# Bangladesh Institute of Management

4 Sobhanbag, Mirpur Road, Dhaka-1207

### SAMPLE NOMINATION FORM

- 1. Name (Block Letter):
- Mailing Address:Cell / Phone No:
- 3. Permanent Address:
- 4. Date of Birth:
- 5. Nationality:
- 6. Education:

Year	Institute	Certificate/ Degree	Div./Class
7. Training: (in order of regency)			
8. Experience: (in order of regency)			
9. Name of the Nominating Organization:			
10. Accommodation in BIM Hostel: YES NO			
DHAK	A CAMPUS		
CHITTAGONG CAMPUS			
KHUL	NA CAMPUS	6 🗌	
11. Approval / Signature of the Nominating Authority:			

### ADDRESS:

# **BIM DHAKA OFFICE**

4, Sobhanbag, Mirpur Road DHAKA-1207

☎ 9103171-03 (PABX)

## ON REQUEST

**58155077/116** 

FAX : 880-2-58152476 Web : www.bim.gov.bd

E-MAIL:

sirajbimdgsection@gmail.com

### **BIM CHATTOGRAM SUB-OFFICE**

Chandgaon Residential Area Post: Chandgaon Chattogram.

**2** 67 03 32

# **BIM KHULNA SUB-OFFICE**

Boira KHULNA

**2** 62 39 1

"Management for New Managers"
September 22-26, 2019

# BIM



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার বাংলাদেশ ইনষ্টিটিউট অব ম্যানেজমেন্ট BANGLADESH INSTITUTE OF MANAGEMENT 4,Sobhanbag, Mirpur Road, Dhaka-1207

# **Bangladesh Institute of Management**

4 Shobhanbag, Mirpur Road, Dhaka-1207

Ref: Date: 19/08/2019

Sub: 1 Week Course on "Management for New Managers" from 22-26 September, 2019

Dear Sir,

A Course on "Management for New Managers" will be held in Bangladesh Institute of Management (BIM), Dhaka on 22-26 September, 2019 in which you are invited to send nomination(s) from your organization.

A detail of the course is described in this brochure to enable you to select suitable nominees for attending the course.

Nomination(s) are invited as early as possible, but not later than September 19, 2019 along with the course fees Tk.7,000/ (Seven Thousand) (without tax and vat) only per participant drawn in favour of the Director General, BIM, Dhaka.

Thanking you,

Lamia Farha

Senior Management Counsellor

&

Course Coordinator Tel: 58155034 EXT 105 "Management for New Managers" September 22–26, 2019

# **Course Objectives:**

Participants will be able to

- understand what is required for them as a manager
- learn the skills needed to manage people and teams
- gain an understanding of broader business issues
- make themselves more valuable in their company
- increase network with other professionals

### **Course Outline**

- > The Role of a Manager
- Management Styles
- Operational Planning and Implementation link with Strategic Planning
- Motivation
- Communication
- Conflict Management
- > Performance Management
- > Techniques of Coaching
- Delegation Strategies
- Change Management
- Basic Accounting
- Financial Management

### Who should attend:

The course will be very valuable for new managers & executives within an organization. Team leaders and supervisors who need development in the management discipline. Anyone who wants to enhance their managerial skills.

### **Training Methods:**

Lecture, Discussion, Case/Company Study, Group Exercise, Presentation & Demonstration.

**Duration: 22-26 September, 2019** 

Timing: 17:30-21:30 hours

**Venue**: Bangladesh Institute of Management

4, Sobhanbag, Mirpur Road,

Dhaka-1207.

### **Course Fee:**

Tk. 7,000/ (Seven Thousand) only fees to be paid by Cash/Crossed Cheque/Bank Draft or Pay-Order in favour of **Director General, BIM, Dhaka.** (Excluding Tax & VAT and Hostel and Accommodation Charges.)

Last Date of Submission of Nomination: On or before 19 September, 2019.

For Detail Information Please Contact:

Lamia Farha
Senior Management Counsellor and
Course Coordinator

☎ 01711 221 226
Email:lfarha20@gmail.com