

# **TRAINING CALENDAR**

**2017 – 2018**



**Bangladesh Institute of Management (BIM)**

# **BANGLADESH INSTITUTE OF MANAGEMENT**

## **ANNUAL PROGRAM**

*July 2017 - June 2018*

### ***DHAKA CAMPUS***

*4, Sobhanbag, Mirpur Road, Dhaka-1207*  
*Phone : PABX : 58155034, 58155077, 58155116, 9103171 - 3*  
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### ***CHITTAGONG CAMPUS***

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

### ***KHULNA CAMPUS***

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## **BOARD OF GOVERNORS OF BANGLADESH INSTITUTE OF MANAGEMENT**

**Chairman:**

Secretary Ministry of Industries,  
Government of the People's Republic of Bangladesh

**Members :**

|                                |   |
|--------------------------------|---|
| Director General               | Bangladesh Institute of Management  |
| Dean                           | Faculty of Mechanical Engineering,<br>Bangladesh University of Engineering and Technology   |
| Additional/Joint<br>Secretary* | Finance Division, Ministry of Finance,<br>Government of the People's Republic of Bangladesh |
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| Chairman                       | Bangladesh Jute Mills Corporation   |
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| Chairman                       | Bangladesh Steel and Engineering Corporation  |
| Chairman                       | Bangladesh Sugar and Food Industries Corporation  |
| Chairman                       | Bangladesh Textile Mills Corporation  |
| President                      | Federation of Bangladesh Chamber of Commerce and<br>Industry                                |
| President                      | Metropolitan Chamber of Commerce and Industry   |
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**Member Secretary :**

Faculty Member\*\* Bangladesh Institute of Management

\* Nominated by the Finance Secretary

\*\* Nominated by the Director General, BIM

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DIPLOMA PROGRAMS, BIM**

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Director1                                Institute of Business Administration, Dhaka University

Professor1                                Department of Finance and Banking, Dhaka University

Professor2                                Industrial and Production Engineering Department,  
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Technology (BUET)

Representative Bangladesh Employers' Association

Representative From BRAC ( NGO )

BIM Faculty3                                Representing each Diploma Course

**Member Secretary :**

Faculty4                                    Bangladesh Institute of Managemen

- 
1. Nominated by the Vice Chancellor, Dhaka University.
  2. Nominated by the Vice Chancellor, BUET.
  3. Nominated by the Director General, BIM
  4. Nominated by the Director General, BIM

**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 2017, the total number of short courses organized by the institute has been 3,929 and the total number of executives trained numbered over 64,109.

## **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 14,095 students enrolled in the different diploma courses till date, among them 8,844 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 Courses**

| <b>JULY, 2017</b> |   |                  |               |              |                                |                  |
|-------------------|---|------------------|---------------|--------------|--------------------------------|------------------|
| <b>SL No</b>      | <b>Title of the Course</b>                | <b>Duration</b>  | <b>Timing</b> | <b>Venue</b> | <b>Name of Coordinator (s)</b> | <b>Fee (Tk.)</b> |
| 1                 | Spreadsheet Analysis with Microsoft Excel | July 16-19, 2017 | 09:30-13:30   | BIM, Dhaka   | Farkhunda Dorin                | Tk. 6,000 /-     |
| 2                 | Financial Management for Executives       | July 23-27, 2017 | 17:30-21:30   | BIM, Dhaka   | M. Amenoor                     | Tk. 7,000/-      |
| 3                 | নাগরিক সেবায় উদ্ভাবন                     | July 24-26, 2017 | 09:30-17:00   | BIM, Dhaka   | Farkhunda Dorin                | Tk.8,000/-       |
| 4                 | Internal Audit on HR                      | July 28-29, 2017 | 09:30-17:30   | BIM, Dhaka   | Md. Manzur Hossain             | Tk. 5,000/-      |

| <b>AUGUST, 2017</b> |   |                            |               |              |                                |                  |
|---------------------|---|----------------------------|---------------|--------------|--------------------------------|------------------|
| <b>SL No</b>        | <b>Title of the Course</b>                                | <b>Duration</b>            | <b>Timing</b> | <b>Venue</b> | <b>Name of Coordinator (s)</b> | <b>Fee (Tk.)</b> |
| 1.                  | Accounting Software Tally. ERP9                           | Aug. 04, 05, 11 & 12, 2017 | 09:30-17:30   | BIM, Dhaka   | Tanvir Hossain                 | Tk. 9,000/-      |
| 2.                  | Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015 | Aug. 06-10, 2017           | 17:30-21:30   | BIM, Dhaka   | Akhund A. Shamsul Alam         | Tk. 7,000/-      |
| 3.                  | Spreadsheet Analysis with Microsoft Excel                 | Aug. 11-12, 2017           | 09:30-17:30   | BIM, Dhaka   | Farkhunda Dorin                | Tk. 5,000/-      |
| 4.                  | Finance for Non-Finance Executives                        | Aug. 20-24, 2017           | 17:30-21:30   | BIM, Dhaka   | M. Amenoor                     | Tk. 7,000/-      |
| 5.                  | Human Resource Management For Executives                  | Aug. 20-24, 2017           | 17:30-21:30   | BIM, Dhaka   | Mohammad Mainul Islam          | Tk.7,000/-       |
| 6.                  | Basic Management & Human Resource Development             | Aug. 20-24, 2017           | 17:30-21:30   | BIM, Dhaka   | Md. Zafar Ali                  | Tk. 7,000/-      |
| 7.                  | Intellectual Property Rights                              | Aug. 20-30, 2017           | 17:30-21:30   | BIM, Dhaka   | Mohammad Sayeedur Rahman       | Tk.9,000/-       |
| 8                   | Organizational Development and Training Management        | Aug. 27-31, 2017           | 17:30-21:30   | BIM, Dhaka   | Md. Rabiul Islam Khan          | Tk. 7,000/-      |
| 9.                  | Public Procurement Processing and Approval Procedure      | Aug. 28-31, 2017           | 10:00-15:00   | BIM, Dhaka   | Engr. Md. Mehboob Hasan Kallol | Tk. 8,000/-      |

| <b>SEPTEMBER, 2017</b> |   |                          |               |              |                                |                  |
|------------------------|---|--------------------------|---------------|--------------|--------------------------------|------------------|
| <b>SL No</b>           | <b>Title of the Course</b>                | <b>Duration</b>          | <b>Timing</b> | <b>Venue</b> | <b>Name of Coordinator (s)</b> | <b>Fee (Tk.)</b> |
| <b>1</b>               | Microsoft Office 2010                     | Sept. 17-25, 2017        | 09:30-17:30   | BIM, Dhaka   | Farkhunda Dorin                | Tk. 10,000/-     |
| <b>2</b>               | Brand Management For Successful Marketing | Sept.17-28, 2017         | 17:30-21:30   | BIM, Dhaka   | Dr. Uttam Kumar Datta          | Tk. 9,000/-      |
| <b>3</b>               | ICT for Office Management                 | Sept.17-28, 2017         | 17:30-21:30   | BIM, Dhaka   | S M Ariful Islam               | Tk.9,000/-       |
| <b>4</b>               | Project Monitoring and Evaluation         | Sept.18-20, 2017         | 09:30-16:00   | BIM, Dhaka   | Aklima Zaman                   | Tk. 7,000/-      |
| <b>5</b>               | Practical Income Tax & VAT Management     | Sept. 24 - Oct. 05, 2017 | 17:30-21:30   | BIM, Dhaka   | Md. Manzur Hossain             | Tk. 9,000/-      |

**OCTOBER, 2017**

| <b>SL. No.</b> | <b>Title of the Course</b>                         | <b>Duration</b>    | <b>Timing</b> | <b>Venue</b> | <b>Name of Coordinator(s)</b> | <b>Fee (Tk.)</b> |
|----------------|--|--------------------|---------------|--------------|-------------------------------|------------------|
| <b>1</b>       | Cyber Security Awareness Workshop                  | Oct.01-03, 2017    | 17:30-21:30   | BIM, Dhaka   | S M Ariful Islam              | Tk.6,500/-       |
| <b>2</b>       | PPR, 2008 & Public Procurement Management          | Oct.01-12, 2017    | 17:30-21:30   | BIM, Dhaka   | Md. Aminul Islam              | Tk.9,000/-       |
| <b>3</b>       | Training of Trainers                               | Oct.01-12, 2017    | 09:30-13:30   | BIM, Dhaka   | Md. Mahbub ul Alam            | Tk. 8,000/-      |
| <b>3</b>       | Project Management: Principles, Tools & Techniques | Oct. 02-04, 2017   | 09:30-16:00   | BIM, Dhaka   | Mohammad Sayeedur Rahman      | Tk. 7,000/-      |
| <b>4</b>       | Effective Budget & Budgetary Control               | Oct. 08-12, 2017   | 17:30-21:30   | BIM, Dhaka   | M. Amenoor                    | Tk. 7,000/-      |
| <b>5</b>       | Bangladesh Labor Act 2006 and Labor Rules 2015     | Oct. 08-12, 2017   | 17.30- 21.30  | BIM, Dhaka   | Mohammad Mainul Islam         | Tk. 7,000/-      |
| <b>6</b>       | Effective Business Communication                   | Oct. 20-21, 2017   | 09: 30-17:30  | BIM, Dhaka   | Md.Rajibul Haque              | Tk. 5,000/-      |
| <b>7</b>       | Human Resources Management: Principles & Practices | Oct. 22-26, 2017   | 17:30-21:30   | BIM, Dhaka   | Md. Zafar Ali                 | Tk. 7,000/-      |
| <b>8</b>       | Office Management                                  | Oct. 29 – 31, 2017 | 17:30-21:30   | BIM, Dhaka   | Md. Rabiul Islam Khan         | Tk. 6,500 /-     |
| <b>9</b>       | Motivating People at Work                          | Oct. 30-31, 2017   | 09:30-17.30   | BIM, Dhaka   | Lamia Farha                   | Tk. 5,000/-      |

| <b>NOVEMBER, 2017</b> |   |                  |               |              |                                |                  |
|-----------------------|---|------------------|---------------|--------------|--------------------------------|------------------|
| <b>SL. No.</b>        | <b>Title of the Course</b>                                  | <b>Duration</b>  | <b>Timing</b> | <b>Venue</b> | <b>Name of Coordinator (s)</b> | <b>Fee (Tk.)</b> |
| <b>1</b>              | Basic Human Resource Management                             | Nov. 05-09, 2017 | 17.30-21:30   | BIM, Dhaka   | Mohammad Mainul Islam          | Tk. 7,000/-      |
| <b>2</b>              | Finance for Non-Finance Executives                          | Nov. 05-09, 2017 | 17:30-21:30   | BIM, Dhaka   | M. Amenoor                     | Tk. 7,000/-      |
| <b>3</b>              | Social Compliance In Relation To Bangladesh Labour Act 2006 | Nov.19-23, 2017  | 17:30-21:30   | BIM, Dhaka   | Akhund A. Shamsul Alam         | Tk. 7,000/-      |
| <b>4</b>              | Financial Statement Analysis for Decision Making            | Nov.19-30, 2017  | 17:30-21:30   | BIM, Dhaka   | Md.Rajibul Haque               | Tk. 9,000/-      |
| <b>5</b>              | PPR 2008 and Public Procurement Management                  | Nov.19-30, 2017  | 10:00-15:00   | BIM, Dhaka   | Engr. Md. Mehboob Hasan Kallol | Tk. 8,000/-      |
| <b>6</b>              | Supply Chain Management                                     | Nov.19-29, 2017  | 17:30-21:30   | BIM, Dhaka   | Mohammad Sayeedur Rahman       | Tk. 9,000/-      |
| <b>7</b>              | Management For New Managers                                 | Nov. 26-30, 2017 | 17:30-21:30   | BIM, Dhaka   | Lamia Farha                    | Tk. 7,000/-      |

| <b>DECEMBER, 2017</b> |   |                            |               |                 |                                |                  |
|-----------------------|---|----------------------------|---------------|-----------------|--------------------------------|------------------|
| <b>SL. No.</b>        | <b>Title of the Course</b>                                | <b>Duration</b>            | <b>Timing</b> | <b>Venue</b>    | <b>Name of Coordinator (s)</b> | <b>Fee (Tk.)</b> |
| <b>1</b>              | Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015 | Dec. 01, 2017              | 09:00-17:00   | BIM, Chittagong | Akhund A. Shamsul Alam         | Tk. 3,500/-      |
| <b>2</b>              | Accounting Software Tally. ERP9                           | Dec. 01, 02, 08 & 09, 2017 | 09:30-17:30   | BIM, Dhaka      | Tanvir Hossain                 | Tk. 9,000/-      |
| <b>3</b>              | Marketing of Services                                     | Dec.10-14, 2017            | 17:30-21:30   | BIM, Dhaka      | Nirjhar Mazumber               | Tk. 7,000/-      |
| <b>4</b>              | Supply Chain Management                                   | Dec.10-14, 2017            | 17:30-21:30   | BIM, Dhaka      | Md. Aminul Islam               | Tk.7,000/-       |
| <b>5</b>              | Managing Human Resources in Organization                  | Dec.17-21, 2017            | 17:30-21:30   | BIM, Dhaka      | Mamun Muztaba                  | Tk. 7,000/-      |
| <b>6</b>              | PPR 2008 and Annual Procurement Planning                  | Dec.18-21, 2017            | 10:00-15:00   | BIM, Dhaka      | Engr. Md. Mehboob Hasan Kallol | Tk. 8,000/-      |
| <b>7</b>              | Supply Chain Management                                   | Dec.18-27, 2017            | 18:30-21:45   | BIM, Ctg.       | Engr. Md. Tariqul Islam        | Tk.6,500/-       |
| <b>8</b>              | Professional Income Tax & VAT Management                  | Dec.24-28, 2017            | 17:30-21:30   | BIM, Dhaka      | Tanvir Hossain                 | Tk. 7,000/-      |

| <b>JANUARY, 2018</b> |   |                       |               |              |                                |                  |
|----------------------|---|-----------------------|---------------|--------------|--------------------------------|------------------|
| <b>SL. No.</b>       | <b>Title of the Course</b>                                | <b>Duration</b>       | <b>Timing</b> | <b>Venue</b> | <b>Name of Coordinator (s)</b> | <b>Fee (Tk.)</b> |
| <b>1</b>             | Marketing & Salesmanship                                  | Jan. 21-Feb.01, 2018  | 17:30-21:30   | BIM, Dhaka   | Nirjhar Mazumber               | Tk. 9,000/-      |
| <b>2</b>             | PPR, 2008 & Public Procurement Management                 | Jan. 07-18, 2018      | 17:30-21:30   | BIM, Dhaka   | Md. Aminul Islam               | Tk.9,000/-       |
| <b>3</b>             | Effective Budget & Budgetary Control                      | Jan. 07-11, 2018      | 17:30-21:30   | BIM, Dhaka   | M. Amenoor                     | Tk. 7,000/-      |
| <b>4</b>             | Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015 | Jan. 07-11, 2018      | 17:30-21:30   | BIM, Dhaka   | Akhund A. Shamsul Alam         | Tk. 7,000/-      |
| <b>5</b>             | Financial Management for Non-Profit Organization          | Jan.14-25, 2018       | 17:30-21:30   | BIM, Dhaka   | Tanvir Hossain                 | Tk. 9,000/-      |
| <b>6</b>             | Supply Chain Management                                   | Jan.20-29, 2018       | 18:30-21:45   | BIM, Ctg.    | Engr. Md. Tariqul Islam        | Tk.6,500/-       |
| <b>7</b>             | Certificate Course on Human Resource Management (FCHRM)   | Jan 21- Feb 01, 2018  | 09:00-13:00   | BIM, Dhaka   | Shaikh Sajibur Rahman          | Tk.8,000/-       |
| <b>8</b>             | PPR 2008 and Annual Procurement Planning                  | Jan.21-25, 2018       | 17:30-21:30   | BIM, Dhaka   | Engr. Md. Mehboob Hasan Kallol | Tk. 8,000/-      |
| <b>9</b>             | Research Methodology with the Application of SPSS         | Jan. 28-Feb. 08, 2018 | 17:30-21:30   | BIM, Dhaka   | Md. Mahbub ul Alam             | Tk.11,000/       |
| <b>10</b>            | Office Management   | Jan. 28– 30, 2018     | 17:30-21:30   | BIM, Dhaka   | Md. Rabiul Islam Khan          | Tk. 6,500 /-     |



**FEBRUARY, 2018**

| <b>SL. No.</b> | <b>Title of the Course</b>                                | <b>Duration</b>    | <b>Timing</b> | <b>Venue</b>    | <b>Name of Coordinator (s)</b> | <b>Fee (Tk.)</b> |
|----------------|---|--------------------|---------------|-----------------|--------------------------------|------------------|
| 1              | Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015 | Feb. 02, 2018      | 09:00-17:00   | BIM, Chittagong | Akhund A. Shamsul Alam         | Tk. 3,500/-      |
| 2              | Financial Management for Executives                       | Feb.04-08, 2018    | 17.30-21.30   | BIM, Dhaka      | M. Amenoor                     | Tk. 7,000/-      |
| 3              | Leadership Development                                    | Feb. 04-08, 2018   | 17.30-21.30   | BIM, Dhaka      | Lamia Farha                    | Tk. 7,000/-      |
| 4              | Marketing Research for Effective Decision Making          | Feb.23-24, 2018    | 09:00-21:30   | BIM, Dhaka      | Dr. Uttam Kumar Datta          | Tk. 5,000/-      |
| 5              | Investment Analysis & Portfolio Management                | Feb.25-Mar.1, 2018 | 17:30-21:30   | BIM, Dhaka      | Md.Rajibul Haque               | Tk. 7,000/-      |

| <b>MARCH, 2018</b> |  |                          |               |              |                                |                  |
|--------------------|--|--------------------------|---------------|--------------|--------------------------------|------------------|
| <b>SL. No.</b>     | <b>Title of the Course</b>                   | <b>Duration</b>          | <b>Timing</b> | <b>Venue</b> | <b>Name of the Coordinator</b> | <b>Fee (Tk.)</b> |
| <b>1</b>           | Effective Team Building                      | March 06-08, 2018        | 17.30-21.30   | BIM, Dhaka   | Lamia Farha                    | Tk. 6,500/-      |
| <b>2</b>           | Training of Trainers                         | Oct.11-22, 2018          | 09:30-13:30   | BIM, Dhaka   | Md. Mahbub ul Alam             | Tk. 9 ,000/-     |
| <b>3</b>           | Supply Chain Management                      | March. 11-15, 2018       | 17:30-21:30   | BIM, Dhaka   | Md. Aminul Islam               | Tk.7,000/-       |
| <b>4</b>           | Management Development                       | March. 11-22, 2018       | 17:30-21:30   | BIM, Dhaka   | Aklima Zaman                   | Tk.9,000/-       |
| <b>5</b>           | Labour Law for Managers and Executives       | March. 18-22, 2018       | 17:30-21:30   | BIM, Dhaka   | Md. Zafar Ali                  | Tk. 7,000/-      |
| <b>6</b>           | Sales Management                             | March. 18-22, 2018       | 17:30-21:30   | BIM, Dhaka   | Nirjhar Mazumber               | Tk. 7,000/-      |
| <b>7</b>           | Internal Audit                               | March. 25-April 05, 2018 | 17:30-21:30   | BIM, Dhaka   | Md. Manzur Hossain             | Tk. 9,000/-      |
| <b>8</b>           | Computer Application in Financial Management | March 31, 2018           | 09:30-18:30   | BIM, Dhaka   | Md.Rajibul Haque               | Tk. 3,500/-      |

| <b>APRIL, 2018</b> |  |                   |               |              |                                |                  |
|--------------------|--|-------------------|---------------|--------------|--------------------------------|------------------|
| <b>SL. No.</b>     | <b>Title of the Course</b>   | <b>Duration</b>   | <b>Timing</b> | <b>Venue</b> | <b>Name of Coordinator (s)</b> | <b>Fee (Tk.)</b> |
| 1                  | Human Resource Management for New HR Professionals                     | April 01-12, 2018 | 17:30-21:30   | BIM, Dhaka   | Mohammad Mainul Islam          | Tk. 9,000/-      |
| 2                  | Business Communication Skills  | April 03-05, 2018 | 17.30-21:30   | BIM, Dhaka   | Lamia Farha                    | Tk. 6,500/-      |
| 3                  | Implementing ISO 9001 Quality Management System                        | April 08-12 2018  | 17:30-21:30   | BIM, Dhaka   | Mamun Muztaba                  | Tk.7,000/-       |
| 4                  | How to Become an Efficient Manager                                     | April 10, 2018    | 09:30-17:30   | BIM, Dhaka   | Aklima Zaman                   | Tk.3,500/-       |
| 5                  | Human Resource Management for Executives                               | April 14-26, 2018 | 17:30-21:30   | BIM, Ctg.    | Engr. Md. Tariqul Islam        | Tk.7,000/-       |
| 6                  | Feasibility Study for Investment Project                               | April 15-19, 2018 | 17:30-21:30   | BIM, Dhaka   | Tanvir Hossain                 | Tk. 7,000/-      |
| 7                  | Financial Management for Non Financial Personnel                       | April 20-21, 2018 | 09:30-17:30   | BIM, Dhaka   | Md.Rajibul Haque               | Tk. 5,000/-      |
| 8                  | Essential Skills for HR Professionals                                  | April 22-26, 2018 | 17:30-21:30   | BIM, Dhaka   | Shaikh Sajibur Rahman          | Tk.7,000/-       |
| 9                  | Organizational Development and Training Management                     | April 22-26, 2018 | 17:30-21:30   | BIM, Dhaka   | Md. Rabiul Islam Khan          | Tk. 7,000/-      |
| 10                 | Analyzing Competitors' & Selecting Competitive Strategies in Marketing | April 27-28, 2018 | 09:30-17:30   | BIM, Dhaka   | Dr. Uttam Kumar Datta          | Tk. 5,000/-      |
| 11                 | Emotional Intelligence   | April 27, 2018    | 09:30-17:30   | BIM, Dhaka   | Md. Mahbub ul Alam             | Tk. 3,500/-      |

| <b>MAY, 2018</b> |   |                 |               |              |                                |                  |
|------------------|---|-----------------|---------------|--------------|--------------------------------|------------------|
| <b>SL. No.</b>   | <b>Title of the Course</b>                      | <b>Duration</b> | <b>Timing</b> | <b>Venue</b> | <b>Name of Coordinator (s)</b> | <b>Fee (Tk.)</b> |
| 1                | Marketing & Sales Management to the New Economy | May 13-24, 2018 | 17:30-21:30   | BIM, Dhaka   | Dr. Uttam Kumar Datta          | Tk. 9,000/-      |

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