gearing and the impact on the Weighted Cost of Capital

Capital/ Project Investment Evaluation Techniques

- Return on investment (ROI), Pay back
- Net Present value (NPV) of discounted cash flows (DCF)
- How effective WACC Management can impact NPV and project profitability
- NPV and maximizing shareholders wealth
- Internal rate of return (IRR)
- Project sensitivity analysis
- Understand Capital Market
- Capital Market, How to arise fund from capital market
- Techniques of floating IPO

Who Should Attend

For all financial managers and executives in every functional management area and industry. The financial management tools help enhances your financial acumen, decision and strategy management effectives.

Training Method:

Lectures, sharing of practical experiences and the use of a business simulation game invented by in will help you apply what you learn immediately.

Duration : July 24 - 28, 2016
Timing : 17.30 - 21.30 hours
Venue : BIM, Dhaka
Coordinator : M. Amenoor
Course Fee : Tk.6,000/-

Duration : November 13 - 17, 2016
Timing : 17.30 - 21.30 hours
Venue : BIM, Dhaka
Coordinator : M. Amenoor
Course Fee : Tk.6,000/-

INTERNAL AUDIT ON HR

Course Objective

An HR audit involves an objective look at the company's HR policies, practices, procedures and strategies to protect the company, establish best practices and identify opportunities for improvement. An objective review of the company's "current state" can help you evaluate whether specific practice areas are adequate, legal and/or effective. The results can provide decision-makers with the information necessary to decide what areas need improvement.

An HR audit can be structured to be either comprehensive or specifically focused. There are several types of audits, and each is designed to accomplish different objectives. Some of the more common types are:

Compliance: Focuses on how well the company is complying with policy-procedures, present international and local laws and regulations.

Best Practices: Helps the organization maintain or improve a competitive advantage by comparing its practices with those of companies identified as having exceptional HR practices.

Strategic: Focuses on the strengths and weaknesses of systems and processes to determine whether they align with the HR department's and/or the company's strategic plan.

Function-Specific: Focuses on a specific area in the HR function (e.g., payroll, performance management, records retention, etc.).

This workshop will help participants to be conversant in every area of HR Audit Preparation and Conduction.

Who should attend

1. HR Personnel (any level)
2. Internal/ External Auditor
3. Management / HR Consultants
4. Potential HR Personnel

Outcome of the Program

1. be an Auditor to conduct HR Audit
2. be an expert to face HR Audit
3. be an HR generalist to perform HR function in a standard and effective way
4. be a consultant for setting standard HR system

Major areas to be covered

- Objective of HR Audit
- Scope of HR Audit
- Approaches to HR Audit
- Benefits of HR Audit
- Area of HR Audit
- Steps & Process of HR audit

- Methods of HR Audit
- Critical areas to be addressed for HR Audit preparation
- HR Audit Check List
- Tools to be used in HR Audit
- Questions for interview during HR Audit
- HR Audit Report writing
-

Training Methodology

- Exercise
- Case Study
- Role Play/ Simulation
- Lecture Discussion
- Sharing/ Participatory

Special Feature

- Exercise based learning
- Relate the learning with application in practical field
- Ensure participants' engagement

Duration : July 29 - 30, 2016
Timing : 09.30:00 - 17:30 hours
Venue : BIM, Dhaka.
Coordinator : Md. Manzur Hossain
Course Fee : Tk. 4,000/-

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ACCOUNTING SOFTWARE TALLY. ERP 9

Course Objective

- Introducing with computerized accounting systems.
- Improve skills on Professional Accounting Practices.
- Keep ahead yourself than others by learning an International Branded Accounting Software.

Who Should Attend:

- Professional Accountants who are to implement a full set of accounting system in an organization.
- Presently involved in accounting job but seeking a better job or promotion/ Business Graduate would like to build up career in the file of Finance.
- Freelancers who want to work with Tally. ERP 9 Including Accounting, Inventory & Payroll.
- Who are planning to migrate in Canada/Australia/UK
- Who are planning to study and need a part time job in Canada/Australia/UK
- Who is jobless but looking for a better job in Accounts or Finance Department?
- Top management who needs to learn basic accounting as well as review financial reports

Course Outline:

Phase-I

What is Book Keeping? What is an Account? What is Double –Entry System of Book Keeping? Explain the term transaction, What is journal entry? What is Contra Entry? What is Journal Voucher? Explain the word Liability ,Explain the word assets, Books of Accounts, Definition of Indirect Exp / Indirect Income, Definition of Direct Exp / Direct Income, What is debit?, What is credit?, Difference between Journal voucher / Journal entry.

Phase-II

Golden rules of Accounting

Phase -III

Accounting Software

Why use Tally to maintain Account

Advantage over manual Accounting

Phase- IV

Creation of Company / Accounts only? Accounts with Inventory, Alter the company, Creation of password / security, Opening the company making it active, Creating ledger A/c, Altering individual ledger a/c, Viewing / Altering multiple ledger on screen, Inventory creation / Altering stock group /stock items,

Phase -V

Entering Voucher, Payment voucher / Receipt Voucher / Contra voucher / Journal voucher, Purchase voucher / Sales voucher / Purchase return / Sales Return, Purchase Order / Sales order / Stock Journal voucher / physical, Stock voucher / Rejection out voucher / Rejection In voucher,

Phase- VI

Easy Access to the various Books of Account, Cash Book / Bank Book / Purchase Book / sales Book / Journal voucher book / Debit Note book / Credit Note Book, Day Book / Ledger Book

Phase –VII

Automatic Creation of Financial Accounting Statement, Trial Balance, Trading A/c, Profit & Loss A/c, Balance Sheet, Stock Summary, Ratio Analysis

Phase –VIII

Printing various Book of Account
Printing all Financial Statement

Duration : August 05, 06, 12 & 13, 2016

Timing : 09.30-17.30 hours

Venue : BIM, Dhaka

Coordinator : Tanvir Hossain

Course Fee : Tk. 8,000/-

Duration : December 02, 03, 09 & 10, 2016

Timing : 09.30-17.30 hours

Venue : BIM, Dhaka

Coordinator : Tanvir Hossain

Course Fee : Tk. 8,000/-

PRACTICAL INCOME TAX & VAT MANAGEMENT

Course Objectives:

The purposes of this course is designed to develop the structural knowledge and skill of the participants regarding all aspects of Income Tax & VAT. It will enable participants to acquire a thorough understanding of the Income Tax Ordinance 1984 as amended up-to-date & The Value Added Tax 1991 of individuals, firms, companies, NGOs etc.

Course Outline:

Income Tax:

- A brief history of income tax law in Bangladesh.
- Scope of income tax law.
- Assesses: Classification of income, residential status.
- Income year and assessment year.
- Tax rates and tax return.
- Heads of income.
-

Computation of Taxable Income from:

- Salaries & Provident Funds
- Interest on Security
- House Property
- Agriculture
- Business or Profession
- Capital Gain
- Income from other Sources
- Advance Income Tax (AIT) and Tax Deducted at Source (TDS).
- Return of income
- Assessment, Appeal, Tribunal and References.
- Computation of tax – Individual, Firm, Company and NGO.VAT:
- A brief history of VAT law in Bangladesh.
- How does VAT work & value addition
- VAT- able Products & Services
- VAT exemption
- VAT calculation
- Truncated base & VAT Tax Source
- Form Mushak.

Who Should Attend:

The course is suitable for mid and junior level executives from all areas of management as well as income tax practitioners.

Training Method: Lecture, Case Study, Group Discussion & Exercise.

Duration : August 21 - September 01, 2016

Timing : 17:30 - 21:30 hours

Venue : BIM, Dhaka.

Coordinator : Md. Manzur Hossain

Course Fee : Tk. 8,000/

EFFECTIVE BUDGET AND BUDGETARY CONTROL

Course Objectives:

Effective budget and budgetary control in the public and private sectors.

Course Contents:

- Overview of Budgeting and Budgetary Control
- Budget Preparation: Techniques
- Budget Preparation: The Modern Tools
- Utilizing Information Technology in Budget Preparation
- Budget Preparation: Procedures and Processes
- Budget Control Measures
- Budget Evaluation and Review
- Cases and Exercises.

Who Should Attend:

Budget, Treasury, Finance, Accounts, Admin and HR Managers/ Officers.

Training Method: Lecture, Case Study & Group Discussion.

Duration : October 02 - 06, 2016
Time : 17:30 - 21:30 hours
Venue : BIM, Dhaka.
Coordinator : M. Amenoor
Course Fee :Tk. 6,000/-

Duration : January 08 - 12, 2017
Time : 17:30 - 21:30 hours
Venue : BIM, Dhaka.
Coordinator : M. Amenoor
Course Fee :Tk. 6,000/-

EFFECTIVE BUSINESS COMMUNICATION

Course Objectives:

Effective communication skill is the most significant tool to depict both Personal and professional Success. The course is aimed to enhance managerial expertise to attain targets through effective communication. The participants will be able to learn and develop winning mindset towards successful communication. Strategic process for developing interpersonal and dynamic presentation skills will be emphasized throughout course.

Course Outline:

- Identifying the ways of Communication.
- Communication Process.
- Significance of effective communication for business.
- Difference between Communication process and Communication vehicle
- Barriers of Communication.
- Audience Analysis.
- Developing You View Point and You Attitude.
- Writing good news, routine, natural, negative and Persuasive message.
- Outline and Business Report writing.
- E-mail and formal communication.
- Role of Nonverbal communication
- Overcoming Fear and preparation of presentation.
- Business Meeting and presentation.
- Resume writing and Cover Letter
- Using Social Media for Success.

Who Should Attend:

Executives, Midlevel Managers and individuals from different profession are the suitable participants for the course.

Training Methods: Lecture, Group Discussion and Exercise.

Duration : October 21 - 22, 2016

Timing : 09: 30 - 17:30

Venue : BIM, Dhaka,

Coordinator : Md. Rajibul Hoque

Course Fee : Tk. 4,000/-

সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী

- চাকরির সাধারণ শর্তাবলী
 - যোগদানকাল, জ্যেষ্ঠতা নির্ধারণ ও পদোন্নতি
- সরকারী কর্মচারী (আচরণ) বিধিমালা ১৯৭৯
- সরকারী কর্মচারী (শৃঙ্খলা ও আপীল) বিধিমালা ১৯৮৫
 - চাকরি হতে বরখাস্ত, অপসারণ ও সাময়িক বরখাস্ত
 - বাধ্যতামূলক অবসর
- বেতন ও অন্যান্য সুবিধাদি:
 - বেতন।
 - ফি ও সম্মানীভাতা।
 - বিভিন্ন প্রকার ভ্রমণভাতা।
- ছুটি:
 - সাধারণ শর্ত।
 - নির্ধারিত ছুটি বিধিমালা।
 - বিশেষ এবং সাধারণ ছুটি।
 - অবকাশ বিভাগের ছুটি।
 - ছুটিকালীন বেতন।
 - বিশেষ বিধানাবলী।
 - ছুটির পদ্ধতি।
- পেনশন সাধারণ বিধিসমূহ
- পেনশন মঞ্জুর শর্তাদি

যারা অংশগ্রহণ করতে পারেন:

সরকারি/স্বায়ত্বশাসিত/আধা-সরকারি/প্রকল্প/কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণ পদ্ধতি: বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।

মেয়াদ : নভেম্বর, ০৪ থেকে ০৫, ২০১৬ইং
সময় : ০৯.০০ থেকে ১৭.৩০
স্থান : বিআইএম, ঢাকা।
ফি : ৪,০০০/-

মেয়াদ : ফেব্রুয়ারী ০৩ থেকে ০৪, ২০১৭ইং
সময় : ০৯.০০ থেকে ১৭.৩০
স্থান : বিআইএম, ঢাকা।
ফি : ৪,০০০/

FINANCIAL STATEMENT ANALYSIS FOR DECISION-MAKING

Course Objectives

The course is designed to equip the participants with the knowledge and skill of analysing and interpreting financial statements of an organization in terms of its strengths and weaknesses. The course would enable the participants to help the management improve enterprise performance through proper planning and appropriate decision-making on strategic corporate issues of the organization.

Course Outline

- An overview of Accounting and Finance.
- Overview of Financial Management and Major Decision Making.
- Overview of the Financial Statements
- Recording and reporting system of Financial Statements.
- Financial Statements Preparation
- Cash flow Statement Preparation
- Analyzing financial statement to determine business performance
- Different types of Financial Statements (Industry wise).
- Accounting information for management planning & control
- Horizontal and Vertical Analysis
- Financial Analysis
- External analysis—competitors, customers and suppliers
- Internal analysis—liquidity, cash flow and performance
- Evaluating alternative analysis strategies

Management : Planning and Decision-making

- Investment Decision and Evaluation
- Time value of money/Discounted Cash flow Analyses
- The Payback Period
- Net Present Value(NPV)
- The Profitability Index(PI)
- Exercise on Investment decisions
- Capital Structure Decision
- Short Term Financing Decision
- CVP analyses
- Exercise on CVP analyses
- Long-Term Financing Decisions

Raising of Capital in the corporation

- Dividend Policy
- Short Term Financing Decision
- Operating cycle and cash cycle
- Future Action Plan (remedial action) on the basis of findings.

Who Should Attend

The course is suitable for financial and non-financial personnel such as Finance Executives, Accountants, Planners, Engineers, Production Managers and Management Decision-Makers. Graduates can apply upon fulfilling certain provision.

Training Methods: Lecture, Group Discussion, and Exercise.

Duration : November 20 - December 01, 2016
Timing : 17: 30 - 21: 30 hours
Venue : BIM, Dhaka
Coordinator : Md. Rajibul Hoque
Course Fee : Tk. 8,000/-

PROFESSIONAL INCOME TAX & VAT MANAGEMENT

Course Objective :

The objective and purpose of this course is to provide the participants basic knowledge regarding INCOME TAX & VAT. Participants can develop a synoptic view of the INCOME TAX & VAT system and on that basis they would be able to perform their INCOME TAX & VAT related jobs themselves. Without basic INCOME TAX & VAT knowledge, facing an INCOME TAX & VAT related problem, anybody becomes confused and worried. On completion of the course, the participants will get knowledge to understand their problems, to do their jobs themselves and to help others in INCOME TAX & VAT matters. Thus, they will be able to run the fiscal management in their organizations in far better way; protect their organizations from future troubles; and would be able to develop their career in finance, INCOME TAX and management areas.

Course Outline:

- Computation of Tax; Income from Salary
- Computation of Tax; Income from Interest on Security
- Computation of Tax; Income from House Hold Property
- Computation of Tax; Income from Agriculture
- Computation of Tax; Income from Business or Profession
- Computation of Tax; Income from Capital Gain
- Computation of Tax; Other Sources
- Treatment of Advance Income Tax and Tax deducted at Source
- Computation of Tax; Individual, Firm and Company and NGO.
- Define Value-Added- Tax (VAT) and discover how VAT works.
- Identify the risks behind improper VAT management.
- Recognize how to plan your VAT balance
- Prepare to pass a VAT audit successfully
- Revise and improve your own VAT registration process
- VAT definition, history and terminology
- Examples of how to record VAT
- Potential red flags around VAT treatment
- Tips on audit compliance

Who Should Attend

An Individual desirous of knowing the basics of INCOME TAX can attend the course. Junior and mid-level executives of businesses, offices and industries dealing with INCOME TAX, finance, audit, inventory, management, procurement, HR, supply chain can attend the course. Career beginners in those areas can attend the course. Senior level managers and owners of industries and businesses can attend the course to obtain basic knowledge to lead their team in better ways. Those desirous of beginning their careers in private sector can attend the course. INCOME TAX officials and employees can attend the course. Practitioners of Audit and Accounting Firms, Law Firms, Consultants and others can attend the course.

Training Method: Lecture, Group Discussion, Group Exercise, Case Study, Exercise and Presentation

Duration : December 18 – 22, 2016
Timing : 17: 30 - 21: 30 hours
Venue : BIM, Dhaka
Coordinator : Tanvir Hossain
Course Fee : Tk. 6,000/

FINANCIAL MANAGEMENT FOR NON-PROFIT ORGANIZATION

Course Objective :

The course is designed to develop the knowledge and skill of the participants with regard to the various types of Book Keeping (Vouching), Internal Control, Inventory Management, Fund Management (Cash & Bank), Preparation of Financial Statement (Journal, Ledger, Trial Balance, Bank Reconciliation, Balance Sheet, and Analysis of Financial Statement), Procurement Management, Fixed Asset Management, Preparation of Budget & Budgetary Control, Donor Reporting and How to get donor happy, Income Tax & Vat Management, Assessment of Income Tax under ordinance 1984.

- Clarify the basics of Accounting & Book Keeping systems
- Record Organizational Transactions
- Manage its cash and bank
- Prepare Financial Statements
- Forecast cash flow
- Develop financial Budget
- Develop Skills on Managing procurements and assets
- Manage the financial risk of the organization effectively.
- Manage Auditing
- Monitor Financial process
- Clarify Vat and Income Tax Procedure

Course Outline:

- Books of Accounts & Reporting.
- Concept of Financial Management
- Cash & Bank Management.
(Petty cash, Advance Management, Bank Register)
- Action in Accounting (Accounting Cycle, Functions)
- Budget & Budgetary Control.
- Procurement Management.
- Inventory Management.
- VAT & Tax and Revenue Stamp.
- Return submission to NBR for Individual.
- Financial Proposal Writing for project
- Grant Management
- Multi donor fund management and Donor Negotiation.

Who Should Attend

The course is suitable for personnel all level of the Management, Executive/ Officer, Manager, Program Manager, Finance officer, Admin officer, Program Officer, HR people, Accounts Personnel, Doctor, Engineer, and Social Worker and any other people, who would like to build up Career as Nonprofit finance manager or Financial management specialist for the NGO sectors.

Training Method: Multimedia Presentation, Lecture with Note sheet, Case Study, Group Discussion, Exercise, Participatory learning, etc

Duration : January 15 - 26 2017
Timing : 17: 30 - 21: 30 hours.
Venue : BIM, Dhaka
Coordinator : Tanvir Hossain
Course Fee : Tk. 8,000/

INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT

Objective:

The major objective of the course is to help individual and institutional participants from different profession to understand portfolio management and the process of selecting investment options systematically considering diversification. Through this course the participants will be able to depict a clear view about asset allocation and portfolio management, not only in the financial markets but also in the real business world.

Course Outline:

- Investment Concept.
- Risk and return consideration for selecting investment opportunities.
- Portfolio management and diversification.
- Portfolio Management Methodology
- Portfolio Selection Process
 - Approaches in Portfolio Construction
 - Top Down Approach
 - Selection of Portfolio
- Portfolio-Markowitz Model
 - Risk and Return trade off.
 - Markowitz efficient frontier
 - Identifying the best portfolio based on investment capacity
- Overview of Fundamental and technical analysis
- Portfolio Evaluation
- Other investment options and Mutual Fund and
- Portfolio Revision
 - Passive Management
 - Active Management
- Working with Changes and challenges
 - Situation Analysis
 - PEST Analysis
 - Sector Analysis

Who should attend:

Trading personnel and individuals from different profession (Including Graduates) will be the suitable person for the course.

Training Methods: Lecture, Group Discussion and Exercise.

Duration	: February 12 - 16, 2017
Timing	: 17: 30 - 21: 30 hours
Venue	: BIM, Dhaka
Coordinator	: Md. Rajibul Hoque
Course Fee	: Tk. 6000/-

COMPUTER APPLICATION IN FINANCIAL MANAGEMENT

Course Objectives:

The major objective of the course is to help individual and institutional participants from different profession to understand basic computer application (MS Office) for financial management. Through this course the participants will be able to enhance knowledge about financial formulas, Data management & planning and Designing reports using MS Excel. The course will also provide a brief idea about business presentation using Power point.

Course Outline:

Financial formulas in MS Excel.

- V-lookup, H-lookup and other useful tools for financial management.
- Financial Statements Designing.
- Basic Knowledge about Pivot Table.

Who Should Attend:

Individuals from different profession (Including Graduates) will be the suitable person for the course

Training Methods: Lecture and Group Exercise.

Duration : March 11, 2017
Timing : 09:00 - 18:00 hours
Venue : BIM, Dhaka
Coordinator : Md. Rajibul Hoque
Course Fee : Tk. 2,500/-

INTERNAL AUDIT

Course Objectives:

The course is aimed to develop knowledge and skill of the participants with regard to a number of important concepts which underline any type of audit, specially internal audit.

Course Outline:

- A brief history of audit.
- Overview of Internal Audit
- Corporate Governance & Internal Audit
- Internal Audit & Control Environment
- Effective Internal Control System
- Audit Planning, Audit Evidence
- Audit Documentation
- Risk based audit.
- Guidelines for internal auditors.
- Important concepts affecting the internal auditor's field work.
- Audit methodology.
- How is an audit carried out in practice.
- Audit Committee.

Who Should Attend:

The course is suitable for personnel all areas of management especially from audit and accounts department and income tax practitioners. This is also suitable for individuals who want to build up their career in the filed of audit.

Training Method: Lecture, Group Discussion & Exercise.

Duration : March 26 - April 06, 2017
Time : 17:30 - 21:30 hours
Venue : BIM, Dhaka.
Coordinator : Md. Manzur Hossain
Course Fee : Tk. 8,000/-

FEASIBILITY STUDY FOR INVESTMENT PROJECT

Course Objectives:

- To give an understanding about technical issues of project feasibility and appraisal study.
- To provide the participant a good understanding of the science of project feasibility/ appraisal study and rules and rules and methods involved with project management
- To achieve primary skills to formulate, evaluate and manage project.

Course Outline:

- Definition, objectives, scope & types of appraisal,
- Derivation of cash flow,
- Discounting Technique, NPV, B/C ratio & IRR,
- Financial Appraisal, Economic Appraisal,
- Technical Appraisal,
- Service sector project appraisal,
- Demand forecasting,
- Environmental impact assessment,
- Economic valuation of environmental impact on development project,
- Sensitivity Analyses, Stakeholder Analysis,

Who Should Attend :

This program is for people who design, select, negotiate, or finance projects, and for those who are interested in the financial, economic and social impacts of these projects. It is of special interest to professionals in government ministries and public enterprises; banks (private and public) and financial institutions; investment analysis; international development agencies, individual and corporate investment; private management, engineering and business consulting firms; public-private partnerships (PPPs); regulatory Institutions; and International aid agencies.

Training Method: Lecture, Group Discussion, Case Study, Role Play, Games, Exercise and Presentation

Duration : April 16 - 20, 2017
Timing : 17:00-21:30 hours
Venue : BIM, Dhaka
Coordinator : Tanvir Hossain,
Course Fee : Tk. 6,000/-

COMPUTER SERVICES DIVISION

SPREAD SHEET ANALYSIS WITH MS-EXCEL

Course Objectives

Microsoft Excel is most widely used productivity tool in today's corporate world and education sector. Day to day corporate analysis, reporting, tools and applications are prepared with Excel. It will be an advantage for course attendees to learn practical and advanced usages of Excel for office and academic activities. Excel allows us to accomplish a task in multiple ways which will be shown to attendees with Pros and Cons of the methods.

Course Outline

- Common and Special Operations
- Cell References, Formatting & Styles
- Sort, Filter and Advanced Filter
- Charts
- PivotTable
- Functions (Math)
- Functions (Text and String)
- Functions (Lookup)
- Functions (Date)
- Printing and Graphics

Who Should Attend

Graduates from any discipline having basic IT knowledge.

Training Method: Theory & Practical (100% Lab Oriented Course).

Duration : February 19-22, 2017
Timing : 09:30 – 13:30 hours
Venue : BIM, Dhaka
Coordinator : Farkhunda Dorin
Course fee : Tk. 5000/-

Duration : April 9-12, 2017
Timing : 09:30 – 13:30 hours
Venue : BIM, Dhaka
Coordinator : Farkhunda Dorin
Course fee : Tk. 5,000/-

IT SECURITY AND BUSINESS CONTINUITY

Course Objectives

The course is designed to Understanding the security directives and relevant practices to protect the IT resources from attack and threats. Also to discuss IT security policy and procedures which are required to have a secured IT solution for the both user and organizational level.

Course Outline

- Concept of Cyber and Information Security
- End User Security
- Enterprise Solution
- Network Security
- OS Security
- Database Security
- Server Security
- Application Security
- Attacking Mechanism
- Disaster Recovery and Business continuity
- Best practices

Who Should Attend

This course is designed for both the IT professional and the policy maker. IT people, especially the system analyst, system engineer, database administrator, application expert, network professional, IT managers should attend here. The policy maker like management professional should attend the course to optimize the organization policies to ensure the data and IT component security.

Training Method : Lecture, Discussion, Practical Experience Sharing, Q/A session

Duration : May 5, 6-12,13, 2017 (Friday-Saturday Only)
Timing : 09:30 – 17:30 hours
Venue : BIM, Dhaka
Coordinator : Farkhunda Dorin
Course fee : Tk. 7,000/-

GENERAL MANAGEMENT DIVISION

DEVELOPING MANAGEMENT SKILLS

Course Objectives

- To determine and/or clarify the vision, mission, and goals of the department
- To develop standards of excellence and performance measures to define success
- To define roles and responsibilities of current and prospective team members
- To apply management implementation methods and techniques, including aligning strategies and goals, managing work processes, managing performance, providing resources, solving problems, delegating work, and facilitating team behavior in the workplace and creating recognition and reward strategies
- Assess your management skills and development needs

Course Outline

- Characteristics and behaviors of managers
- Strategic planning and goal alignment
- Resource allocation, problem solving, delegation, and facilitation
- Individual differences in job motivation
- Use of various management styles
- Recognition and reward systems
- Characteristics of work environments

Who should Attend

Managers and supervisors, who are responsible for managing a unit and who want to develop or refine their managerial skills for improved job performance.

Training methods

The training program will be conducted through lecture and discussion methods through effective participation. Necessary case/company studies will be used to orient the audience to the real business arena. In accordance with the urge of development, essential and related computer applications will be included. Furthermore, attractive and effective presentation and demonstration will add extra glamour to the program.

Duration	: September 26 – 27, 2016
Timing	: 09:30 – 17:30 hours.
Venue	: BIM, Dhaka.
Coordinator	: Mohammad Nazmi Newaz.
Course Fee	: Tk. 4,000/-

MOTIVATING PEOPLE AT WORK

Course Objective:

- Define motivation and how it impact performance
- How to develop a greater sense of autonomy
- Explain Motivational Theories and how to apply them in workplace
- What are the elements holding back your organization's performance - and learn how to overcome them
- Explain how fear and desire affect employee motivation
- Incorporate techniques to create a motivational climate
- Techniques to improve employee engagement and motivation
- How to align personal and organizational purpose
- How to conduct your own and your team's continuous personal performance reviews

Course Outline:

- Concept of Motivation
- Approaches to Motivation
- Motivational Theories
- Factors of Motivation
- Techniques to create a motivational climate
- Processes that increase motivation and engagement.
- Supervision
- Role of Leader
- Communication
- Tools to conduct your own monthly personal feedback review
- Motivational Checklist

Who Should Attend:

This training course is suitable for managers at all levels looking to enhance their own and their people's motivation, performance and engagement in the workplace.

Training Method: Lecture, Group Discussion, Power Point Presentation, Case Study.

Duration : October 05-06, 2016

Timing : 09:30-17.30 hours

Venue : BIM, Dhaka

Coordinator : Lamia Farha

Course Fee : Tk. 4000/-

EFFECTIVE LEADERSHIP IN CHANGE MANAGEMENT

Course Objectives

- To assess and requirements leadership in the organization
- To understand the effects of changes
- To align leadership styles with change
- To be aware of productivity in changing situation through leadership

Course Outline

- Change and its effects
- Assessing factors of changes
- Responses to the changing environment and factors
- Leadership and leadership styles
- Managing change through proper leadership

Who should Attend

Junior and mid-level managers and executives, who have been working in very dynamic environment, and simultaneously, top level and strategic managers, who are in planning and decision-making, can add a new dimension in their jobs, with the touch of effective leadership styles in managing changes. Fresh graduates will also be benefited from this course.

Training methods

The training program will be conducted through lecture and discussion methods through effective participation. Necessary case/company studies will be used to orient the audience to the real business arena. Furthermore, attractive and effective presentation and demonstration will add extra glamour to the program

Duration	:	October 17, 2016
Timing	:	09:30 – 17:30 hours.
Venue	:	BIM, Dhaka .
Coordinator	:	Mohammad Nazmi Newaz
Course Fee	:	Tk. 2,500/-

MANAGEMENT FOR NEW MANAGERS

Course Objectives

- Understand what is required of you as a manager
- Learn the skills needed to manage people and teams
- Gain an understanding of broader business issues
- Make yourself more valuable to your company
- Network with other professionals

Course Outline

- The role of a manager
- Management vs Leadership
- Strategic and Operational Planning and implementation
- Motivation
- Communication
- Conflict management
- Recruitment and Performance management
- Implementing disciplinary action legally and successfully
- Basic Accounting including the role of Budgeting and Forecasting
- Financial Management
- Overview of Risk Management and Crisis Management
- Change Management

Who Should Attend

- New Managers within an organization
- Team Leaders and Supervisors that need development in the management discipline
- Specialists who are moving or have moved into management roles
- Anyone who wants to enhance their Management Skills

Training Methods: Lecture & Discussion, Case/Company Study, Applications with Computer, Presentation & Demonstration

Duration : 06-10 November, 2016
Timing : 17:30-21:30 hours
Venue : BIM, Dhaka
Coordinator : Lamia Farha
Course Fee : Tk. 6000/-

SYNERGY IN TEAM BUILDING

Course Objectives

- To understand the importance of team work
- To assess the contribution of team in productivity
- To be familiar with team building and development
- To realize the synergy in team effort
- To determine effective leadership styles in team work

Course Outline

- Fundamentals of team and team building
- Team building stages
- Ingredients of effective team
- Team synergy
- Leadership in team development and team work
- Leadership roles in team synergy

Who should Attend

The course is suitable for Mid-Level and top Managers and Executives who are willing to improve their team work skills. Top level and strategic managers and people, who are in leading through teams, can also find some new and different concepts while doing their jobs, with the touch of modern and practicing approaches of leadership and team. Fresh graduates will also be benefited from this course.

Training methods

The training program will be conducted through lecture and discussion methods through effective participation. Necessary case/company studies will be used to orient the audience to the real business arena. Furthermore, attractive and effective presentation and demonstration will add extra glamour to the program.

Duration	:	November 14 – 15, 2016
Timing	:	09:30 – 17:30 hours
Venue	:	BIM, Dhaka
Coordinator	:	Mohammad Nazmi Newaz,
Course Fee	:	Tk. 4,000/-

OFFICE MANAGEMENT WITH COMPUTER APPLICATION

Course Objectives

- Establish and communicate department goals and results to employees.
- Staff department and delegate work load to meet market requirements.
- Actively support employee growth.
- Uphold cooperative policies.
- Establish a proper filing system, require office employees to use and maintain the system, and ensure that files are cleaned of old records annually.
- Prepare reports and maintain payroll.

Course Outline

- Concept of Office Management.
- Role of Office Manager
- Filing and Indexing.
- Record Management
- Office Layout & Work Simplification.
- Office Secrecy & Security
- Office Communication
- Budgeting
- Office Supervision.
- Office Meeting Conducting.
- Office Correspondence
- Time Management
- Human Resource Management in Office
- Word Processing for Improving Performance.
- Spreadsheet Analysis in Managerial, Accounting and Financial Purposes.
- Office Communication through Networking & electronic mail.

Who Should Attend

Office managers and supervisors and the office executives, who are responsible for managing an office. Some computer applications will be demonstrated, which will improve their performance. Fresh graduates can also attend the course to acquire knowledge on office management that will have an impact on their future career.

Training Methods : Lecture & Discussion, Case/Company Study, Applications with Computer, Presentation & Demonstration.

Duration : December 04-08, 2016
Timing : 09:30-17:30 hours
Venue : BIM, Dhaka
Coordinator : Lamia Farha
Course Fee : TK. 7,000 /-

MANAGING SOFT SKILLS AT WORK PLACE

Course Objectives

- To be conscious about soft skills issues
- To communicate effectively
- To supervise and lead charismatically
- To handle conflicts properly

Course Outline

- Conceptual and design skills
- Interpersonal skills
- Communication Skills
- Leadership Skill
- Conflict Negotiation Skills

Who should Attend

Office managers and supervisors, even the office executives, who are managing people, can attend the program to accelerate their career. Fresh graduates can also attend the course to acquire knowledge on soft skills that will have an impact on their future career.

Training methods

The training program will be conducted through lecture and discussion methods through effective participation. Necessary case/company studies will be used to orient the audience to the real business arena. Furthermore, attractive and effective presentation and demonstration will add extra glamour to the program.

Duration	:	December 19 – 20, 2016
Timing	:	09:30 – 17:30 hours
Venue	:	BIM, Dhaka..
Coordinator	:	Mohammad Nazmi Newaz
Course Fee	:	Tk. 4,000/-

TIME MANAGEMENT

Objectives:

On completion of the training course, the participants will be able to :

- Describe the importance of time management
- Identify the time wasters
- Use the techniques to deal with time wasters
- Budget their own time effectively

Course Outline:

- Importance and uniqueness of time as resource
- Time wasters and their analysis
- Strategies to deal with time wasters
- Tools and techniques of Time Management

Who Should Attend :

Executives working in government, non-government and private organizations.

Training Method: Lecture, Group Discussion, Case Study, Role Play, Games, Exercise and Presentation.

Duration : December 23, 2016

Timing : 09:30 - 17:30 hours

Venue : BIM, Dhaka

Coordinator : Dr. Parveen Ahmed.

Course Fees : Tk. 2,500 /-

MANAGEMENT INFORMATION SYSTEMS (MIS)

Course Objectives

- To assess and establish information requirements of the organization
- To get the advantages Information Technology
- To analyze new systems for better performance
- To design database
- To use analytical models for decision-making
- To maintain the Information systems of the organizations

Course Outline

- An Introduction to Management Information Systems
- Data & Information
- Key Information Systems
- Systems Analysis & Design
- Database Management Systems
- Networking & Internet and e-Commerce
- Human Resources Information Systems (HRIS)
- Strategic Role of Information Systems & Information as A Competitive Weapon
- Decision Support Systems (DSS) and Executive Support Systems (ESS)
- Maintenance of Information Systems

Who should Attend

Junior and mid-level managers and executives, who deal with information and database. Top level and strategic managers, who are in planning and decision-making, can add a new dimension in their jobs, with the touch of computer aided information systems. Fresh graduates will also be benefited from this course.

Training methods

The training program will be conducted through lecture and discussion methods through effective participation and in accordance with the urge of development, essential and related computer applications will be included. Necessary case/company studies will be used to orient the audience to the real business arena. Furthermore, attractive and effective presentation and demonstration will add extra glamour to the program.

Duration	:	January 22 – 26, 2017
Timing	:	09:30 – 13:30 hours
Venue	:	BIM, Dhaka Campus
Coordinator	:	Mohammad Nazmi Newaz.
Course Fee	:	Tk. 5,000/-

LEADERSHIP DEVELOPMENT

Course Objective:

Participants will be able to

- Identify and discuss the role of leadership in managing change
- Explain the process of empowerment
- 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
- Identify the process of motivational leadership

Course Outline:

- Concept and Issues of Leadership
- Approaches of Leadership
- Delegation
- Team Building
- Communication
- Breakdowns and Gateways of Communications
- Motivation and Motivators
- Motivational Leadership
- Management of Change

Who Should Attend:

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

Training Method: Lecture, Group Discussion, Power Point Presentation, Case Study.

Duration : February 05-09, 2017
Timing : 17.30-21.30 hours
Venue : BIM Dhaka
Coordinator : Lamia Farha
Course Fee : Tk. 6,000/

HUMAN RESOURCE STRATEGIES AND POLICIES

Course Objectives

- After completing the course, the participants will have the knowledge of human resource strategies and policies
- Participants will be comfortable with new HR strategies and policies efficiently.
-

Course Outline

- Strategic Role of Human Resource Management
- Strategies and Policies
- Human Resources Strategies
- Human Resources Policies
- Strategic Human Resource Planning and Job Analysis
- Performance Management
- Succession Planning
- Competency based Compensation
-

Who should Attend

The course is suitable for Mid-Level and top Managers and Executives who are willing to improve their HR managerial skills. Top level and strategic managers and people, who are in making HR strategies, can also find some new and different concepts while doing their jobs, with the touch of modern and practicing approaches of human resource management. Fresh graduates will also be benefited from this course.

Training methods

The training program will be conducted through lecture and discussion methods through effective participation. Necessary case/company studies will be used to orient the audience to the real business arena. Furthermore, attractive and effective presentation and demonstration will add extra glamour to the program.

Duration	:	February 27 – 28, 2017
Timing	:	09:30 – 17:30 hours
Venue	:	BIM, Dhaka
Coordinator	:	Mohammad Nazmi Newaz.
Course Fee	:	Tk. 4,000/-

EFFECTIVE TEAM BUILDING

Course 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 as also leaders
- Managing conflict and agreements in team
- Fostering creativity in teams.

Course Outline:

- Concepts of Interpersonal Skills and Team Building
- Identification of personal obstacles, & assertiveness
- Managing conflict and building trust
- Confrontation
- Effective leadership
- Building effective teams 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:

Middle and senior level managers belonging to public and private sector organizations, services 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 Method:

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

Duration : 7-9 March, 2017
Timing : 17.30-21.30 hours
Venue : BIM, Dhaka
Coordinator : Lamia Farha
Course fee : Tk. 5,500/-

HOW TO BECOME AN EFFICIENT MANAGER

Objectives:

This course is designed to improve the managerial competence of participants through imparting knowledge and skills for coping with the changing situations.

Course Outline:

- Concepts of Management.
- Management Expectation from Office Manager.
- Nature of Top Management.
- Planning and Decision Making.
- Communication.
- Motivation.
- Leadership.
- Conflict Resolution.
- Counseling.
- Time Management.

Who Should Attend :

Officers engaged in private and public organizations.

Training Method: Lecture, Group Discussion, Case Study, Role Play, Games, Exercise and Presentation.

Duration : March 17, 2017
Timing : 09:30 - 17:30 hours
Venue : BIM, Dhaka
Coordinator : Dr. Parveen Ahmed.
Course Fees : Tk.2,500/-

BUSINESS COMMUNICATION SKILLS

Course Objective:

- Participants will be able to develop professional business communication skills .
- Ensure they have a positive impact with everyone they come interact with.
- Understand better their personality and behavioural styles and adapt these to suit others respond.
- Assertively in difficult situations and build sound working relationships.

Course Outline:

- First impressions and the elements of face to face communication
- Perception and how others perceive you
- Exploring and understanding your own personality using profiles and examining how they are constructed
- Recognizing and creating the right environment for each personality type.
- Communicating assertively to achieve a win-win result
- Proposal Writing
- Managing Meetings
- Minutes and Letter Writings
- Presentation Skills
- Office Communication through Networking & electronic mail.

Who Should Attend:

This Communication course is suitable for managers whose work depends on their communication skills and successful interaction with others. The learning is highly participative and self-analytical to enable you to understand yourself and others.

Training Method: Lecture, Group Discussion, Power Point Presentation, Case Study.

Duration : 04-06 April, 2017
Timing : 17.30-21:30 hours
Venue : BIM, Dhaka
Coordinator : Lamia Farha
Course Fee : Tk. 5,500/-

OFFICE MANAGEMENT

Objectives:

After completing the course, participants will be able to use :

- Establish and communicate department goals and results to employees
- Staff department and delegate work load to meet market requirements
- Actively support employee growth
- Uphold co-operative policies
- Establish a proper filing system, require office employees to use and maintain the system, and ensure that files are cleaned of old records annually.
- Prepare reports and maintain pay roll.

Course Outline:

- Concept of Office Management
- Role of an office Manager
- Planning and Decision Making
- Office layout and Work Simplification
- Filing and Indexing
- Office Correspondence
- Budgeting
- Conducting of Office Meeting
- Time Management
- Leadership and Supervision

Who Should Attend:

Office managers and supervisors even the office executives, who are responsible for managing an office. Fresh graduates can also attend the course to acquire knowledge on office management that will have an impact on their future career.

Training Method: Lecture, Group Discussion, Case Study, Role Play, Games, Exercise and Presentation.

Duration : May 21-23, 2017
Timing : 17:30 - 21:30 hours
Venue : BIM, Dhaka
Coordinator : Dr. Parveen Ahmed
Course Fees : Tk.5.500/-

HUMAN RESOURCE MANAGEMENT DIVISION

HUMAN RESOURCE MANAGEMENT FOR EXECUTIVES

Course Objectives

This program is designed to suit the working executives in human resource areas with a view to develop their knowledge as well as skill in the following areas:

- Basic principles and techniques of human resource management
- Develop operational and conceptual skills for smooth discharge of day-to-day personnel functions.

Course Outline

- Human Resource Management: Concept, Nature and Importance
- Functions of HR Department
- Job Analysis
- Recruitment and Selection
- Orientation
- Compensation Management
- Performance Management
- Motivating Employees
- Communication
- Leadership & Team Building
- Training and Development
- Employee Grievance Handling
- Disciplining employees
- Conflict Management
- Social Compliance
- Legal Approach: Basic Labour Laws
- National Integrity Strategies

Who Should Attend

The program is suitable for Administrative 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 the personnel profession are encouraged to attend the program.

Training Methods : Lecture, Case study, Group discussion etc.

Duration	: August 07-18, 2016
Timing	: 17:30 - 21:30 hours.
Venue	: BIM, Dhaka
Co-ordinator	: Mohammad Mainul Islam
Course Fees	: Tk. 8,000/-

BANGLADESH LABOUR ACT 2006 AND BANGLADESH LABOUR RULES 2015

Course Objectives

The course is designed for participants who want to learn, update and augment existing knowledge and skills that are essential to the field of social compliance and human resource management. The program provides insight into existing labour laws and rules to enhance their skills and knowledge necessary to perform day-to-day HR activities. In addition, the program provides a foundation for those interested in developing a career in human resource management.

Course Outline:

- Scope and application of the Bangladesh Labour Act
- Definition and classification of workers
- Conditions of employment
- Misconduct, punishment and disciplinary proceedings
- Health, safety and welfare
- Functions and eligibility of welfare officer
- Formation and functions of safety committee
- Working hour and OT calculation
- Different types of Leave
- Maternity leave and calculation of benefit
- Wage: Payments and deductions
- Trade Union and Collective Bargaining Agent (CBA)
- Formation and function of Participation Committee

Who Should Attend

Managers, HR executives, Administrative Officers, Labour Welfare Officers and other executives, working with and through people.

Training Methods: Lecture, Case study, Exercise and Group discussion.

Duration : August 07 - 11, 2016
Timing : 17:30 - 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 6,000/-

Duration : January 08 - 12, 2017
Timing : 17:30 - 21:30 hours
Venue : BIM, Dhaka
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 6,000/-

BASIC MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

Course Objectives

The course is designed to sit the participants with the basic concepts and techniques of management & human Resource Development with a view to implement it successfully in their organizations.

Course Outline

- Concept of Management
- Functions of Management
- Managerial Roles and Skills
- Planning & Decision Making
- Functions of HRM
- HR Planning Process
- Leadership & Team Building
- Motivation & Communication
- Performance Management
- Training & Development
- National Integrity Strategy.

Who Should Attend

Junior & Mid-level managers & supervisors working in human resource division will be highly benefited from the course. Even the course is very much essential for the line managers. Fresh graduate can also attend the course to acquire knowledge an advanced human resource management.

Training Methods

Lecture, Presentation, Group Discussion, Case Study, Role Playing, Self-Assessment and other participatory methods of training.

Duration : August 21-25, 2016

Timing : 17:30 - 21:30 hours..

Venue : BIM, Dhaka

Co-ordinator : Md. Zafar Ali

Course Fees : Tk. 6,000/-

MANAGING HUMAN RESOURCES IN ORGANIZATION

Course Objectives

Of the entire resources available to human endeavor, it is perhaps ironically the “human resource” which is most often presents the greatest perplexities to business managers. This makes for interesting study, especially as the field itself continues to evolve and grow at a rapid rate.

This course will attempt to take a strong view on Human Resources Management in organizational practice. It will introduce the participants to current HRM concepts, skills, and practices and will detail both hands-on HR applications, and high level pragmatic thinking within the field.

Course Outline

- Introduction to Human Resource Management
- HRM Activities and Roles across Management Structures
- Human Resource Planning
- Job Analysis and Job Profiling
- Procuring Process of Human and identifying best sources
- Training and Developing Employees
- Leadership and Team Building
- Employee Motivation
- Performance Management and Talent Management
- Compensation Management
- Employee Relations: Ethics, Justice and Fair Treatment in HRM
- Legal Aspects of HRM: BD Labor Act 2006
- National Integrity Strategy.

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 the personnel profession are encouraged to attend the program.

Training Methods:

Lecture, Case study, Group Discussion, Classroom exercise, Role Play Image & video demonstration, etc.

Duration	: September 20-24, 2016
Timing	: 17:30 - 21:30 hours..
Venue	: BIM, Dhaka
Co-ordinator	: Mamun Muztaba.
Course Fees	: Tk. 6,000/-

BANGLADESH LABOR ACT 2006 AND LABOUR RULES 2015

Course Objectives

The program is designed to suit the executives to develop their skills in the following areas:

- Conceptual knowledge of the Bangladesh Labour Act, 2006
- Conceptual Knowledge of Bangladesh Labour Act, 2013 (Amendment)
- Conceptual Knowledge of Bangladesh Labor Rules, 2015
- Operational skills for smooth and quick settlement of industrial and labour problems.
- Disciplining the employees under the provisions of the laws of the land.

Course Outline

- Introduction to Labour Laws
- Conditions of Employment
- Employment of Young Persons
- Maternity Benefit
- Health, Safety & Hygiene
- Welfare Activities
- Workers Participation in Company's Profit
- Working Hours & Leave
- Compensation for Injuries
- Wages and Payment
- Provident Fund
- Trade Union & Industrial Relations
- Penalties & Procedure
- Bangladesh Labor Rules, 2015
- National Integrity Strategies

Who Should Attend

Managers, Personnel Officers, Administrative Officers, Labour Welfare Officers and other executives, working with and through people.

Training Methods: Lecture, Case study, Exercise and Group discussion etc.

Duration : October 09-13, 2016
Timing : 17:30 - 21:30 hours.
Venue : BIM, Dhaka
Co-ordinator : Mohammad Mainul Islam
Course Fees : Tk. 6,000/-

HUMAN RESOURCES MANAGEMENT: PRINCIPLES & PRACTICES

Course Objectives

This Program is designed to suit the working executives in Human Resource areas with a view to develop their Knowledge as well as skill in the following areas:

- Basic Principles and Practices Techniques of Human Resources Management
- Develop Operational and conceptual skills for Smooth discharge of day to day Personnel Functions.

Course Outline

- Human Resource Concept, Nature, Functions and Importance.
- Job Analysis: Job description and job Specification
- HR Planning
- Recruitment & Selection
- Wages and Salary Administration
- Performance Appraisal
- Motivation & Communication
- Employee Safety & Health
- Industrial Relations.
- National Integrity Strategy.

Who Should Attend

The Program is suitable for Administrative Officer's, Mid-level Manager, HR Officers and Other Executive in the Government, Semi-government and Private Sector, Fresh Graduates who are interested in Building their career in the personnel profession are encouraged to attend the Program

Training Methods: Lecture, Case Study, Group Discussion, , etc.

Duration : October 23-27, 2016

Timing : 17:30 - 21:30 hours..

Venue : BIM, Dhaka

Co-ordinator : Md. Zafar Ali

Course Fees : Tk. 6,000/-

BASIC HUMAN RESOURCE MANAGEMENT

Course Objectives

This program is designed to suit the working executives in human resource areas with a view to develop their knowledge as well as skill in the following areas:

- Basic principles and techniques of human resource management
- Develop operational and conceptual skills for smooth discharge of day-to-day personnel functions.

Course Outline

- Human Resource Management: Concept, Nature and Importance
- Functions of HR Department
- Job Analysis
- Recruitment and Selection
- Orientation
- Compensation Management
- Performance Management
- Motivating Employees
- Communication
- Leadership & Team Building
- Training and Development
- Employee Grievance Handling
- Disciplining employees
- Conflict Management
- Social Compliance
- Legal Approach: Basic Labour Laws
- National Integrity Strategies
-

Who Should Attend

The program is suitable for Administrative 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 the personnel profession are encouraged to attend the program.

Training Methods: Lecture, Case study, Group discussion etc.

Duration : November 13-17, 2016

Timing : 05.00 p.m - 09:30 p.m.

Venue : BIM, Dhaka

Co-ordinator : Mohammad Mainul Islam

Course Fees : Tk. 6,000/-

SOCIAL COMPLIANCE IN RELATION TO BANGLADESH LABOUR ACT 2006

Course Objectives

The course is designed to make the participants better understand the concept of Social Compliance with special focus on child labour, forced labour, discrimination, working hours and leave, wages and benefits, maternity benefit, health, safety and welfare and freedom of association in relation to the Bangladesh Labour Act 2006.

Course Outline:

- Introduction to Social Compliance
- Hierarchy of Social Compliance
- Issues of Social Compliance
- Core Labour Standards- ILO
- Child Labour , Forced Labour, Discrimination
- Health and Safety
- Freedom of Association
- Disciplinary Practices
- Working Hours & leave
- Wages and benefits
- Comparison among different international standards
- Comparison among different Buyers' Code of Conduct

Who Should Attend

Managers, HR executives, Administrative Officers, Labour Welfare Officers and other executives, working with and through people.

Training Methods: Lecture, Case study, Exercise and Group discussion.

Duration : November 20 - 24, 2016
Timing : 17:30 - 21:30 hours..
Venue : BIM, Dhaka
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 6,000/-

Duration : February 5-9, 2017
Timing : 17:30 - 21:30 hours...
Venue : BIM, Chittagong
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 6,000/-

জাতীয় শুদ্ধাচার কৌশল

প্রশিক্ষণের উদ্দেশ্যঃ

রাষ্ট্রের অন্যতম লক্ষ্য ও দায়িত্ব হল নাগরিকের জন্য আইনের শাসন, মৌলিক মানবাধিকার, সমতা, ন্যায়বিচার প্রতিষ্ঠা এবং রাজনৈতিক, অর্থনৈতিক ও সামাজিক অধিকার নিশ্চিত করা। সেই লক্ষ্য বাস্তবায়নেই রাষ্ট্র সুশাসন প্রতিষ্ঠার উদ্যোগ গ্রহণ করে। এক্ষেত্রে একটি অপরিহার্য কৌশল হল সমাজ ও রাষ্ট্রকে দুর্নীতিমুক্ত রাখা এবং দেশে শুদ্ধাচার প্রতিষ্ঠা।

সুশাসন প্রতিষ্ঠার জন্য কেবল রাষ্ট্রীয় নিয়মনীতি, আইনকানুন প্রণয়ন ও প্রয়োগই যথেষ্ট নয়; তার জন্য সামগ্রিক এবং নিরবচ্ছিন্ন কার্যক্রম গ্রহণ প্রয়োজন। সুশাসন প্রতিষ্ঠায় সামগ্রিক উদ্যোগের সহায়ক কৌশল হিসাবে 'সোনার বাংলা গড়ার প্রত্যয়: জাতীয় শুদ্ধাচার কৌশল' প্রণয়ন করা হয়েছে।

প্রশিক্ষণের আলোচ্যসূচিঃ

- শুদ্ধাচার কৌশল বাস্তবায়নঃ বাংলাদেশ প্রেক্ষাপট;
- শুদ্ধাচার কৌশল বাস্তবায়নে সুশাসনের গুরুত্ব;
- শুদ্ধাচার কৌশল বাস্তবায়নে ব্যক্তিগত আচরণ ও কর্তব্য;
- শুদ্ধাচার কৌশল বাস্তবায়নে তথ্য অধিকার;
- শুদ্ধাচার বাস্তবায়নে প্রাতিষ্ঠানিক কর্তব্যঃ বার্ষিক কর্মসম্পাদন কৌশল।

যারা অংশগ্রহণ করতে পারবেনঃ

সরকারি/স্বায়ত্তশাসিত/আধা-সরকারি/প্রকল্প/কর্পোরেশন/এনজিও/শিক্ষাপ্রতিষ্ঠান ইত্যাদি প্রতিষ্ঠানে নিয়োজিত উচ্চ, মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণ পদ্ধতিঃ বক্তৃতা, আলোচনা, ঘটনা বিশ্লেষণ ইত্যাদি।

মেয়াদঃ	নভেম্বর ২৪' ২০১৬ (দিন ব্যাপী)
সময়ঃ	সকাল ৯.০০ থেকে বিকাল ৫.০০
স্থানঃ	বিআইএম, ঢাকা
কোর্স কো-অরডিনেটরঃ	মামুন মুজতাবা, এএমসি
কোর্স ফিঃ	২৫০০/-

LABOR LAW FOR MANAGERS AND EXECUTIVES

Course Objectives

The main objective of the course is to update the conceptual knowledge of labour laws for the executives responsible for managing human resources, particularly, the “workers”. Besides the main features of the labour laws, the participants will be able to develop their skills on the application of the labour laws through the program.

It is expected that the participants at the end of the course will be able to:

- Acquire a good understanding of the Bangladesh Labour Act 2006;
- Explain the meaning of a variety of Labour Law terms;
- Apply the legal aspects of the Act to their human resource management system and
- Formulate policies that will enhance a more harmonious employer-employee relationship.

Course Outline

This course will be based on the Bangladesh Labour Act, 2006. The following areas of the Act will be covered.

- Scope and application of the Bangladesh Labour Act.
- Definition of Worker
- Classification of Workers & Period of Probation
- Conditions of Employment
- Employment of young persons
- Working hours & leave
- Right to and Liability for, Payment of Maternity Benefits
- Procedure regarding payment of Maternity Benefits
- Clarification of misconducts
- List of Punishments
- Steps in Disciplinary Procedure
- Domestic Inquiry Procedure
- Framing of charge sheet
- Wages and Payment
- Responsibility for Payment of Wages
- Calculation of Wages & Payment during leave of holiday period
- Time of Payment of Wages
- Compensation for Injury & Provident Fund
- Health, Safety & Hygiene
- Welfare activities
- Trade Union & Industrial Relations.
- National Integrity Strategy

Who Should Attend

Human Resource managers, Compliance Managers, Welfare Officers and other executives responsible for managing human resources, particularly, the “workers”. It is also ideal for those who would like to develop their career in the field of Human Resource Management.

Training Methods: Lecture, Group discussion, Case study, Exercise and role-play

Duration : December 18-22, 2016

Timing : 17:30 - 21:30 hours..

Venue : BIM, Dhaka

Co-ordinator : Md. Zafar Ali

Course Fees : Tk. 6,000/-

CERTIFICATE COURSE ON HUMAN RESOURCE MANAGEMENT

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 development 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

Ethics, justice and Fair treatment in HR Management
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 involved in interviewing candidates to attend the program.

Duration : February 05 - 16' 2017
Timing : 09:30 - 13:30 hours..
Venue : BIM, Dhaka
Co-ordinator : Shaikh Sajibur Rahman,
Course Fees : Tk. 7,000/

HUMAN RESOURCE MANAGEMENT FOR NEW HR PROFESSIONALS

Course Objectives

This program is designed to suit the working executives in human resource areas with a view to develop their knowledge as well as skill in the following areas:

- Basic principles and techniques of human resource management
- Develop operational and conceptual skills for smooth discharge of day-to-day personnel functions.

Course Outline

- Human Resource Management: Concept, Nature and Importance
- Functions of HR Department
- Job Analysis
- Recruitment and Selection
- Orientation
- Compensation Management
- Performance Management
- Motivating Employees
- Communication
- Leadership & Team Building
- Training and Development
- Employee Grievance Handling
- Disciplining employees
- Conflict Management
- Social Compliance
- Legal Approach: Basic Labour Laws
- National Integrity Strategies

Who Should Attend

The program is suitable for Administrative 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 the personnel profession are encouraged to attend the program.

Training Methods: Lecture, Case study, Group discussion etc.

Duration : April 09-20, 2017
Timing : 17:30 - 21:30 hours..
Venue : BIM, Dhaka
Co-ordinator : Mohammad Mainul Islam
Course Fees : Tk. 8,000/-

ADVANCED HUMAN RESOURCE MANAGEMENT

Objectives of the Course:

For an optimum business growth, the human resource management functions and interventions are to be match with the intentions of the organization's future direction it wants to take. In this era of rapidly changing economic reality, a proactive management of people is essential to help organizations best meet the needs of their employees while promoting company goals. So, advanced thinking and practices are required to manage the employee by meeting their needs in a way that also benefits the company. Taking the effort to provide employees with the tools they need to thrive is worth the investment. The program is designed to familiarize the participants with the advanced concepts and techniques of a human resource management in an organization.

Course Outline:

- Advanced human resource management: concept & nature;
- Importance of strategic human resource management;
- Human resource planning and use of HR auditing;
- Understanding labor market situation for better HR decision;
- Performance management.
- Compensation & Benefit Management
- Recruitment & Selection of HR
- Training & Development of HR

Target Participants:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Training Method: Lecture, Group discussion and Exercise.

Resource Persons:

This course will accommodate an optimum mixture of academic knowledge and sharing of practical industrial/sectoral experiences. Most of the sessions will be conducted by qualified in-house faculty members of BIM. Some of the sessions will be delivered by experienced guest speaker working in human resource management in the reputed organizations.

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 involved in interviewing candidates to attend the program.

Duration : May 13-15' 2017
Timing : 17:30 - 21:30 hours...
Venue : BIM, Dhaka
Co-ordinator : Shaikh Sajibur Rahman,
Course Fees : Tk.6,000/-

MARKETING MANAGEMENT DIVISION

MARKETING RESEARCH FOR EFFECTIVE DECISION MAKING

Course Objectives

The main objective of this course is to build skilled marketing managers to make fruitful decisions in designing product, setting right price, selecting best channel for distribution and effective communication mix to operate the organization effectively and efficiently.

Course Outline

- Defining the Research
- Defining the Problem and components of the Research Approach
- Research Design: Classification
- Potential Sources of Error in Conducting a Research
- Qualitative Research Procedures
- Descriptive Research Design: Survey and Observation
- Causal Research Design: Experimentation
- Measurement and Scaling
- Questionnaire and Form Design
- Field Work and Form Design
- Data Analyzing with SPSS and Report preparing

Who Should Attend

This course is specially designed for the senior marketing executives and head of Research and Development Department (R&D) at commercial organizations. Fresh graduates with no marketing research background who are interested to build up their career in marketing and sales management may also attend the course.

Methodology : Lecture, Case Studies, Field Visit to follow up a simple marketing system.

Duration : September 04 - 08, 2016.
Time : 17:30 - 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Dr. Uttam Kumar Datta
Fee : Tk. 6,000 /-

MARKETING AND SALESMANSHIP

Course Objectives:

On successful completion of the course, the participants will:

- Understand the modern concepts of market, customer oriented integrated marketing and effective marketing management.
- be able to use the principles of modern marketing and perform the marketing functions more effectively.
- be able to manage the sales management functions efficiently.
- be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.
- be able to use different tools for promoting sales for selling more and earning more.

Course Outline:

Marketing:

- The Concept of Market, Marketing and Marketing Management.
- Principles, techniques of Marketing.
- Market Segmentation.
- Marketing Tools.
- Consumer Behavior and Characteristics.
- Product Planning and Development.
- Pricing and its Objectives, Policies and Strategies.
- Distribution.
- Marketing Promotion.

Salesmanship:

- Type of selling, Basic knowledge needed in selling.
- Finding and approaching customers.
- Selling as a process.
- Sales promotion.
- After sales services.
- Advertising.
- Personal selling.
- Publicity and public relations.

Who Should Attend

This course is suitable for marketing and sales executives of different levels (i.e. marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer etc.) of both public and private sector enterprises. Business/factory owners will also be benefited by attending this course.

Training Methods : Lecture, Case Studies and Group discussion, Brain storming etc.

Duration : October 30 to Nov. 10, 2016
Timing : 17:30 - 21:30 hours.
Venue : BIM, Dhaka.
Coordinator : Nirjhar Mazumder
Course Fee : Tk. 8,000/-

Duration : February 26 to March 09, 2017
Timing : 17:30 - 21:30 hours.
Venue : BIM, Dhaka.
Coordinator : Nirjhar Mazumder
Course Fee : Tk. 8,000/-

ANALYZING COMPETITORS AND SELECTING COMPETITIVE STRATEGY IN MARKETING

Course Objectives

- To identify the main competitors in a competitive market.
- To analyze the nature and objectives of the nearest competitors.
- To select the competitors to attack.
- To develop the competitive strategies for winning the market.

Course Outline

Competitor analysis:

- Identifying competitors
- Assessing Competitors
- Selecting Competitors
- Attack and Avoid Competitors
- Designing a Competitive Intelligence System

Competitive Strategies:

- Approaches to Marketing Strategy
- Basic Competitive Strategies
- Competitive Positions
- Market Leader Strategies
- Market Challenger Strategies
- Market Follower Strategies
- Market Nicher Strategies

Who Should Attend

The course is specially designed for the marketing and product managers. Fresh graduates with no marketing background who are interested to build up their career in marketing and product managers may also attend the course.

Methodology: Lecture, Case Studies, Field Visit to follow up a simple marketing system.

Duration : November 25 to 26, 2016.
Time : 09:30 - 17:30 hours.
Venue : BIM, Dhaka
Fee : Tk. 4,000/-
Coordinator : Dr. Uttam Kumar Datta

MARKETING OF SERVICES

To remain service-centric, organizations need to understand the nature and unique characteristics of services when managing service quality, productivity and personnel. This course equips participants with the concept and application of services marketing for achieving excellent customer experiences through managing and exceeding customer expectations from the perspective of product, process, people, place, technology and customer service standards.

Course Benefits

- Recognize services beyond product marketing for competitive advantage
- Identify the unique characteristics of services for differentiated marketing effort
- Build customer relationship and retention through service marketing mix
- Manage customer expected level of services on specific service dimensions
- Develop characteristics of quality services personnel for customer experiences
- Adopt customer services standards and create the services brand

Course Outline

1. Conceptual issues in services marketing
2. Understanding the services phenomenon
3. Role of services in economy, Government Services and its implication on citizens, Services of NGO and others non-profit making organizations.
4. Characteristics of services and Marketing Implications
5. GAP analysis and Service engineering
6. Extended Marketing mix for Services
7. Differentiation Strategies
8. Services Quality
9. Services Strategies and Service Branding
10. Time Management in Service Production, Distribution, and Communication, Customer Waiting Time Management.
11. Managing Bad Customers in Service Delivery.
12. IMC for Service and Successful attachment of Customers.

Who should attend:

This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating Services. This course is also fruitful to officials engaged in service organization especially the public welfare organization like education sector, Hospital, Banking and non banking Financial Institution and such others to reach the outcome of government welfare activities to its people. The private and NGO peoples engaged in providing profitable as well as non-profitable services to ultimate customers and peoples will gain knowledge to make their services incredible. The Training course is open to anyone interested in gaining or improving their integrated Service management skills. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Duration	: December 18 to 22, 2016
Timing	: 17:30 -21:30 hours.
Venue	: BIM, Dhaka
Coordinator	: Nirjhar Mazumder
Course Fees	: 6,000/-

BRAND MANAGEMENT AND SETTING THE PRODUCTS IN A COMPETITIVE MARKET

Course Objectives

- How can a company build and manage its product mix and product line?
- How can a company make better brand decisions to establish a brand?
- How can a company win competitive advantages through setting a branding strategy?

Course Outline

- Brand and Brand Management
- Why do Brand Matter?
- Customer Based Brand Equity
- Designing Marketing Programs to build Brand Equity
- Identifying and establishing brand positioning and values
- Planning and implementing brand marketing programs
- Integrating marketing communications to build brand equity
- Leveraging secondary brand knowledge to build brand equity
- Developing a brand equity measurement and management system
- Measuring sources of brand equity: capturing customer mindset
- Growing and sustaining brand equity
- Introducing and naming new products and brand extensions
- Managing brand over time.

Who should Attend

Junior and Mid level executives who are involved as a brand manager, product manager, and business unit manager in distinguished business organizations can attend the course. Executives, who are interested to build up their carrier as a brand or product manager can also attend the course.

Training Methods : Lecture, discussion, case study, exercise, etc.

Duration	:	January 15 to 26, 2017
Time	:	17.30 – 21.30 hours.
Venue	:	BIM, Dhaka.
Coordinator	:	Dr. Uttam Kumar Datta.
Course Fees	:	Tk. 8,000 /-

MARKETING MANAGEMENT TO THE NEW ECONOMY

Course Objectives

The main objective of this course is to certify the participants as the trained up persons on “Marketing and Sales Management” to ensure their job opportunities as Marketing and Sales Executives in any business organization.

Course Outline

Marketing Management:

- Understanding Market, Marketing and Marketing Management
- The Major Drivers of the New Economy
- Adapting Marketing to the New Economy
- Winning Markets through Market – Oriented Strategic Planning
- Measuring Market – Demand
- Analyzing consumer Markets and consumer Behavior
- Dealing with the competition
- Developing new products
- Setting the product and Brand strategy
- Developing price strategies and programs
- Managing the marketing channels
- Managing integrated marketing communications
- Types of marketing control

Who Should Attend

The course is specially designed for the marketing and sales executives. Fresh graduates and executives with no marketing background who are interested to build up their career in marketing and sales, may also attend the course.

Methodology : Lecture, Case Studies, Field Visit to follow up a simple marketing system.

Duration : April 16 to 27, 2017.
Time : 17:00 - 21:30
Venue : BIM, Dhaka
Fee : Tk. 8,000/-
Coordinator : Dr. Uttam Kumar Datta

BRAND MANAGEMENT: INCREDIBLE BRAND BUILDING STRATEGY

This is a dedicated specialized program designed to foster strategic thinking and develop the skill set required to build, measure, and manage strong brands. This strategic brand management course aims to provide delegates with an in-depth insight into the importance of brand equity and the customer experience, and how best to maintain it. A key element of the program is a focus on practical application, using a wealth of experience and state-of-the-art practical examples of leading-edge brand management design and strategies.

Course Objectives

- Develop and implement customer based brand and positioning strategies
- Learn to effectively design and implement brand Building, Maintaining, Monitoring and Nurturing a Brand.
- Learn how to choose the appropriate and most effective branding elements to build brand equity and design marketing programs.
- Preliminary concept of Brand Accounting and auditing.

Course Outline

A. Understanding Branding

1. Products to brands
2. Attributes
3. Management
4. Architecture

B. The Decision to Brand

1. Branding Dimensions
2. Brand Planning
3. Brand Analysis
4. Brand Strategy

C. Brand Building

1. Brand Audit
2. Connection Triangle
3. Big Idea
4. Evaluating Advertising

D. Guidelines of Creating Product to an Incredible Brand

E. Personal Branding Strategy, Tips and Techniques

F. Branding Dangers and Pitfalls

Who should attend

This program benefits professionals working in all areas of Business especially in media or retail buying, brand planning, advertising, public relations, art direction, business analysis, strategic planning or within the creative services. The executives working in marketing, Brand management and creative division as well as people interested to peruse their career in Brand Management are highly encouraged. The Training course is open to anyone interested in gaining or improving their Brand and Product management skills. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Duration : May 07 to 11, 2017
Timing : 17:30 to 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Nirjhar Mazumder
Fees : Tk. 6,000/-

PRODUCTION MANAGEMENT DIVISION

TOTAL QUALITY MANAGEMENT (TQM)

Course Objective

The objective of the course is to develop the knowledge and skills of the participants in respect of various Total Quality Management techniques and producers.

Course Outline

- Development of concept of Total Quality Management
- KAIZEN & 5S Techniques
- Quality control, Quality Assurance & other quality initiatives in production
- Bench marking for Quality
- Creating quality culture
- Seven basic tools for quality improvement
- International Quality Management System Standard ISO 9001
- Creativity, Innovation and Quality
- Human resources and quality.

Who Should Attend

The course is suitable for senior and mid-level managers and engineers from any organization-government, public sector, private sector and NGOs. The course is equally important for technical/non-technical junior level engineers, manager and executives. No prior knowledge on Quality Management is necessary.

Training Method : Lectures, Games, Exercise, Case Studies etc.

Duration	:	07-18 August, 2016
Timing	:	17 : 30 – 21 : 30 hours.
Venue	:	BIM, Dhaka
Coordinator	:	Engr. A. N. M. Shahidullah
Fee	:	Tk. 8,000/-

PURCHASE AND STORES MANAGEMENT

Course Objective

The course will enable the participants to:

- Acquire the basic knowledge of Inventory, Stores Management & Public Procurement Regulations (PPR)
- Fundamental idea and knowledge regarding purchasing principles, techniques & procedure.
- Material Requirement Planning (MRP), Economic Order Quantity (EOQ), safety stock.
- Cost associated with inventory and stock control.
- Manage Store in efficient and effective way.

Course outline

- Store Organization and Management
- Qualification, Functions of Store Officer
- Cost Associated with Inventory
- Inventory Control game.
- Inventory Control and Management
- Inventory & Stock Control Models
- Selective Inventory Control (ABC Analysis)
- Store Keeping Procedure
- Purchasing function and principles
- Purchasing Procedure
- Public Procurement Regulation (PPR)
- Store Layout, Location and Planning

Who Should Attend

Executives namely Store Manager, Store Officer, Inventory Officer, Planning Officer/ Manager and Project/ Site Engineer and other Executives who are responsible for Store/ Inventory Control & Management.

Training Method : Lectures, Exercise, Case Studies, Management Games etc.

Duration	:	13 – 24 November, 2016
Timing	:	17 : 00 – 21 : 30 hours.
Venue	:	BIM, Dhaka
Coordinator	:	Engr. A. N. M. Shahidullah
Fee	:	Tk. 8,000/-

IMPLEMENTING ISO 9001 QUALITY MANAGEMENT SYSTEM

Course Objective

The objective of the programme is to familiarize the participants with ISO 9001 series and International Quality Standards and other related quality initiatives like Quality Control, TQM, Quality Circle etc. with a view to implement it successfully in the organization.

Course Contents

- Evolution of Quality Activities
- Total Quality Management and ISO 9000 series
- Components of ISO 9001 standard
- ISO 9000 certification process
- Basic difference between 2008 and 2015 version of ISO 9001 standard
- Implementing ISO 9001 Quality Assurance System
- Documentation in ISO 9001 System
- Internal Quality Audits.

Who Should Attend

Managers, Engineers, Executives and Business people of all disciplines from any organization. If organizations are planning to adopt ISO 9001 Quality Management Systems, this course could be a route map for them. Again, if organizations are not thinking about ISO 9001 or any International Standards but thinking about a documented and accountable and a dynamic management system for the organization, this course could be a guideline for them. It will also improve management efficiency, quality, productivity and cost reduction and documentation procedure.

Training Method : Lectures, Exercise, Case Studies etc.

Duration	:	08 – 13 April, 2017
Timing	:	17 : 30 – 21 : 30 hours.
Venue	:	BIM, Dhaka
Coordinator	:	Engr. A. N. M. Shahidullah
Fee	:	Tk. 6,000/-

PRODUCTIVITY & CONSULTANCY DIVISION

PUBLIC PROCUREMENT PROCESSING AND APPROVAL PROCEDURE

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the public procurement Processing and Approval Procedure in line with Public Procurement Rules 2008 and Public procurement Act 2006 for the people who have responsibility for public procurement.

Course Outline

- Overview of The Public Procurement Act 2006 and PPR 2008
- Methods of Procurement for Goods and Related Services, Works and Physical Services and Procurement of Intellectual and Professional Services
- Processing of Procurement
- Approval Procedure and Delegation of Financial Powers

Who Should Attend

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course.

Training Methods: Lecture and Group Discussions.

Resource Persons:

This course will accommodate an optimum mixture of academic knowledge and sharing of practical industrial/sectoral experiences. Most of the sessions will be conducted by qualified in-house faculty members of BIM. Some of the sessions will be delivered by experienced guest speaker working in the reputed organizations.

Duration : October 25 - 27, 2016
Timing : 09:30 - 13:30 hours
Venue : BIM, Dhaka
Coordinator : Engr. Md. Mehboob Hasan Kallol
Course Fees : Tk. 5000/-

PPR 2008 AND PUBLIC PROCUREMENT MANAGEMENT

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the Public Procurement Rules, 2008 and Public Procurement Act, 2006 for the people who have responsibility for public procurement.

Course Outline

- Overview of The Public Procurement Act, 2006 and PPR, 2008
- Preparation of Procurement Related Documents
- Public Procurement Committees
- Tender Evaluation Procedure
- Tender Validities and Security Deposits
- Methods of Procurement for Goods and Related Services, Works and Physical Services
- Processing of Procurement
- Procurement of Intellectual and Professional Services
- Complaints and Appeals
- Approval Procedure and Delegation of Financial Powers
- Procurement Planning

Who Should Attend

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course. Potential Tenderers (Supplier, Contractors and Consultants) will also be immensely benefited from the course.

Training Methods: Lecture, Group Discussions, Exercise and Case Study.

Duration : January 17-28, 2017
Timing : 09:30 - 13:30 hours
Venue : BIM, Dhaka
Coordinator : Engr. Md. Mehboob Hasan Kallol
Course Fees : Tk. 7,000/-

PPR 2008 AND ANNUAL PROCUREMENT PLANNING

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the Public Procurement Rules, 2008 and Public Procurement Act, 2006 for the people who have responsibility for public procurement.

Course Outline

- Overview of The Public Procurement Act, 2006 and PPR, 2008
- Preparation of Procurement Related Documents
- Public Procurement Committees
- Tender Evaluation Procedure
- Tender Validities and Security Deposits
- Methods of Procurement for Goods and Related Services, Works and Physical Services
- Processing of Procurement
- Procurement of Intellectual and Professional Services
- Complaints and Appeals
- Approval Procedure and Delegation of Financial Powers
- Procurement Planning

Who Should Attend

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course. Potential Tenderers (Supplier, Contractors and Consultants) will also be immensely benefited from the course.

Training Methods: Lecture, Group Discussions, Exercise and Case Study.

Resource Persons:

This course will accommodate an optimum mixture of academic knowledge and sharing of practical industrial/sectoral experiences. Most of the sessions will be conducted by qualified in-house faculty members of BIM. Some of the sessions will be delivered by experienced guest speaker working in the reputed organizations

Duration : March 14 - 16, 2017
Timing : 17:30 - 21:30 hours.
Venue : BIM, Dhaka
Coordinator : Engr. Md. Mehboob Hasan Kallol
Course Fees : Tk. 5,500/-

***PROJECT & SOCIAL SERVICE MANAGEMENT
DIVISION***

ICT FOR OFFICE MANAGEMENT

Course Objectives

The major objective of the course is to help different government, semi-government, autonomous bodies, and public or private sector enterprises to develop computer literate people. The participants will get an idea of the details of computer system, computer applications, programming concepts and how the total system can be utilized for office requirements.

Course Outline

- ICT Overview
- Computer and Mobile Operating Systems
- MS Word
 - Creating, editing and formatting.
 - Tables, charts and graphics
 - Document layout and printing
 - Managing contents of large documents
 - Reviewing documents by multi-users
 - Automated bulk letter generation.
- MS Excel
 - Overview of spread-sheet in Excel
 - Creating, editing and formatting.
 - Basic formulas and functions
 - Managing database using Excel
 - Integrating with other applications
- Internet and online applications
 - Overview
 - Communication with email and messenger
 - Working with Cloud storage
 - Online office applications
 - Integrating mobile for office management
 - Online task management and scheduling

Who Should Attend

Persons who are interested to develop career in the field of computer. Office executives/personnel who would like to increase efficiency through automation of their routine office works will also be benefited from this course.

Training Methods

25% of the classes will be set aside for theoretical classes and the rest will be practical. The practical session involves hands on exercise on computers. An assignment will be given to all participants at the end of each session.

Duration : Aug 14 - 25, 2016
Time : 17:30 - 21:30 hours.
Venue : BIM, Dhaka
Coordinator : S M Ariful Islam
Course Fee : Tk. 8,000/-

Duration : Nov 06 - 17, 2016
Time : 17:30 - 21:30
Venue : BIM, Dhaka
Coordinator : S M Ariful Islam
Course Fee : Tk. 8,000/-

MANAGING RELATIONSHIP IN SUPPLY CHAIN

Course Objectives:

This course is designed for sharing the experiences to enable the participants to maintain and to manage strong relationship among the stakeholders effectively for successful business operation.

Course Outline:

- Introduction and a brief description of Supply Chain.
- Important issues of Business.
- Issues regarding the selection of right supplier.
- Discussion on Supplier Optimization and rationalization.
- Types of relationship in Supply Chain.
- Detail discussion on different types of relationship.

Who Should Attend:

This course is designed for all types of business personnel who run, operate and maintain business in the present competitive market.

Training Method: Lecture and Group Discussion.

Duration : Oct. 16-27, 2016.
Timing : 17.30 – 21:30 hours
Venue : BIM, Dhaka
Coordinator : Md. Aminul Islam
Course Fee : Tk.8,000/-

PUBLIC PROCUREMENT MANAGEMENT

Course Objectives:

This course is designed for sharing the practical experiences to enable the participants to handle and to implement the public procurement effectively in accordance with the PPA 2006, its Amendments and PPR 2008 and its Amendments adopted by the government.

Course Outline:

- Basic concepts of public procurement Act and Rules
- Scope of PPA 2006, PPR 2008 and their Amendments
- Discussion on PPA 2006 and PPR 2008 and their Amendments
- Different methods of procurement
- Stages of Goods, Works and Services procurement
- Formation of different committees necessary in the procurement process
- Detail discussion the Tender evaluation and Approval process.
- Discussion on the Contract Management.

Who Should Attend:

This course is designed for the officers who deal with the public funds and for its organization's procurement and project activities in the government offices.

Training Method : Lecture, Group Discussion, case study.

Duration : Nov.20 - Dec.01, 2016.
Timing : 17:30-21:30 hours
Venue : BIM, Dhaka
Coordinator : Md. Aminul Islam
Course Fee : Tk.8,000/-

CYBER SECURITY AWARENESS WORKSHOP

About This Course

In Today's organizational Environment, almost every role involves working with Computers in some manner. Recent events indicated that security breaches could happen with almost any computer users, at office or home. This course is intended to provide you with an introduction to common security threats and issues as well as ways to counteract them.

Course Outline

1. Securing Information

- 1.A. Examine Information Security
 - 1.A.i. Information security
 - 1.A.ii. Need for Information security
 - 1.A.iii. Effects of poor information security
 - 1.A.iv. Goals of security
 - 1.A.v. security threats
 - 1.A.vi. User responsibilities
 - 1.A.vii. Legal Responsibilities

2. Type of Cyber-crime and business loss of cyber crime

3. Guard against cyber crime

- 3.A Physical access control
 - 3.A.i password protection
 - 3.A.i Password-protection screen savers
 - 3.A.ii Password protection Tips
 - 3.A.iii Tailgating
 - 3.A.iv. Lock and unlock a computer
 - 3.A.v Physical Security protection Tips

3.B Email and Internet Security 3.B.vi Combat phishing attack

- 3.B.i social Engineering
- 3.B.ii Human Be Behavior
- 3.B.iii Target of Social engineering
- 3.B.iv Phishing Attack
- 3.B.v Example of phishing attack
- 3.B.vii identify theft 3.B.viii preventing identity theft
- 3.B.ix IRC crime
- 3.B.x malware
- 3.B.xi salami attack
- 3.B.xii Internet Hoaxes

- 3.B.xiii spam
- 3.b.xi appropriate use of Email
- 3.B.xv P2P software
- 3.B.xvi Cookies
- 3.B.xvii Active X control

3.C Security outside of the office

- 3.c.i device lost
- 3.c.ii issues during Travel & protect information system while traveling
- 3.c.iii telework and protect information and data while teleworking
- 3.c.iv Home security
- 3.c.v credit card
- 3.c.vi

4. Incident reporting

5. Data backup

6. How to protect against ATM Card?

7. Digital Signature

Who Should Attend

All the ICT Focal Point Officer/Office executives/Computer users having basic computing skills should have this knowledge to protect digital information.

Training Methods: Lecture, Lab Practice, Group Discussion, Questions and Answers etc.

Duration	: Dec 11 - 13, 2016
Time	: 17:00 - 21:30
Venue	: BIM, Dhaka
Coordinator	: S M Ariful Islam
Course Fee	: Tk. 5,500/-

PPR, 2008 AND CONTRACT MANAGEMENT

Course Objectives:

This course is designed for sharing the practical experiences to enable the participants to handle and to implement the public procurement effectively in accordance with the PPA 2006, its Amendments and PPR 2008 and its Amendments adopted by the government.

Course Outline:

- Basic concepts of public procurement Act and Rules
- Scope of PPA 2006, PPR 2008 and their Amendments
- Discussion on PPA 2006 and PPR 2008 and their Amendments
- Different methods of procurement
- Stages of Goods, Works and Services procurement
- Formation of different committees necessary in the procurement process
- Detail discussion the Tender evaluation and Approval process.
- Discussion on the Contract Management.

Who Should Attend:

This course is designed for the officers who deal with the public funds and for its organization's procurement and project activities in the government offices.

Training Method : Lecture, Group Discussion, case study.

Duration : April 14-15, 2017.
Timing : 09:30-17:00 hours
Venue : BIM, Dhaka
Coordinator : Md. Aminul Islam
Course Fee : Tk.4,000/-

Duration : May 12 – 13, 2017.
Timing : 09:30-17:00 hours
Venue : BIM, Dhaka
Coordinator : Md. Aminul Islam
Course Fee : Tk.4,000/-

**RESEARCH, EVALUATION & PUBLICATION
DIVISION**

INTELLECTUAL PROPERTY RIGHTS

Course Objectives

To provide the fundamental insights on various issues of IPRs and to increase participants' capacity for better understanding and exercising of IPRs in Bangladesh and international context.

Course Outline

- Introduction to Intellectual Property Rights
- Intellectual Property Treaties & Global Trade;
- Management of Copyright for IT, Creative and Handicraft Industries
- Branding and Strategic Use of Design for Agro-based & Pharmaceutical Industries
- Strategic Use of Patent for Industry
- Strategic Use of Geographical Indications
- Commercialisation and Licensing of Intellectual Property
- Policies & Strategies in the Enhancement of SMEs Capacities;
- Strategic Use of Traditional Knowledge

Who Should Attend

The course is designed for the Judges, lawyers, corporate officials related to legal affairs and branding, executives of government agencies including customs, police, copyright office, DPDT etc and academicians in department of legal and business studies in the tertiary institutions, SME entrepreneurs, officials of trade bodies and chamber of commerce or anyone interested on IPRs.

Training Methods : Lecture, Group Discussion, Case Study, Exercise.

Resource Person

The training sessions will be conducted by qualified resource persons sourced from BIM, DPDT, leading Bangladeshi universities and professional bodies.

Duration	: July 31 –August 10, 2016
Timing	: 17:30 – 21:30 hours
Venue	: BIM, Dhaka
Coordinator	: Mohammad Sayeedur Rahman
Course Fees	: Tk. 8,000/-

PROJECT MANAGEMENT: PRINCIPLES, TOOLS & TECHNIQUES

Course Objectives

A sound development plan requires a great deal of knowledge about the art and science of handling projects from their inception stage till post-implementation evaluation. The planned output of a project may not be achieved, in reality, due to its bad management. This course is intended to provide basic knowledge about the basic tools and techniques of managing a project.

Course Outline

- Concept of project and project Management,
- Overview of Project Management Process,
- Tools to be applied during project planning,
- Project Management Knowledge areas and tools for respective areas,
- Project Management tips and techniques.

Who Should Attend

The Course is designed for the executives of government agencies, development banks and allied financial institution, commercial banks, sector corporations, international and voluntary agencies, NGO's, consulting firms, private investors and entrepreneurs.

Training Methods : Lecture, Group Discussion, Brainstorming, Case Study

Duration : October 3-5, 2016
Timing : 09:30 - 16:00 hours
Venue : BIM, Dhaka
Coordinator : Mohammad Sayeedur Rahman
Course Fees : Tk. 6,000/-

PROJECT MONITORING AND EVALUATION

Course Objectives:

Project Monitoring and evaluation (M&E) of a project are increasingly recognized as an Integral function of project implementation. This course is intended to provide basic knowledge about M&E and it is expected that the knowledge helps project related personnel to improve their ability to effectively monitor and evaluate their projects, and therefore, strengthen the performance of their projects.

Course Outline:

- Basic concept on Monitoring & Evaluation
- The Need for Monitoring and Evaluation
- Relationship between Monitoring and Evaluation
- The Logical Framework Approach to Project Design, Implementation and Evaluation
- Link between the Logical Frame and Monitoring and Evaluation
- Monitoring & Evaluation Methods and Tools
- Monitoring and Evaluation Planning, Design and Implementation
- Writing Report and Use of Monitoring and Evaluation Results

Who Should Attend:

The Course is designed for the executives of government agencies, development banks and allied financial institution, commercial banks, sector corporations, international and voluntary agencies, NGO's, consulting firms, private investors and entrepreneurs.

Training Methods: Lecture, Group Discussion, Brainstorming, Case Study.

Duration	:	October 24-26, 2016
Timing	:	09:30 – 16:00 hours
Venue	:	BIM, Dhaka
Coordinator	:	Mohammad Sayeedur Rahman
Course Fees	:	Tk. 6,000/-

SUPPLY CHAIN MANAGEMENT

Course Objectives

The course is designed to give an orientation into the concepts of Supply Chain Management and to improve the understanding of the participants in key supply chain strategies and how these can be used to lower costs, add value for customers and increase the competitive standing of the firm.

Course Outline

- Issues and Challenges in Business at present
- Basic Concepts of Supply Chain Management
- Supply Chain Relationships
- Demand Management
- Distribution Management
- Transportation Management
- Up scaling Customer Satisfaction
- Sustainable Supply Chain Design

Who Should Attend

Managers, executives and other professionals working in any business function.

Training Methods : Lecture, Group discussion, Case Studies, etc.

Duration : November 20 -30, 2016
Timing : 17:30 – 21:30 hours
Venue : BIM, Dhaka
Coordinator : Mohammad Sayeedur Rahman
Course Fees : Tk. 8,000/-

RESEARCH METHODOLOGY WITH THE APPLICATION OF SPSS

Course Objectives:

The course is designed to familiarize the participants with modern tools, techniques and methodologies of research to develop professional knowledge and skills specially in the field of social sciences and management research. After completion of the course, participants will be expected to undertake research projects independently and to be able to evaluate the research progress at each stage of the process.

Course Outline:

- Concepts, nature and types of research and research methodology
- Identification of problems, formulation of alternative hypothesis and selection of problems for research.
- Generation, selection, designing and preparation of research proposal
- Data collection techniques, sampling
- Data processing and statistical analysis, statistical measurements, correlation and regression analysis, probability and test of hypothesis, analysis of variance and statistical inferences
- Application of SPSS in data processing and analysis
- Presentation of research findings and writing research report
- Management of research project, monitoring, controlling and evaluation of research

Who Should Attend:

The course is suitable for mid and junior level researchers in any organization : government, public, private and NGOs. Private researchers in educational institutions like colleges, universities, training institutes, etc., are also welcome.

Training Methods: Lecture, hands on exercise using computer, group work and project presentation.

Duration	: November 20– December 01, 2016
Timing	: 17:30 – 21:30 hours
Venue	: BIM, Dhaka
Coordinator	: Md. Mahbub ul Alam
Course Fee	: Tk 10,000/-

TOT & BEHAVIROUL MANAGEMENT DIVISION

TRAINING OF TRAINERS (TOT)

Course Objectives

The course is designed to provide the concepts of training requirement(s) in an organizational setting and to create a scope for developing training delivery competencies of an individual who is eager to enhance professionalism in the training industry. It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics of training
- Assess the learning requirements of an organization
- Design need-based training program
- Apply the methods & techniques of professional training facilitation
- Evaluate the learning outcomes of the participants

Course Outline

- Training Concept & Process
- Training Needs Assessment
- Designing Training Curriculum
- Facilitation Skills Development:
- Training Methods
- Tools & Techniques of Conducting Participatory Training Program
- Presentation skills of a trainer/facilitator
- Role of facilitator & co-facilitator in classroom situation
- Training Evaluation

Who Should Attend

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for designing and conducting Training Programs in general and willing to develop their career as professional trainers, speakers/teachers can attend this training course.

Training Method: Lecture, Discussion, Group Exercise, VIPP Card Exercise, Case Study and Demonstration.

Duration : October 02 – 13, 2016
Timing : 09:30 – 13:30 hours
Venue : BIM, Dhaka
Co-ordinator : Md. Mahbub ul Alam
Course Fee : Tk. 7,000/-

Duration : March 12 – 23, 2017
Timing : 17:30 – 21:30 hours
Venue : BIM, Dhaka
Co-ordinator : Md. Mahbub ul Alam
Course Fee : Tk. 8,000/-

ORGANIZATIONAL DEVELOPMENT & TRAINING MANAGEMENT

Course Objectives

The course is designed with the intension to develop the professional skills of those who are working or thinking of working in the field of organizational development and training management. After the successful completion of the course, it is expected that participants will be able to:

- Identify the requirement & process of HRD in an organizational set up
- Promote the competency management following a needs based approach
- Handle training tactically & methodically
- Asses the return on training investment

Course Outline

- Concepts & Basics of HRD
- Role of Training Department in an Organization
- Contextualizing Organizational Development Process
- Personnel Competency & Organizational Development
- Training Needs Assessments
- Annual Corporate Training Plan
- Built or Buy Decision of Training
- Training Budgeting & Management
- Training Impact Assessment

Who Should Attend

This course is suitable for all type of training professionals, managers or executives from Government, private, NGO sector who are working or tend to work in the greater area of Organizational Development and Training Management.

Training Methods: Lecture, Group Discussion, Exercise, Role Play, Demonstration and Case Study
etc

Duration : November 20 -24,2016
Timing : 17:30 – 21:30
Venue : BIM, Dhaka
Coordinator : Md. Rabiul Islam Khan
Course Fees : Tk.6,000/-

Duration : March 19 -23, 2017
Timing : 17:30 – 21:30
Venue : BIM, Dhaka
Coordinator : Md. Rabiul Islam Khan
Course Fees : Tk.6,000/-

CHITTAGONG CAMPUS

HUMAN RESOURCE MANAGEMENT & LABOUR LAWS

Course Objectives:

The Course is designed to develop skill and increase knowledge of the executives engaged in Human resource management & administration with regard to the following areas:

- Basic theories, principles and techniques of HR Management, Labour Laws & Industrial Relations
- Ways & means to perform HR functions more efficiently
- Effective methods of handling labour disputes and disciplining employees
- Ways of building better relationship between management and employees to accomplish organizations objectives and efficiently

Course Outline:

- Concept & Functions of HRM
- Historical development of HRM
- Job Analysis, Job description and Job Specification
- Recruitment, Selection, Placement & Induction
- Job changes, Transfer, Promotion & Separation
- Motivation theories & its implications
- Training & Development
- Human Relations communication
- Grievance Handling
- Leadership theories & qualities
- Performance Appraisal
- Career planning & development
- Conflict management
- Employee Counseling & Stress management
- Industrial welfare, safety & health
- Employee discipline

Labour Laws:

- Bangladesh Labour Code 2006: Concept & definition, Health, Safety & Welfare, Leave & Holidays provisions
- Bangladesh Labour Code 2006:Maternity Benefit
- Bangladesh Labour Code 2006:Payment of wages provision
- Bangladesh Labour Code 2006:Companies profit (Workers participation) Provision
- Bangladesh Labour Code 2006:Trade Union, CBA & industrial relations, Settlement of Industrial dispute
- Compliance issues

Who Should Attend:

The course is suitable for Human Resource Managers, Administrative officers, Labour welfare officers and other managers and executives dealing with people in the organization.

Training Method : Lecture, Discussion Group Exercise, Case Studies, Etc.

Duration : October 16 – 27, 2016

Timing : 17:00 - 21:30 hours.

Venue : BIM, Chittagong Campus

Coordinator : Salma Sultana Saleh Ejaz

Course Fees : Tk. 8,000/-

SUPPLY CHAIN MANAGEMENT

Course Objectives:

The Course is designed to give an orientation into the concepts of supply chain management and to improve the understanding of the participants in key supply chain strategies and how these can be used to lower costs and add value for customers and increase the competitive standing of the firm.

Course Outline:

- Issues and Challenges in Business at present.
- Basic Concepts of Supply Chain Management.
- Supply Chain Relationships.
- Demand Management.
- Distribution Management.
- Transportation Management.
- Up Scaling Customer Satisfaction.
- Sustainable Supply Chain Design.

Who Should Attend:

Managers, executives and other professionals working in business function.dealing with people in the organization.

Training Method: Lecture, Discussion Group Exercise, Case Studies, Etc.

Duration : October 20, 21, 22 – 27, 28, 29, 2016
Timing : 18:30 - 21:45 hours.
Venue : BIM, Chittagong Campus
Coordinator : Eng. Md. Tariqul Islam
Course Fees : Tk.4,800/-

HUMAN RESOURCE MANAGEMENT, LABOUR LAWS & CONDUCTING DOMESTIC ENQUIRY

Course Objectives:

The Course is designed to cater to the needs of the executive's managers in order to update their knowledge skills and attitudes required to manage the human resource of the organization.

Course Outline:

- Concept & Functions of HRM
- Historical development of HRM
- Human Resource Planning
- Job Analysis, Job description and Job Specification
- Recruitment , Selection, Placement & Induction
- Job changes, Transfer, Promotion & Separation
- Human Resource Development
- Motivating human resources
- Communication
- Conflict management
- Leadership skills development
- Appraising employee performance
- Dealing with problem of workers
- Employee grievance handling
- Employee counseling & stress management

Labour Laws:

- Bangladesh Labour Code 2006: Concept & definition, Health, Safety & Welfare, Leave & Holidays provisions
- Bangladesh Labour Code 2006:Maternity Benefit
- Bangladesh Labour Code 2006:Payment of wages provision
- Bangladesh Labour Code 2006:Companies profit (Workers participation) Provision
- Bangladesh Labour Code 2006:Trade Union, CBA & industrial relations, Settlement of Industrial dispute

Conducting Departmental Enquiry:

- Concept and principles of employee discipline
- Conducting departmental enquiry
- Principles of disciplinary action
- Misconduct & Punishment
- Conducting preliminary enquiry
- Framing of charge sheet
- Framing of enquiry notice
- Role play on domestic enquiry
- Preparation of enquiry report
- Awarding punishment
- Bangladesh Labour Code 2006: Misconduct & procedure of punishment provisions
- Govt. Servants(Disc. & Appeal) rules'85
- Govt. service conduct rules'79
- Bangladesh Govt. Service rules (BSR)
- BEPZA rules and trade union activities in BEPZA enterprises
- EPZ trade union & industrial relations act, 2004
- Compliance Issues

Who Should Attend:

The course is suitable for Human Resource Managers, Administrative officers, Labour welfare officers and other managers and executives dealing with people in the organization.

Training Method : Lecture, discussion, Group Exercise, Case Studies, Etc.

Duration : November 27 – December 15, 2016
Timing : 17:30 - 21:30 hours
Venue : BIM, Chittagong Campus
Coordinator : Salma Sultana Saleh Ejaz
Course Fees : Tk. 9,500/-

SPREAD SHEET ANALYSIS BY USING MS EXCEL

Course Objectives:

Now a day Ms- Excel is very strong & effective software for data calculation & analysis. By using this tool participants are able to minimize their mathematical & logical problems of their professional need. This course will also help to enhance present IT skill of the participants that is so important for their business environment.

Course Outline:

- Various objects of Ms- Excel.
- Calculation through Ms- Excel.
- Different formulas of Ms- Excel.
- Creating formula.
- Understanding Logics (AND,OR,NOT)
- V- lookup and H- look-up.
- Graph / Chart.
- Pivot table.

Who Should Attend:

Professionals working in any business arenas and also fresh graduates.

Training Method: 100% practical (Computer Lab Oriented).

Duration : Dec.11-22, 2016 (Sunday,Tuesday &Thursday)
Timing : 18:30 - 21:45 hours.
Venue : BIM, Chittagong Campus
Coordinator : Eng. Md. Tariqul Islam
Course Fees : Tk. 5,500/-

Duration : Jan .15-26, 2016 (Sunday,Tuesday &Thursday)
Timing : 18:30 - 21:45 hours.
Venue : BIM, Chittagong Campus
Coordinator : Eng. Md. Tariqul Islam
Course Fees : Tk. 5,500/-

SOCIAL COMPLIANCE IN RELATION TO BANGLADESH LABOUR ACT 2006

Course Objectives

The course is designed to make the participants better understand the concept of Social Compliance with special focus on child labour, forced labour, discrimination, working hours and leave, wages and benefits, maternity benefit, health, safety and welfare and freedom of association in relation to the Bangladesh Labour Act 2006.

Course Outline:

- Introduction to Social Compliance
- Hierarchy of Social Compliance
- Issues of Social Compliance
- Core Labour Standards- ILO
- Child Labour , Forced Labour, Discrimination
- Health and Safety
- Freedom of Association
- Disciplinary Practices
- Working Hours & leave
- Wages and benefits
- Comparison among different international standards
- Comparison among different Buyers' Code of Conduct

Who Should Attend

Managers, HR executives, Administrative Officers, Labour Welfare Officers and other executives, working with and through people.

Training Methods: Lecture, Case study, Exercise and Group discussion.

Duration : February 5-9, 2017
Timing : 17:30 - 21:30 hours...
Venue : BIM, Chittagong
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 6,000/-

MANAGEMENT TECHNIQUES AND GENDER ISSUES FOR WOMEN

Course Objectives:

The objective of this course is to increase and improve knowledge, skill and ability of the Women Employees so that they will be able to perform their managerial jobs with greater professional competencies.

Course Outline:

- Role of women in management
- Gender issues in management
- Concept of management
- Human Resource management
- Concept of Financial management
- Leadership skills development for women
- Techniques for effective performance for women
- Handling of grievances & complaints
- Motivation & human relations in workplace
- Counseling & stress management
- Women in management: Problems & prospects
- Employee discipline: conduct, misconduct, procedure of punishment
- Industrial welfare & Buyer's compliance issues
- "Convention on the elimination of all forms of discrimination against women"(CEDAW)
- Women and child repression act
- Bangladesh Govt. Service rules(BSR)

Labour Laws:

- Bangladesh Labour Code 2006: Concept & definition, Health, Safety & Welfare, Leave & Holidays provisions
- Bangladesh Labour Code 2006:Maternity Benefit

Who Should Attend

The course is specially designed for the women employees of any organization: govt., Semi govt, public sector, multinational company, private sector and NGO. Graduate women are also encouraged to apply

Training Method : Lecture, Group discussion, Group Exercise, Case Studies , Etc.

Duration : May 07 – 11, 2017
Timing : 09:00 - 13:30 hours
Venue : BIM, Chittagong Campus
Coordinator : Salma Sultana Saleh Ejaz
Course Fees : Tk. 5,000/-

KHULNA CAMPUS

PPR 2008 AND ANNUAL PROCUREMENT PLANNING

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the Public Procurement Rules, 2008 and Public Procurement Act, 2006 for the people who have responsibility for public procurement.

Course Outline

- Overview of The Public Procurement Act, 2006 and PPR, 2008
- Preparation of Procurement Related Documents
- Public Procurement Committees
- Tender Evaluation Procedure
- Tender Validities and Security Deposits
- Methods of Procurement for Goods and Related Services, Works and Physical Services
- Processing of Procurement
- Procurement of Intellectual and Professional Services
- Complaints and Appeals
- Approval Procedure and Delegation of Financial Powers
- Procurement Planning

Who Should Attend

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course. Potential Tenderers (Supplier, Contractors and Consultants) will also be immensely benefited from the course.

Training Methods : Lecture, Group Discussions, Exercise and Case Study.

Resource Persons:

This course will accommodate an optimum mixture of academic knowledge and sharing of practical industrial/sectoral experiences. Most of the sessions will be conducted by qualified in-house faculty members of BIM. Some of the sessions will be delivered by experienced guest speaker working in the reputed organizations.

Duration : February 15 - 16, 2017
Timing : 09:30 - 17:30 hours.
Venue : BIM, Khulna
Coordinator : Engr. Md. Mehboob Hasan Kallol
Course Fees : Tk. 4,000/-

POST- GRADUATE DIPLOMA COURSES

POST- GRADUATE DIPLOMA COURSES

Post-Graduate Diploma courses of one-year duration (having two parts, namely, Part-I & Part-II) are being offered by the institute for about last three decades:

Post-Graduate Diploma in Human Resource Management

Post-Graduate Diploma in Industrial Management

Post-Graduate Diploma in Financial Management

Post-Graduate Diploma in Marketing Management

Post-Graduate Diploma in Computer Science

In addition to the above Post-Graduate Diploma courses, BIM conducts **Diploma in Social Compliance** and **Diploma in Productivity and Quality** of 6 months duration.

Brief of Diploma Courses of 1 year duration:

Post-Graduate Diploma in Human Resource Management

(Day & Evening)

The diploma course in Human Resource Management is designed to suit the requirements of labour and social welfare officers, personnel managers and similar officers/executives engaged in Human resource management/human resource management functions and those desirous to make a career in Human Resource Management. BIM has been offering this course on personnel management since 1966- 67. In current year, this course is renamed as Post-Graduate Diploma in Human Resource Management.

Post - Graduate Diploma in Industrial Management (Evening)

The diploma course in Industrial Management is designed to suit the requirements of executives engaged in the management of business enterprises. Multidisciplinary in approach, the course is designed to encourage development of knowledge and skills necessary to carry out management functions of enterprises effectively and efficiently. BIM has been offering this course since from 1980-81(Discontinued from 2002-2003 and Started again from 2011).

Post-Graduate Diploma in Financial Management (Evening)

The diploma course in Financial Management is designed to suit the requirements of managers/executives engaged in finance and accounts functions. The course is suitable for those who are desirous to develop career in the field of Financial Management. BIM has been organizing this course since 1994.

Post-Graduate Diploma in Marketing Management (Evening)

BIM has been offering this diploma course from 1994. The course is designed to suit the requirements of officers/executives engaged in the management of marketing functions such as sales, distribution, advertisement and sales promotion, customer relations, export etc. The program encourages developing knowledge and skill necessary to carry out the marketing management functions effectively and efficiently.

Post-Graduate Diploma in Computer Science (Evening)

The diploma course in Computer Science is designed to suit the requirements of those who wish to develop their career as computer professionals. This will help anyone to fit in positions like, Systems Analyst, Information Manager, Database Administrator, etc. The program will also benefit persons occupying traditional functional areas, because they will acquire the necessary know-how to work in computer environment and thus help in bringing about the desired improvement of their respective organizations. BIM has been offering this course since 1994. Profile of 6 month long diploma Programs.

Diploma in Social Compliance

The diploma course in Social Compliance is designed to meet the requirements of social compliance and human resource managers and all those who wish to make a career in rich fields a profession. The course has a focus on compliance needs of the Bangladesh garment industry, the country's leading export sector and a strong practical orientation. Apart from class room sessions, participants have to do a one-month internship in a garment factory during which they will learn how to conduct a factory audit and implement measures to correct noncompliance. This internship will allow participants to gain hands-on audit experience at factory level. BIM has been offering this course since, 2008.

Diploma in Productivity and Quality Management

BIM has introduced Diploma Program of 6 (six) months duration on "Diploma in Productivity and Quality Management" with special focus on Industrial Engineering and lean manufacturing in cooperation with GIZ especially targeting customers from Ready Made Garments (RMG) sector. BIM has been offering this diploma since 2013. Admission process is going on for the 3rd batch and classes are expected to start in September, 2014. It needs to be mentioned here that this diploma program has been offered not only for the first time in Bangladesh but also for the first time in the South East Asia.

Curriculum

The course curriculum for each diploma has two distinct parts where the following subjects are taught.

POST-GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT (PGDHRM)

PART-I	Marks
1. Fundamentals of Human Resource Management	100
2. Management	100
3. Organizational Behaviour	100
4. Economics	100
5. a. Statistics	50
b. ICT Fundamentals	50
	<hr/>
	500

PART-II	Marks
1. Human Resource Development	100
2. Strategic Human Resource Planning	100
3. Labour Laws	100
4. Industrial Relations	100
5. Industrial Safety & Health	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. Viva Voce	100
	<hr/>
	700

POST-GRADUATE DIPLOMA IN INDUSTRIAL MANAGEMENT (PGDIM)

PART-I	Marks
1. Industrial Management	100
2. Basic Accounting	100
3. Production & Operations Management	100
4. Managerial Economics	100
5. Management of Human Resource	100
	<hr/>

500

PART-II	Marks
1. Industrial Health & Safety	100
2. Quantitative Management	100
3. Labour Laws	100
4. Cost Accounting	100
5. Marketing Management	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. Viva Voce	100
	<hr/>
	700

POST-GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT (PGDFM)

PART-I	Marks
1. Fundamentals of Financial Management	100
2. Principles of Accounting	100
3. a. Business Economics	50
b. Statistics	50
4. Cost Accounting	100
5. Management Accounting	100
	<hr/>
	500

PART-II	Marks
1. Advanced Financial Management	100
2. Financial Auditing	100
3. Income Tax & VAT	100
4. Principles & Practices of Banking	100
5. Computer Application in Financial Management	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. <u>Viva Voce</u>	100
	700

POST-GRADUATE DIPLOMA IN MARKETING MANAGEMENT (PGDMM)

PART-I	Marks
1. Principles of Marketing	100
2. Consumer Behaviour	100
3. Sales Management	100
4. a. Applied Statistics	50
b. ICT Fundamentals	50
5. <u>Marketing Research</u>	100
	500

PART-II	Marks
1. Marketing Management	100
2. Service Marketing	100
3. E- Marketing	100
4. International Marketing	100
5. Brand Management	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. <u>Viva Voce</u>	100
	700

POST-GRADUATE DIPLOMA IN COMPUTER SCIENCE (PGDCS)

PART-I	Marks
1. Fundamentals of Computer	100
2. Data Structure and Algorithm	100
3. Database Management System - I (Back End)	100
4. Programming Language - C	100
5. <u>Web Development (Client Side Scripting)</u>	100
	500

PART-II	Marks
1. Data Communication & Networking	100
2. Database Management System - II (Software Development)	100
3. System Analysis & Design	100
4. Operating System (Linux)	100
5. E- Commerce and Web Programming (Server Side)	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. <u>Viva Voce</u>	100
	700

DIPLOMA IN SOCIAL COMPLIANCE (DSC)

PART-I Theory (classroom sessions)	Marks
1. Human Resource Management and Organizational Behavior	100
2. Bangladesh Labour Law	100
3. Social Compliance & International Standards	100
4. Industrial Health, Safety and Welfare	100
5. <u>Social Audit and SA 8000</u>	100
	500

PART-II Internship (practical work in factory) Marks

Internship (Project work in factory)	75
Presentation	25
Viva Voce	100

200

DIPLOMA IN PRODUCTIVITY & QUALITY MANAGEMENT

PART-I Theory (classroom sessions) Marks

1. Human Resource Management, Organizational Behavior & Social Compliance	100
2. Introduction to Garments Manufacturing	100
3. Garments Production Management	100
4. Garments Quality Management	100
5. Industrial Manufacturing	100
6. <u>Lean Manufacturing</u>	100
	600

PART-II Internship (Project work in Laboratory or Factory) Marks

1. Internship (Project work in Laboratory or Factory)	50
2. <u>Viva Voce</u>	50
	100

The classes are conducted in the evening from 18.30 - 21.30 hours, three/four days in a week. On completion of Part-I final examination (written), the candidates are required to prepare an internship report in any area of the course curriculum under the guidance of a faculty member. After submission of the internship report, participants are called for viva-voce, which carries 100 marks.

Term Paper Presentation

During the academic session a participant has to submit the term paper based on which individual presentation is held. This is done to transform the class room learning into hands on experience.

Credit System(For Post Graduate Diploma courses only)

Total Credit hour is 33

Calculation of Credit hour:

- Thirty (30) credit hour will be calculated for 10 papers/subjects of part- I & Part-II (3 credit hour for each subject/paper) and 3 credit hours for term paper & viva voce.
- One credit hour of a subject shall require 14 hours of class lecture. Therefore a subject/course carrying 3 credit hours shall require 42 lecture hours plus passing the examination.

The tentative academic calendar of the course is as follows:

		<i>Weeks</i>
a.	Classes (Part-I)	15
	Preparatory Leave	1
	Examination	2
		18
b.	Preparatory time for starting Part – II session	1
c.	Classes (Part-II)	15
	Preparatory Leave	1
	Examination	2
		18
d.	Term Paper	3
	Presentation	2
	Viva-voce	2
	Total	44

Admission Criteria

Graduates in any subject (2 years after H.S.C or 4 years after S.S.C) from a recognized university, college or institution are eligible for admission. Persons having diploma in any branch of engineering subsequently having completed AMIE are also eligible to apply.

Interested persons must apply in the Prescribed '**Online Application Form**'. To get this form, visit BIM website: www.bim.org.bd. Before filling up the form, please see & follow the detail instruction regarding '**How to fill-up Online Application Form**' & '**Detail Admission Procedure**' which have already been given in BIM website.

Generally, eighty percent of the seats are filled by the candidates nominated by their employers, while the rest are filled by fresh graduates or equivalent, intending to undertake a career either in Human Resource, Industrial, Financial, Marketing Management or Computer Science.

Venue

The Diploma in Human Resource Management is offered at Dhaka, Chittagong and Khulna Campuses of BIM. Other diplomas are offered at Dhaka Campus only.

Examination Rules

These rules have been framed to conduct and administer the Post-Graduate Diploma Examinations of the Bangladesh Institute of Management (BIM).

The rules are as follows:

1. General Rules

- i. Short title, Commencement and Application:
The Examination Rules, 2008 shall be in effect for all Post-Graduate Diploma Courses during the Session 2016.
- ii. The examinations of all the diploma courses shall be held in two parts; hereinafter be called the Part-I Examinations and the Part-II Examinations.
- iii. The Part-I and Part-II examinations shall be held according to the curriculum and allocated marks shown against each subject/paper and viva-voce.
- iv. While a student shall be considered eligible to sit for the written examinations of any subject/paper, he/she should have at least 30% attendance of the total classes of that subject/paper. He/she shall be entitled to obtain marks in class attendance only if he/she attends a minimum of 30% of classes for that subject/paper. Attendance will carry 10% of the total marks for each subject/paper. The distribution of marks for attendance shall be as follows:

Attendance (%)	Marks
90% - 100%	10
80% - 89%	09
70% - 79%	08
60% - 69%	07
50% - 59%	06
30% - 49%	03
Below 30%	00

- v. Distribution of marks for each subject/paper (except Term Paper and Viva-Voce) shall be as follows:

-	Attendance	:	10
-	Class test/assignment and assessment	:	20
-	Mid-term Examination (1.0 Hour)	:	30
-	Final Examination (1.5 Hour)	:	40
		Total	100

Students failing to appear in Mid-Term Examination may apply for make-up Mid-Term Examination within 10 (ten) days from the date of Mid-Term Examination of the particular subject/paper and shall pay Tk. 500/= (five hundred) only for the concern paper/subject.

- vi. Matters relating to attendance, class assessment, assignment, class test, midterm exam shall be the responsibility of the respective subject/paper leaders.
- vii. Grading system shall be as follows:

Marks	Grade	Grade Point
80 Above	A	4.00
75 to less than 80	B+	3.50
70 to less than 75	B	3.00
65 to less than 70	C+	2.50
60 to less than 65	C	2.00
50 to less than 60	D	1.0
Less than 50	F	0.00
Absent	I	0.00

As per the above grading system, students are allowed to get a maximum of 2 (two) D grades in each part provided they have CGPA of 2.00 in both parts. Students failing to get the grades and CGPA in Part-I and Part-II shall be declared to have failed to earn the diploma degree.

- viii. Students shall have to complete the Term Paper on any topic related to the course of the concerned diploma prior to viva-voce. They shall be eligible to undertake the Term Paper provided they pass the Part-I examinations and appear at all subjects/papers of Part - II Examination.
- ix. The Term Paper shall be prepared under the supervision of a guide selected by the Diploma Course Committee. Students shall have to fulfill all requirements in respect of the Term Paper preparation.
- x. Prior to appearing at the viva voce, a candidate has to participate in the individual presentation. The individual presentation shall be held focusing on the subject of the term paper. Under no circumstance a participant will be allowed to appear before the viva-voce examination without attending the individual presentation.
- xi. (a) Students failing to appear or failing to score qualifying marks in more than 2 (Two) subjects/papers in any part (Part-I or Part-II) of the diploma courses shall be considered failed (F).
 - (b) Students shall have to pass at least in three subjects/papers in Part-I examinations to be eligible to attend classes in Part-II of the respective diploma course and shall be allowed to sit for Part-II examinations, provided they fulfill the class attendance requirements mentioned in Clause I (iv).
 - (c) A student with I (Incomplete) or F grade due to failing to appear at the examination or failing in one or two subjects (both in Part-I & Part-II) shall be allowed to sit for the supplementary examinations in those subjects within 4 (four) weeks from the publication of results. Students willing to appear at the Incomplete or Supplementary examination shall be required to submit an application in the prescribed form within 10 (ten) days of the publication of the result along with an examination fees of Tk. 2,000.00 (Taka Two thousand) only for each subject/paper. However, should a student fail in more than two subjects in the Incomplete/Supplementary examination shall be have failed in the diploma program and will be awarded an 'F' grade. Also a student failing to sit for the supplementary examination within the stipulated time, shall be declared to have failed in the subject/subjects and will be awarded an 'F' grade for the subject/subjects.
 - (d) Students qualifying for the Part-II of the diploma courses, having requisite attendance and qualifying marks in all the subjects/ papers of Part-I but do not continue, for any reason, shall be eligible to take readmission in Part-II of the said diploma course in the immediate following academic year on payment of 50% of the prevailing course fees.

2. **Discipline & Conduct rules of Examination**

- a) A student, found adopting unfair means or resorting to any activity, not conducive to the proper conduct of the examination, may be punished and/or expelled from the examination of the said subject/paper by the In Charge of the examination. Any student, so expelled from the examination, shall be considered failed in that subject/paper.
- b) A student found adopting unfair means or resorting to any activity not conducive to the proper conduct of the examination, may be expelled from the course if the nature/gravity of the offence is such that the authority considers that such decision is appropriate.

3. **Re-examination Provisions**

- i. An application for re-examination of an answer script shall have to be completed within 10 (ten) days from the date of the publication of results along with a 're-examination fees' of Tk. 500.00 (Taka five hundred) only for each subject/paper.
- ii. Re-examination shall be limited only to checking of unmarked answers and counting errors, if any.
- iii. The authority can make, amend and modify these rules from time to time.

4. **Repeal and savings**

- i. The previous rules of the Post-Graduate Diploma Course Examinations are hereby repealed.
- ii. Such repeal shall not affect the previous operations of the said rules or anything done or any action taken under there and proceedings under the said rules pending at the commencement of these rules shall be continued and disposed of in accordance with the provisions of those rules.
- iii. The decision of the authority in respect of the examination rules shall be final.

Fees

Online Application Form Fee Tk. 400.00 (Taka four hundred) only.

Course Fee

a. **Bangladeshi Nationals**

- i. For the Post-Graduate Diploma in **Human Resource Management, Industrial Management, Financial Management and Marketing Management**, the course fee is Tk. 36,000/- (Taka thirty thousand) only per participant for the full course, payable in two installments. The first installment is Tk. 27,000/- (Taka twenty seven thousand five hundred) only to be paid at the time of admission and the rest Tk. 9000/- (Taka nine thousand) only is payable in second installment within the next two months from the last date of admission.
- ii. For the **Post-Graduate Diploma in Computer Science** the course fee is Tk. 42,000/- (Taka forty two thousand) only per participant payable in two installments. The first installment is Tk. 32,000/- (Taka thirty two thousand) only to be paid at the time of admission and the rest Tk. 10000/- (Taka ten thousand) only is payable in second installment within the next two months from the last date of admission.
- iii. The course fee for Diploma in Social Compliance is Tk. 35,000/- (Taka thirty five thousand) only in one time.
- iv. The course fee for Diploma in Productivity & Quality Management is Tk. 30,000/- (Taka thirty thousand) only in one time.

b. **Foreign Nationals**

For foreign nationals, the course fees for the Post-Graduate Diploma in Human resource Management, Industrial Management, Financial Management and Marketing Management is US \$ 1,750 (seventeen hundred fifty only) while for Computer Science it is US \$ 2,750 (two thousand seven hundred fifty) only per participant for the full course, payable at one time.

Tuition fees cover the cost of lecture sessions, use of BIM's computer facilities (when required) local visits to business institutions (if any) and examinations.

Residential Accommodation and Living Expenses

BIM has limited hostel facilities, which is ordinarily in great demand. The rooms are usually shared with another candidate and are adequately furnished. All rooms have attached bathroom.

Foreign students may avail single room. The room rent having two beds is US \$ 100 per month. This facility is available only at the Dhaka Campus.

Admission Enquiry:

For information: **Md. Mahbub ul Alam**, Member Secretary, Executive Committee. Tel: 8117405-7, 9103171-3, 9103178 Ext 113, 123, 124 Cell: 01819113406. **Dhaka Campus** Diploma Cell: Ext 123, 124, 130. Cell: 01681298045, 01911248999, 01911250606. **Chittagong Campus: Engr. Md. Tariqul Islam**, Deputy Director Tel: 031-670332 Cell: 01716335801, 01534669171. **Khulna Campus: Engr. Md. Mehboob Hasan Kallol**, Deputy Director (Adl. Charge) Tel. 041-762391. Cell: 01754460100 / 01675022755

Note: BIM reserves the right to change, modify, alter any or all of the above terms and conditions including syllabus, course fees and hostel charges.

Faculty Members of BIM

DIRECTOR GENERAL

Mohammad Atwar Rahman
Additional Secretary
Government of the People's Republic of Bangladesh

DIRECTORS

Dr. Md. Sahadt Hossain Mahmud

Joint Secretary

M.S.S (Social Welfare), DU

Ph.D (Sociology and Social Anthropology).

Cell : 018171-24188

E-mail : mahmud5212@yahoo.com

Dr. Parveen Ahmed

B.S.S. (Hons.) M.S.S. (Pub. Admn.)

M. Phil (Pub. Admn.)

Ph.D. (Pub. Admn.)

Cell:01911-421644,01819-418452

E-mail:bimgm@yahoo.com

SENIOR MANAGEMENT COUNSELLORS

Md. Manzur Hossain

B.Com. (Hons.)

M.Com. (Accounting.)

Cell : 01818063135

E-mail : manzurmmh@yahoo.com

Engr. Abu Naser Md. Shahidullah

B.Sc. Engg. (Mechanical).

PG. Dip. in Personnel Management.

Masters' in Environmental Science.

Cell :01713-060444

E-mail :anmshahidullah@yahoo.com

Md. Mahbub ul Alam

M.S.S. (Political Science)

PG Dip. in Personnel Management

Cell :01819-113406

E-mail :maahabubb@gmail.com

Akhund A. Shamsul Alam

B. Com. (Hons.)

M. Com. (Accounting)

PG. Dip. in Personnel Management

Cell : 01715-511354

E-mail : akhundalam@gmail.com

Engr. Md. Tariqul Islam

B.Sc. Engg. (Electrical & Electronics)

PG Dip. in Computer Science

Cell : 01534-669171

E-mail : tariqul2006@yahoo.com

Engr. Md. Mehboob Hasan Kallol

M. Sc. Engg. (Electrical)

PG. Dip. in Computer Science

Cell : 01754-460100

E-mail : mmhkallol@yahoo.com

S.M. Ariful Islam

B.Sc. Urban and Rural Planning

Cell:01675-022755

E-mail:arifull@yahoo.com

Dr. Uttam Kumar Datta

B. Com. (Hons.), M. Com. (Marketing)

M. Phil, Marketing, DU

Ph.D., Marketing, DU

Cell : 01715-782054

E-mail :Ukdatta@gmail.com

MANAGEMENT COUNSELLORS

Engr. Abdul Quader

MSc. Engg. (Mech),
PGDPM, LLB.
Cell: 015543- 43715

Salma Sultana Saleh Ejaj

B.S.S. (Hons.)
M.S.S. (Political Science)
PG Dip. in Personnel Management
Cell:01199-220199

Dr. Engr. Md. Mamunur Rashid

B.Sc. in Mechanical Engg.
M. Sc. in Mechanical Engg.
M.B.A.
PG. Dip. in Marketing Management
Diploma in Computer Science & Application
PG. Dip. in HRM
Doctor of Engineering; Product Development
(Japan)
Cell:01712-700412
E-mail: mamun87245@gmail.com

Mohammad Nazmi Newaz

BBA, MBA (University of Dhaka)
Cell : 01715-366717
E-mail : nnewaz@gmail.com

Mohammad Mainul Islam

M.PHIL (DU),
M.B.A. (H.R.M.) DU,
LLB ,
PGDPM (BIM),
PGD in Social Compliance (BIM),
Cell:01720462202
Email:mainul0786@yahoo.co.in

Md. Aminul Islam

M. Sc. in Biotechnology
M.Phil (Biostatistics)
Cell :01718-427947
E-mail :aminulmcbim@gmail.com

Farkhunda Dorin

MS (CSE), OCA.
Cell : 01711-907418
E-mail :rumjhum_r@yahoo.com

Tanvir Hossain

B.Com (Hon's), MBS (Accounting)
MBA (Finance and Banking),
Masters in Public Affairs (IER), DU,
PGDFM, PGDMC, ITP, CFC.
Cell :01726-134400
E-mail: tanvir.fm@gmail.com

Lamia Farha

B.S.S (Hons), M.S.S(Pub Admn), DU
PGDHRM
Cell:01711-221226
E-mail:lfarha20@gmail.com

M. Aminoor

BBA, MBA (AIS),RU. PGDFM
Cell :01716-551661
E-mail :amenoor.bim@gmail.com

Mohammad Sayeedur Rahman

M.Sc. (Economics)
Cell: 01819-231219
E-mail: sayeed19@gmail.com

**ASSOCIATE MANAGEMENT COUNSELLOR /
RESEARCH OFFICER**

Md. Zafar Ali

MBA (Management)
Cell :01712-594621
E-mail :alizafarbim@gmail.com

Nirjhar Mazumder

BBA (Marketing), MBA (Banking), DU.
PGDMM(BIM)
Cell : 01511-111222
E-mail : mazumdernirjhar_bim@yahoo.com

Shaikh Sajibur Rahman

BBA (Management), MBA (HRM),DU.
Cell:01911-187780
E-mail:sksajibbim@gmail.com

Md. Rajibul Hoque

BBA (Accounting & Finance), MBA
(Finance)
Cell : 01914-484406
E-mail :rajibulatbim@gmail.com

Mamun Muztaba

BSS (Hons), MSS(Pub Admn), DU
PGD in Personnel Management, BIM
Master in Human Recourse Management, DU
Cell : 01716-653626
E-mail : mamunmuztaba.bim@gmail.com

Md. Rabiul Islam Khan

B.Sc (Hons) M.Sc (Statistics).
Cell :01716-917741
E-mail :prubelbd2010@gmail.com

Aklima Zaman

B.S.S.(Hons), M.S.S (Sociology), DU
Cell : 018161-6591884
E-mail : zamanaklima@gmail.com

OFFICERS

Senior Administrative Officer

K. M. Mizanur Rahman
B. Com.
Contact No: 017144797389

Senior Accounts and Budget Officer

Md. Ataur Rahman
M.S.S. (Political Science)
Contact No: 01716880740

Audio Visual Officer

S. M. Ashrafal Alam
MBA (HRM), PGDHRM
Contact No: 01712755262

Assistant Co-Ordination Officers

Kazi Md. Shamsul Haque
B.A. (Pass)
Contact No: 01911243999
(Current Charge)

Md. Noor Hossain
M.A. (Islamic History & Culture)
PG Dip. in Personnel Management
Contact No: 01911250606
(Current Charge)

Jadu Lal Sarkar
Diploma in Commerce
Contact No: 01748529091
(Current Charge)

Md. Ator Ali
B.A. (Pass)
Contact No: 01913308441
(Current Charge)

Sub-Assistant Engineer (Maintenance In-Charge)

Md. Ekramul Haque
Diploma Engg.(Civil)
Contact No: 01911601546