COURSE OUTLINES:

Part-I: Theory (classroom sessions)
- Human Resource Management and Organizational Behaviour:
  - Introduction & Functions of HRM & OB
  - HR Planning, Recruitment & Selection
  - Performance Appraisal
  - Perception, Personality
  - Attitude, Job Satisfaction
  - Leadership, Team Building
  - Motivation, Employee Counseling.
  - Communication, Conflict Resolution
- Social Compliance and International Standards:
  - Introduction to Social Compliance
  - Introduction to Corporate Social Responsibility (CSR)
  - Total quality management (TQM)
  - Social Compliance & Productivity
  - ISO 9001 & Quality Management System Standard
  - Innovation & Creativity Management
  - Competency Requirement for Compliance Manager
- Labour Laws & Industrial Relations:
  - Introduction to Bangladesh Labour Law, 2006
  - Classification of Workers & Period of Probation
  - Termination of Employment, Punishment for Misconduct
- Industrial Health, Safety & Welfare:
  - Fundamentals of Occupational Safety, Health & Welfare
  - Fundamentals of Social Audit in RMG Sector
  - Prevention of Accident
  - Measurement of Accident
  - Exercise on "Accident Measurement"
  - Electrical Safety & PPE
  - Fire Safety in RMG Sector
  - ETP and Chemical Safety in Industries
  - C-TPAT (Customs Trade Partnership against Terrorism)
- Social Audit & SA8000:
  - Fundamentals of Social Audit in RMG Sector
  - Fundamentals of SA 8000 and Requirement of Social Standards
  - Child Labour, Force & Compulsory Labour, Health & Safety,
  - Freedom of Association,
  - Discrimination & Disciplinary Practices, Working Hour,
  - Remuneration
- Management Systems in SA8000
- WRAP & BSCI
- Practical Social Audit:
  - Grouping of Participants for practical audit in the factory.
  - Handling audit checklist and documentation procedure for audit.
  - Identification of non-compliances, recommendations,
    development of a Corrective Action Plan (CAP).
  - Workplace Cooperation and dialogue practices for RMG factories development.

Part-II: Internship (practical work in factory)
- Social Audit in any RMG Sector Factory.
- Audit Report: Submission of Audit Report and Syndicate presentation on findings of practical audit.
- Viva-voce on the whole DSC program.

TRAINING METHODOLOGY:
Lecture, Presentation, Group Discussion, Case Study, Role Playing, Self-Assessment, and other participatory methods of training, when these are effective & efficient.

WHO SHOULD ATTEND?
This course is designed for Managers/Officers working in the Ready Made Garment and Textile Industry and other export-oriented production companies. It is also suitable for HR and Social Compliance Consultants/Managers/Officers working in the public/private sector and for NGOs, as well as for people not in service yet but wishes to develop their career in Social Compliance.

The educational requirement for this program is at least graduation. Persons having diploma in any branch of engineering/technology along with 4 years experience are also eligible for admission.

COURSE FEE:
1. After receiving all online application form within 12th September, 2018 the list of successful candidates will be announced within 13th September, 2018 in BIM website.
2. The successful candidate need to complete the admission process through deposit of full course fee Tk. 36,000/- (Thirty six thousand) only per participant, through online payment system according to guideline mentioned in BIM website in the name of Director General, BIM (6-Month Diploma).
3. To complete the admission process all participants need to submit their full particulars in prescribed Form along with 03 (three) color pp size photo and attached copy of all certificates and documents.

APPLICATION GUIDELINES:
1. Interested person must apply in prescribed "Online Application Form".
2. To get the form, please visit BIM website. Before filling-up the form, please see and follow the detail instructions regarding "How to Fill-up Online Application Form" and "Detail Admission Procedure for Six Months Diploma Program" in BIM website

ONLINE FORM SUBMISSION DEADLINE: 12TH SEPTEMBER, 2018

DURATION & TIMING: Six Months
Class Days: Sunday, Monday & Tuesday
TIMING: 06:30 pm – 9:30 pm

VENUE:
BIM, DHAKA CAMPUS
4 Sobhanbag, Mirpur Road, Dhaka 1207
Room No.301 (2nd Floor) Six Stories Building of BIM
A Brief Profile of Bangladesh Institute of Management (BIM)

An autonomous organization under the administrative control of the Ministry of Industries, the Bangladesh Institute of Management (BIM) was set up in 1961 has been making efforts towards the development of skilled human resources and improvement of productivity.

Vision Statement:
"Bangladesh Institute of Management (BIM) exists to improve management capacity building of the stakeholders for a prosperous Bangladesh."

Mission Statement:
"Our mission is to be a leading center of excellence for management development through a committed professional team."

Objectives of the Institute
The major objectives of the Institute are:

* 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 to disseminate recent 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.

A. Training

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

i. 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 program. The courses offered by BIM covers the whole gamut of management studies viz. General Management, Financial Management, Project Management, Rural Development, Marketing, Entrepreneurship Development, Industrial Engineering etc. Till the year ending June 2018, the total number of short courses organized by the institute has been 4,006 and the total number of executives trained numbered over 65,401.

ii. Diploma Course

Presently, BIM offers the following five post-graduate diploma courses of one year each

(i) Post Graduate Diploma in Human Resource Management (PGDHRM),
(ii) Post Graduate Diploma in Industrial Management (PGDIM),
(iii) Post Graduate Diploma in Marketing Management (PGDMM),
(iv) Post Graduate Diploma in Financial Management (PGDFM) and
(v) Post Graduate Diploma in Computer Science (PGDCS)

and also offers one 6-months long special Diploma in Social Compliance. The total number of students enrolled and graduated in the different diploma courses till date is:

| No. of Participants in Enrolled in Diploma in Social Compliance in XIII Batches | 599 |

B. Consultancy

BIM has vast experience in consultancy services and has rendered services to various national and international agencies and organizations.

C. Research

BIM also undertakes research projects. Such research projects deal with Training Needs Analysis, Choice of Technology, Incentive Schemes, Managerial Motivation, Quality Circles, Recruitment and Selection, Performance Appraisal, etc.

FOR ADMISSION RELATED INFORMATION:

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FOR FURTHER INFORMATION:

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