

ANNUAL PROGRAM

2023 – 2024



BANGLADESH INSTITUTE OF MANAGEMENT

ANNUAL PROGRAM

July 2023- June 2024

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PREFACE

Director General, Bangladesh Institute of Management (BIM)

Director's Note



Bangladesh Institute of Management (BIM) has been published its annual program for the academic year 2023-2024. Annual program is meticulously crafted to empower every individual, equipping them with the skills and knowledge needed to thrive in an ever-evolving landscape. In the post-COVID era the organizations that most successfully dealt with the changes were able to easily shift roles and responsibilities among their employees to minimize a disruption to business. To do this, employers must consider cross-training employees to provide talent sharing opportunities that encourage engagement, reduce attrition and attract new talent so that the organization can maintain its success. Courses offered by BIM have designed in such a way that helps participants to make them more efficient and skillful in solving their day-to-day problems facing at their workplaces. Moreover, both online and in-person training have also get priority this year to impart training among the stakeholders.

In addition, a new concept of Smart Bangladesh has pronounced by the Government of Bangladesh. BIM has aligned many of its courses with the Smart Government Concept to take the leadership in forming Smart Bangladesh with the vision of the Government.

Training and development programs help employees manage tasks individually or in teams, relying on a greater understanding of processes and clearly defined goals. As technology advances and workplace strategies evolve, there comes a need for professionals to align with these changes in terms of knowledge and skills. Providing employees with relevant and consistent training can help improve performance and efficiency in the workplace. Concerned department may nominate their officials, executives and managers for participating in these courses which will make them more capable to contribute in upgrading country's status to a desired one.

Sharif Md Mashud
Director (Additional Charge)
BIM

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
Bangladesh University of Engineering and Technology

Additional/Joint Finance Division, Ministry of Finance

*Secretary** Government of the People's Republic of Bangladesh

Chairman Bangladesh Chemical Industries Corporation (BCIC)

Chairman Bangladesh Jute Mills Corporation (BJMC)

Chairman Bangladesh Power Development Board (BPDB)

Chairman Bangladesh Steel & Engineering Corporation (BSEC)

Chairman Bangladesh Sugar & Food Industries Corporation (BSFIC)

Chairman Bangladesh Textile Mills Corporation (BTMC)

President Federation of Bangladesh Chamber of Commerce and Industry (FBCCI)

President Metropolitan Chamber of Commerce and Industry, Dhaka (MCCI)

President Bangladesh Employers' Federation

Member Secretary:

*Faculty Member*** Bangladesh Institute of Management

* Nominated by the Secretary, Finance Division

** Nominated by the Director General, BIM

**EXECUTIVE COMMITTEE OF POST GRADUATE
DIPLOMA PROGRAMS, BIM**

Chairman:

Director General Bangladesh Institute of Management (BIM)

Members:

*Director*¹ Institute of Business Administration, Dhaka University

*Professor*¹ Department of Finance and Banking, Dhaka University

*Professor*² Industrial and Production Engineering Department

Bangladesh University of Engineering and
Technology (BUET)

Representative from Bangladesh Employers' Federation

Representative from BRAC (NGO)

*BIM Faculty*³ Representative from each Diploma Course

Member Secretary:

*Faculty*⁴ Bangladesh Institute of Management (BIM)

-
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

“Management Development” a quarterly publication of Bangladesh Institute of Management always solicits articles on contemporary issues in the field of socio-economic, business management, human resource development etc. While articles that are based on empirical studies are preferred articles on innovative and creative approaches to business, socio-economic, business management, human resource development are always welcome.

Contact Address

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Management Counsellor &

Senior Editor (In Charge)

Management Development: A Quarterly Published Journal of

Bangladesh Institute of Management

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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.

CONTENTS

ACCOUNTING & FINANCIAL MANAGEMENT

Internal Audit Management -Online Course 15

Business Data Analytics & Financial Forecasting Online Course (Excel Based Modeling)

Advanced Certificate Course in Financial Statement Analysis and Business Valuation

COMPUTER SERVICES & DIGITAL SKILLS

Data Analysis with MS-Excel

Blockchain & Smart Bangladesh

Digital Security Act & Social Media Behavior for Government Officials

Skill Transformation for Industry 4.0: Application of Artificial Intelligence & Design Thinking

Digital Data Management for Government Officials

Certificate Course on Digital Data Transformation in Managerial Applications and Decision Making

Cyber Security Awareness Training

GENERAL MANAGEMENT

Total Quality Management Including Industry 4.0

Advanced Certificate Course in Business Communication

Certificate Course on Leadership and Managerial Competencies (CCLMC)

Motivating People at Workplace

Special Course on “Prudential Skills for Future Leaders”

Sustainable Corporate Management

KPI Master Class

Management for New Managers

Leadership Development

Effective Managerial Communication

HUMAN RESOURCE MANAGEMENT

Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015

Basic Human Resource Management

Basic Management & Human Resource Development

Human Resource Management for New HR Professionals

Practical Human Resource Management for Managers & Executives

Certificate Course on Human Resource Management (CHRM)

Certificate Course on HR Analytics (CCHRA)

Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015

Management of Self, People and Performance (MSPP)

Human Resource Management for Executives

MANAGEMENT IN PUBLIC SECTOR

Capacity Development for Managing Public Procurement

Public Procurement Processing and Approval Procedure

PPR 2008 and Annual Procurement Planning

Goods Procurement Management as Per PPR, 2008.

Public Procurement Management

পেনশন ও আর্থিক ব্যবস্থাপনা

PPR 2008 And Public Procurement Management

সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন

Awareness Training On "Smart Office in Alignment with Smart Bangladesh"

সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী

জাতীয় শুদ্ধাচার কৌশল ও সু-শাসন বাস্তবায়নে "সরকারী অফিস ব্যবস্থাপনা" বিষয়ক প্রশিক্ষণ

MARKETING MANAGEMENT

Non-Profit Marketing Techniques for Quality Public Service in Achieving SDGs

A Seminar on Political Services Marketing for Peaceful Democracy

Marketing Research for Effective Decision Making

Marketing and Sales Management

Marketing and Salesmanship

PROJECT AND SUPPLY CHAIN MANAGEMENT

Operations and Supply Chain Management Including 4IR

Project Management

Supply Chain Management

Project Monitoring and Evaluation

Maritime Logistics and Supply Chain Management

Achieving Competitive Advantage through Supply Chain Management

OTHER COURSES

Training of Trainers (ToT)

POST GRADUATE DIPLOMA COURSES

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FACULTY MEMBERS OF BIM

Brief Profile

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

In 1966 apart from offering short term, subject specific training programmes, a specialized, yearlong 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. 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.

VISION STATEMENT

“Management Excellence in Bangladesh.”

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

MISSION STATEMENT

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

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

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

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

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 two weeks long and Diploma courses of six months to 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, Digitalization, Industrial Engineering etc. Till the year ending 2022, a total number of 63,695 participants have received training in various short courses

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..

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), Bureau of Manpower, Employment and Training (BMET), Bangladesh Industrial and Technical Assistance Center (BITAC) 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. As the work of “BIM Strengthening Project” has started some part of BIM’s old construction was demolished for further construction of 12 storied building and the key stone of the building has been laid. At present there are fourteen fully equipped, air-conditioned classrooms, five of which are of international standard. After the completion of the project there will be 28 classrooms with modern training facilities where 1,850 participants can be accommodated at a time. The old hostel of BIM is also under construction so there is only one building containing 15 air-conditioned rooms including twin beds and dining facility for 30 individuals but the capacity will be more than double after the completion of the project. BIM has similar, though smaller facilities in the other two major cities of Bangladesh—Chattogram 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 microcomputers numbering over 100. The computer labs are suitably designed to provide conducive learning environment to the participants of computer related courses. Latest software’s are available for running database, spreadsheet and word-processing applications. A modern Computer lab facility is also available for the participants at the Chattogram 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), Malaysia, Morocco, and German International Cooperation (GIZ), Asian Institute of Technology (AIT), Australian Institute of Business (AIB).

PROGRAM AT A GLANCE

JULY, 2023							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Non-Profit Marketing Techniques for Quality Public Service in Achieving SDGs	July 20-22 2023	9.00 - 5.00	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 7,000/-	
2	Operations and Supply Chain Management Including 4ir	July 20-22 2023	09:00 - 17:30	BIM Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/	

AUGUST, 2023							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Capacity Development for Managing Public Procurement	August 20-24 2023	9:30 - 17:00	BIM Dhaka	Md. Aminul Islam	Tk. 7,000/-	
2	“Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015”.	August 20-24 2023	17:00 - 21:30	BIM Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	
3	Public Procurement Processing and Approval Procedure	August 21-24 2023	10:00 - 16:00	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-	
4	Data Analysis with MS-Excel	August 21-24 2023	09:00 - 14:00	BIM Dhaka	Farkhunda Dorin	Tk. 6,000/-	
5	Advanced Certificate Course in Business Communication	August 23- 26 2023	18:30 - 21:30	Zoom Platform	Md. Rajibul Hoque	Tk. 3,000/-	
6	Total Quality Management Including Industry 4.0	August 24-26 2023	09:00 - 17:30	BIM Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/-	
7	Certificate Course on Leadership and Managerial Competencies (CCLMC)	August 25-26 2023	09:00 - 17:00	BIM Dhaka	Mamun Muztaba	Tk.5,000/-	
8	A Seminar on Political Services Marketing for Peaceful Democracy	August 26 2023	9.00 - 5.00	BIM Dhaka	Dr. Uttam Kumar Datta	3,500/-	

SEPTEMBER, 2023							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Motivating People at Workplace	September 3-4 2023	10.00 - 1.00	Zoom Platform	Lamia Farha	Tk. 2,500/-	
2	Blockchain & Smart Bangladesh	September 12 2023	09:00 - 16:00	BIM Dhaka	Farkhunda Dorin	Tk. 3,500/-	
3	Digital Security Act & Social Media Behavior for Government Officials	September 13-14 2023	17.00 - 21.00	BIM Dhaka	Amit Das & Shumaiya Akter Keya	Tk. 5,000/-	
4	Supply Chain Management	September 14-23 2023	18:30 - 21:30	BIM Chattogram.	Eng Md Tariqul Islam	Tk.7,500/-	
5	PPR 2008 and Annual Procurement Planning	September 17-21 2023	17:00 - 21:30	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8000/-	
6	Training of Trainers (ToT)	September 17-21 2023	17:00 - 21:30	BIM Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-	
7	Project Management	September 21-23 2023	09:00 - 17:30	BIM Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/-	
8	Marketing Research for Effective Decision Making	September 24-25 2023	09:30 - 17.30	BIM Dhaka	Dr. Uttam Kumar Datta	Tk. 5,000/-	

OCTOBER, 2023							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Goods Procurement Management as Per PPR, 2008.	October 07-09 2023	9:30 - 17:00	BIM Dhaka	Md. Aminul Islam	Tk. 5,000/-	
2	Special Course On “Prudential Skills for Future Leaders”	October 13-14 2023	09:00 - 17:00	BIM Dhaka	Md. Zafar Ali	Tk. 6,000/-	
3	Sustainable Corporate Management	October 14 2023	9:30 - 04:00	Zoom Platform	Mohammad Nazmi Newaz	. 1,500/-	
4	“Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015”.	October 15-19 2023	17:00 - 21:30	BIM Dhaka	Mohammad Mainul Islam	7,000/-	
5	সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী	অক্টোবর ১৫-১৬ ২০২৩	০৯:০০ - ১৭:০০	বিআইএম ঢাকা	এম. আমিনুর	ট. ৫,০০০/-	
6	KPI Master Class	October 20-21 2023	09:00 - 17:00	BIM Dhaka	Mamun Muztaba	Tk.5,000/-	
7	Public Procurement Management	October 26-28 2023	09:00 - 17:30	BIM Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/-	
8	পেনশন ও আর্থিক ব্যবস্থাপনা	অক্টোবর ২৯-৩০ ২০২৩	০৯:০০ - ১৭:০০	বিআইএম ঢাকা	এম. আমিনুর	ট. ৫,০০০/-	

NOVEMBER, 2023							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	নভেম্বর ০৫-০৬ ২০২৩	০৯:০০ - ১৭:০০	বিআইএম ঢাকা	এম. আমিনুর	ট. ৫,০০০/-	
2	Management for New Managers	November 5-9 2023	17.30 - 21.30	BIM Dhaka	Lamia Farha	Tk. 7,000/-	
3	“Basic Human Resource Management”.	November 05-09 2023	17:00 - 21:30	BIM Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	
4	PPR 2008 and Public Procurement Management	November 12-23 2023	10:00 - 16:00	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 10,000/-	
5	Project Monitoring and Evaluation	November 12-16 2023.	17.30 - 21.30	BIM Dhaka	Aklima Zaman	Tk. 7,000/-	
6	Digital Data Management for Government Officials	November 12 – 23 2023	16:30 - 20:30	Zoom Platform	S M Ariful Islam	Tk. 25,000/-	
7	Basic Management & Human Resource Development	November 19-23 2023	17:00 - 21:30	BIM Dhaka	Md. Zafar Ali	Tk. 7,000/-	
8	“Skill Transformation for Industry 4.0: Application of Artificial Intelligence & Design Thinking”	November 19-22 2023	10.00 - 2.00	Zoom Platform	Shaikh Sajibur Rahman & Nirjhar Mazumder	Tk. 7,000/-	
9	Training of Trainers (ToT)	November 19-23 2023	17:00 - 21:30	BIM Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-	
10	Internal Audit Management -Online Course	November 22-25 2023.	18.00 - 21:30	Blended Course	Md. Rajibul Hoque	Tk. 4,500/-	

DECEMBER, 2023							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Awareness Training On "Smart Office in Alignment with Smart Bangladesh"	December 10-11 2023	10.00 - 2.00	Zoom Platform	Shaikh Sajibur Rahman & Nirjhar Mazumder	Tk. 5,000/-	
2	Maritime Logistics and Supply Chain Management	December 15-16 2023	9:30 - 04:00	BIM, Chattogram	Mohammad Nazmi Newaz	Tk. 5,000/-	
3	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	ডিসেম্বর ১৭-১৮ ২০২৩	০৯:০০ - ১৭:০০	বিআইএম ঢাকা	এম. আমিনুর	ট. ৫,০০০/-	
4	PPR 2008 and Annual Procurement Planning	December 17-21 2023	10:00 - 16:00	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/	
5	Business Data Analytics & Financial Forecasting Online Course (Excel Based Modeling)	December 24-28 2023	18.30 - 21:30	Zoom Platform	Md. Rajibul Hoque	Tk. 3,500/-	

JANUARY, 2024							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	“Human Resource Management for New HR Professionals”.	January 14-18 2024	17:00 - 21:30	BIM Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	
2	Supply Chain Management	January 18-27 2024	18:30 - 21:30	BIM Chattogram.	Eng Md Tariqul Islam	Tk.7,500/-	
3	Certificate Course on Digital Data Transformation in Managerial Applications and Decision Making	19 January- 6 April 2024	9:30 - 04:00	Zoom Platform	Mohammad Nazmi Newaz	Tk. 12,000/-	
4	Internal Audit Management -Online Course	January 21-24 2024	18.00 - 21:30	Zoom Platform	Md. Rajibul Hoque	Tk. 3,500/-	
5	“Practical Human Resource Management for Managers & Executives”.	January 21-25 2024	17:00 - 21:30	BIM Dhaka	Md. Zafar Ali	Tk. 7,000/-	
6	Marketing and Sales Management	January 21-25 2024	17:30 - 21:30	BIM Chattagram	Nirjhar Mazumder	Tk. 5,000/-	
7	Training of Trainers (ToT)	January 21-25 2024	17:00 - 21:30	BIM Dhaka	Md. Rabiul Islam Khan	Tk. 7,000/-	

FEBRUARY, 2024							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Leadership Development	February 4-8 2024	17:30 - 21:30	BIM Dhaka	Lamia Farha	Tk. 7,000/-	
2	Cyber Security Awareness Training	February 09-10 2024	09:00 - 17:00	BIM Dhaka	S M Ariful Islam	Tk. 15,000/-	
3	Certificate Course on HR Analytics (CCHRA)	February 11-15 2024	17:00 - 21:30	BIM Dhaka	Mamun Muztaba	Tk. 7,000/-	
4	“Certificate Course on Human Resource Management (CHRM)”	February 11-22 2024	5.30 - 9.30	Blended Training	Shaikh Sajibur Rahman	Tk. 9,000/-	
5	Data Analysis with MS-Excel	February 18-22 2024	09:00 - 14:00	BIM Dhaka	Farkhunda Dorin	Tk. 6,000/-	
6	পেনশন ও আর্থিক ব্যবস্থাপনা	ফেব্রুয়ারি ২৫-২৬ ২০২৪	০৯:০০ - ১৭:০০	বিআইএম ঢাকা	এম. আমিনুর	ট. ৫,০০০/-	
7	Advanced Certificate Course in Financial Statement Analysis and Business Valuation (Online Course)	February 23- March 16 2024	18:30 - 21:30	Zoom Platform	Md. Rajibul Hoque	Tk. 7,000/-	

MARCH, 2024							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	মার্চ ০৪-০৫ ২০২৪	০৯:০০ - ১৭:০০	বিআইএম ঢাকা	এম. আমিনুর	ট. ৫,০০০/-	
2	Awareness Training On "Smart Office in Alignment with Smart Bangladesh"	March 4-5 2024	10.00 - 2.00	Zoom Platform	Shaikh Sajibur Rahman & Nirjhar Mazumder	Tk. 5,000/-	
3	Effective Managerial Communication	March 12-14 2024	6.00 - 10.00	Zoom Platform	Lamia Farha	Tk. 3,000/-	

MAY, 2024							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Capacity Development for Managing Public Procurement	May 05-09 2024	9:30 - 17:00	BIM Dhaka	Md. Aminul Islam	Tk. 7,000/-	
2	Cyber Security Awareness Training	May 11-12 2024	09:00 - 17:00	BIM Dhaka	S M Ariful Islam	Tk. 15,000/-	
3	Management of Self, People and Performance (MSPP)	May 13-23 2024	5.30 - 9.30	Blended Training	Shaikh Sajibur Rahman	Tk. 9000/-	
4	Blockchain & Smart Bangladesh	May 15 2024	09:00 - 16:00	BIM Dhaka	Farkhunda Dorin	Tk. 3,500/-	
5	Human Resource Management for Executives	May 16-25 2024	18:30 - 21:30	BIM Chattogram.	Eng Md Tariqul Islam	Tk.7,500/-	
6	Marketing and Salesmanship	May 19-30 2024	17:30 - 21:30	BIM Dhaka	Nirjhar Mazumder	Tk. 7,500/-	
7	Project Monitoring and Evaluation	May 20-24 2024	17.30 - 21.30	BIM Dhaka	Aklima Zaman	Tk. 7,000/-	
8	Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	May 25-26 2024	09:00 - 17:00	BIM Dhaka	Md. Zafar Ali	Tk. 5,000/-	
9	Achieving Competitive Advantage Through Supply Chain Management	May 22-24 2024	9:30 - 17:00	BIM Dhaka	Md. Aminul Islam	Tk. 5,000/-	

JUNE, 2024

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	“জাতীয় শুদ্ধাচার কৌশল ও সু-শাসন বাস্তবায়নে “সরকারী অফিস ব্যবস্থাপনা” বিষয়ক প্রশিক্ষণ	জুন ২রা ২০২৪	৯.০০ - ৫.০০	বিআইএম ঢাকা	মোঃ জাফর আলী	ট. ৩,৫০০/-	

ACCOUNTING & FINANCIAL MANAGEMENT

INTERNAL AUDIT MANAGEMENT -ONLINE COURSE

Course Duration : November 22-25, 2023.
Timing : 18.00-21:30
Venue : Blended Course
Course Fee : Tk. 4,500/-
Number of Participants : 10

Course Duration : January 21-24, 2024.
Timing : 18.00-21:30
Venue : Online
Course Fee : Tk. 3,500/-
Number of Participants : 10

Course Objectives

Internal auditing is independent, objective assurance designed to improve and add value to an organization's operations. 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, especially internal audit. The results can provide decision-makers with the information necessary to decide what areas need improvement.

- **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.
- **Strategic:** Focuses on the strengths and weaknesses of systems and processes to determine whether they align with the company's strategic plan.
- **Function-Specific:** Focuses on a specific area in Internal Control

Course Outline

- Internal Audit Concept
- Corporate Governance & Internal Audit
- Internal Audit & Control Environment
- Audit Planning, Audit Evidence
- Internal Audit Check List & Audit Documentation
- Risk based audit.
- Tools to be used in Internal Audit
- Audit methodology
- Audit Report writing
- Audit Committee

Who should attend:

Any individual, graduate from any discipline working in private, public and NGO or self-employed (fresh graduates). This is also suitable for individuals who want to build up their career in the field of audit.

Training Methods: Lecture, Exercise, Group work, Case Study & Discussion

Co-ordinator : **Md. Rajibul Hoque**
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rajibulatbim@gmail.com

BUSINESS DATA ANALYTICS & FINANCIAL FORECASTING ONLINE COURSE (EXCEL BASED MODELING)

Course Duration	: December 24-28, 2023
Timing	: 18.30 – 21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 3,500/-
Number of Participants	: 10

Course Objectives

The major objective of the course is to help individual and institutional participants from different profession to equip with analytical skill using MS Excel for decision making. Through this course the participants will be able to enhance knowledge about formulas, Models, Data management & forecasting and Designing reports using MS Excel.

Course Outline

- Concept of Analytics
- Financial formulas in MS Excel For Business Analytics
- Logic Functions & Nested If function
- V-lookup, H-lookup and other useful tools
- Consolidation, Slicer, Timeline and Filter
- Depreciation
- Regression Analysis for Financial Planning
- Multiple Regression (Costing and Budget preparation)
- What if Analysis: Sensitivity Analysis
- Time Series Analysis (Prediction)
- Use of Pivot Table for Reporting & Analysis
- Data Visualization and advanced Charts

Who should attend:

Any individual, graduate from any discipline working in private, public and NGO or self-employed (fresh graduates).

Training Methods: Lecture, Exercise, Group work & Demonstration

Co-ordinator	: Md. Rajibul Hoque
Mobile	: 01914484406
Email	: rajibul.hoque@bim.gov.bd rajibulatbim@gmail.com

ADVANCED CERTIFICATE COURSE IN FINANCIAL STATEMENT ANALYSIS AND BUSINESS VALUATION (ONLINE COURSE)

Course Duration	: February 23- March 16, 2024.
Timing	: 18:30-21:30 (Friday & Saturday only)
Venue	: Zoom Platform
Course Fee	: Tk. 7,000/-
Number of Participants	: 10

Course Objectives

The course is designed to equip the participants with the knowledge and skill of analyzing 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

Overview of Financial Management and Major Decision Making.

Recording and reporting system of Financial Statements.

- Financial Statements Preparation
- Analyzing Annual Report
- Cash flow Statement Preparation
- Analyzing financial statement to determine business performance
- Different types of Financial Statements
- Statements of Nonprofit organizations

Accounting information for management planning & control

Financial Analysis

- Horizontal and Vertical Analysis
- External analysis—competitors, customers and suppliers
- Internal analysis—liquidity, cash flow and performance
- Evaluating alternative analysis strategies
- Ratio Analysis

Management: Planning and Decision Making (Excel Based)

- Project /Investment Evaluation Techniques (Using Excel)
- Return on investment (ROI),
- Discounted Pay Back Period
- Net Present value (NPV) of discounted cash flows (DCF)
- How effective WACC Management can impact NPV and project profitability
- Internal rate of return (IRR)
- Modified Internal Rate of Return (MIRR)

- XNPV, XIRR & APV

CVP analyses

Short Term Financing Decision

Long-Term Financing Decisions

DCF and Relative Valuation Model (MS Excel)

Forecasting & Statement construction

Who should attend:

The course is suitable for personnel who are working as Finance Executives, Accountants, Planners, Engineers, Production Managers and individuals.

Training Methods: Lecture, Exercise, Group work & Demonstration

Co-ordinator : **Md. Rajibul Hoque**
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rajibulatbim@gmail.com

COMPUTER SERVICES & DIGITAL SKILLS

DATA ANALYSIS WITH MS-EXCEL

Course Duration : August 21-24, 2023
Timing : 09:00-14:00
Venue : BIM Dhaka
Course Fee : Tk. 6,000/-
Number of Participants : 15

Course Duration : February 18-22, 2024
Timing : 09:00-14:00
Venue : BIM Dhaka
Course Fee : Tk. 6,000/-
Number of Participants : 15

Target Group/who should attend:

Executives from public service, private service, donor agencies, Students, Financial Analysts, Researchers and anyone interested in learning Excel. Participants must have basic knowledge on Excel. Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

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. Participants will work extensively with practical examples. On completion of the course, participants will be able to readily apply the concepts discussed during the sessions in their specific organizations. This is a hands-on, intensive, rigorous and intellectually challenging program. Participants will learn exceptionally valuable skills that have become increasingly essential for every modern day enterprise.

Course Objectives

The course is designed to provide the basic to intermediate knowledge on Microsoft Excel. Participants will be able to:

- Gather knowledge about the versatile use of Microsoft Excel
- Understand the use of different Excel functions & formulas in their real life work
- Understand the basic calculation of different functions & formulas
- Create a data sheet using different data validation method
- Data Analysis using charts & graphs
- Data representation using different formatting
- Analyze using Dynamic reporting tools.

Evaluation Method: Learning level - Pre-test and post test. **Reaction Level:** Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline, Participant's Need Analysis	1	Discussion
2.	Common and Special Operations	2	Demonstration, Exercise
3.	Cell References, Formatting & Styles	2	Demonstration, Exercise
4.	Sort, Filter and Advanced Filter	2	Demonstration, Exercise
5.	Conditional Formatting	1	Demonstration, Exercise
6.	Data Validation	2	Demonstration, Exercise
7.	Charts	2	Demonstration, Exercise
8.	PivotTable	2	Demonstration, Exercise
9.	Functions (logic, Math)	3	Demonstration, Exercise
10.	Functions (Date, Lookup)	2	Demonstration, Exercise
11.	Post test	1	Exercise
	Total contact hour	20	

Coordinator : Farkhunda Dorin

Mobile : 01711907418,01610005155

**E-mail : farkhunda.dorin@bim.gov.bd,
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BLOCKCHAIN & SMART BANGLADESH

Course Duration : September 12, 2023
Timing : 09:00-16:00
Venue : BIM Dhaka
Course Fee : Tk. 3,500/-
Number of Participants : 15

Course Duration : May 15, 2024
Timing : 09:00-16:00
Venue : BIM Dhaka
Course Fee : Tk. 3,500/-
Number of Participants : 15

Target Group/who should attend:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

A blockchain is a distributed ledger consisting of consecutive ‘blocks’ of digital data chained together following a strict set of rules. The ledger is distributed and stored by the nodes (computers) of a peer-to-peer (P2P) network. This is one of the pillar technologies of Fourth Industrial Revolution(4IR). Many countries currently exploring blockchain technology from an official stance. Bangladesh also wants to take the opportunity of technology to achieve & maintain sustainable development. And to create path to SMART Bangladesh. Also, we have mandate in Innovation & E. Gov. Section in Annual Performance Agreement to achieve subject related knowledge on various emerging technologies of 4IR.

Course Objectives

- This course aims to make the individual aware regarding emerging technologies
- Basic of Blockchain
 - How others are using this
 - To know govt. initiatives toward blockchain
 - How it is related to smart Bangladesh.

Evaluation Method: - Reaction Level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline,	1	Discussion
2.	What is Block chain	1	Lecture, Discussion, Flash clips
3.	Basic Technology of Block chain	1.0	Lecture, Video,
4.	Applications of Block chain	1.0	Video, Experience sharing
5.	SMART Bangladesh concepts	1	Lecture, Discussion, Flash clips
6.	Blockchain strategy of Bangladesh	1	Lecture, Discussion, Flash clips
	Total contact hour	6	

Coordinator : Farkhunda Dorin

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DIGITAL SECURITY ACT & SOCIAL MEDIA BEHAVIOR FOR GOVERNMENT OFFICIALS

Course Duration : September 13-14, 2023

Timing : 17.00-21.00

Venue : BIM, Dhaka

Course Fee : Tk.5,000/=

Number of Participants : 15

Target Group/ who should attend:

The program will be suitable for Government Officials of different sectors.

Background of the course:

At present the Digital Security Act (DSA) is a hot topic in mass media in our country. The Government emphasizes that the act is used as a shield for the innocent party and a sword for bad people. Although, there are some confusing issues in our society about the Digital Security Act (DSA) and the right usage of Social Media. This short is designed for the Government officials to clarify the Digital Security Act (DSA) and to instruct how to use social media (for official & personal purpose) on right way.

Course Objectives:

To aware the Government officials about the right usage of different kinds of social media in accordance with DSA and to alert them about current unethical practices in social & electronic media such as racism, extremism, communalism, terrorism, religious biasness and any activity against the spirit of liberation war.

Evaluation Method:

Learning level: Course Evaluation Questionnaire

Reaction Level: Training evaluation.

Course Outline:

	Session Title	Duration (hr)	Training Methods
1	Inauguration, Importance of right use of social Media, Primary concepts of DSA	1.00	Lecture, Group discussion, Team Work
2	Digital Security Agency, concept of digital and social media and digital device	1.00	Lecture, Exercise

3	Preventive measures, Digital Security Council, Critical Information Infrastructure	2.0	Lecture, Exercise
4	Crime & Punishment, Investigation of Offence and Trial, related Case Study	2.0	Lecture, Exercise, Group Work
5	Norms & Guidelines for using social media for government officials, related Case Study	2.00	Lecture, Group discussion
Total contact hour		8.00	

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Co-ordinator : Shumaiya Akter Keya
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“SKILL TRANSFORMATION FOR INDUSTRY 4.0: APPLICATION OF ARTIFICIAL INTELLIGENCE & DESIGN THINKING”

Course Duration : November 19-22, 2023
Timing : 10.00 - 2.00
Venue : Online
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Objective: It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics of Industrial revolutions.
- Acquiring the skills on AI and Designing Thinking
- Identify the skill requirement arising from industry 4.0

Course Outline:

- Industrial Revolution in Brief (1 to 4)
- Skill Requirement, Transformations and Sectoral Analysis
- Artificial Intelligence and Application of AI in Industry 4.0
- Design Thinking Concept, application and Impact on Workplace
- Machine Learning and AI solution with Rapid Mining

Who Should Attend:

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 on 4ir, artificial intelligence and designing thinking.

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

Co-ordinator : Shaikh Sajibur Rahman
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sksajibbim@gmail.com

Co-ordinator : Nirjhar Mazumder
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mazumdernirjhar_bim@yahoo.com

DIGITAL DATA MANAGEMENT FOR GOVERNMENT OFFICIALS

Course Duration	: November 12 – 23, 2023.
Timing	: 16:30 – 20:30 (4 Hours)
Venue	: Online (Zoom Platform)
Course Fee	: Tk. 25,000/-
Number of Participants	: 10

Course Objectives

Transparency in policy formulation can play a vital role towards implementing SMART Bangladesh. In this connection, managing digital data efficiently can lead to appropriate planning of resource optimization. In Bangladesh, citizens, even from the grass root level are now accessing public services with the increasing rate of Internet penetration. To reduce time, cost and number of visits, the government has the highest priority on innovation in public service delivery channels. To meet the expectation of demand side, government officials must put their concentration on the following objectives:

- Design Sustainable Public Services
- Digital Office Management
- Website Administration
- Database Management

Course Outline

- Designing Sustainable Public Services
 - Information Systems for Policy Formulation
 - Business Process Reengineering
 - IR 4.0, Artificial Intelligence
 - Smart Bangladesh
 - Data Driven Decision Making
- Smart Office Management using Google
 - Google Workspace Marketplace
 - Google Design Thinking
 - Office Applications (Docs, Sheets, Slides)
 - Advanced Emailing, Account and Contact Management
 - Time Management
 - Learning Management
 - Cloud Storage Management
- Web Site Management
 - Website Development
 - Domain Administration

- Database Management Systems
 - DB Design using ER Diagram
 - Collection and Storing DB using Google Forms
 - SQL
 - Data Manipulation and Analytics
 - Data Visualization and Reporting
- Pre-Test and Post-Test.
- Training Evaluation.

Who Should Attend

Officers with at least one year of working experience with computing, Internet, Smartphone may attend this course.

Training Method: Lecture, Discussion, Group Exercise, Lab Practice & Desktop/Laptop based cloud environment.

Coordinator : S M Ariful Islam

Mobile : 01719500008, 01822800205

E- mail : arifull@yahoo.com
pmd.bimdhaka@gmail.com

CERTIFICATE COURSE ON DIGITAL DATA TRANSFORMATION IN MANAGERIAL APPLICATIONS AND DECISION MAKING

Course Duration	: 19 January – 6 April, 2024 (12 weeks)
Timing	: 9:30 AM – 04:00 PM (or flexible)
Venue	: Online (Zoom Platform)
Course Fee	: Tk. 12,000/- (Excluding Income Tax and VAT)
Number of Participants	: 10

In the era fast-moving technological advancements, the world became into our palms. Moreover, the slogan of “Smart Bangladesh” moves us steps ahead with the digital and advance data management technology. The organizations have to adapt with the developments, and shape their decision structure along with different applications aimed to improve productivity.

COURSE OBJECTIVES

This a long course. During the period of 12-weeks, participants will acquire the knowledge of digital data management and transformation. They will be made aware of the recent advancements in this arena. The data transformation and managerial applications will be linked so that decision become more effective. Successful completion of the training offers the participant

- to understand data and digital data
- to manage data, even it is huge
- to know the data transformation
- to organize own data
- to analyze quantitative data
- to analyze qualitative data
- to link data management and transformation to managerial activities

COURSE OUTLINE

As the title points, this long training program is dealing with digital data management and transformation for managerial applications. The brief course content is provided bellow:

- Concepts of data and digital data
- Big Data
- Data management techniques
- Data transformation methodologies
- Managerial applications and digitization

Co-ordinator : **Mohammad Nazmi Newaz**
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CYBER SECURITY AWARENESS TRAINING

Course Duration : February 09 – 10, 2024.
Timing : 09:00 – 17:00 (6 Hours)
Venue : BIM, Dhaka
Course Fee : Tk. 15,000/-
Number of Participants : 10

Course Duration : May 11 – 12, 2024. (02 Days, Friday & Saturday)
Timing : 09:00 – 17:00 (6 Hours)
Venue : BIM, Dhaka
Course Fee : Tk. 15,000/-
Number of Participants : 10

Course Objectives

In Today's organizational Environment, almost every role involves working with Computers in some manner. We can't think about our lifestyle without internet and social media, again artificial intelligence helping us with improved technologies. Recent events indicated that security breaches could happen with almost any computer users, at the 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

- Introduction to Information Systems
- Securing Information
- Type of Cyber-Crime and Business Loss of Cybercrime
- Guard Against Cyber Crime
- Physical Access Control
- Email and Internet Security
- Role of Encryption in Network Security
- Security Outside of the Office
- Cyber Crime Case Studies
- Policy and Legal Issues of Cyber Security
- Pre-Test and Post-Test.
- Training Evaluation.

Who Should Attend

All the ICT Focal Point Officer/Office Executives/Computer End Users having basic computing skills should have this knowledge to protect digital information. Officers with at least one year of working experience with computing, Internet, Smartphone may attend this course.

Training Method: Lecture, Discussion, Group Exercise & Lab Practice.

Coordinator : S M Ariful Islam

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E- mail : arifull@yahoo.com
pmd.bimdhaka@gmail.com

GENERAL MANAGEMENT

TOTAL QUALITY MANAGEMENT INCLUDING INDUSTRY 4.0

Course Duration	: August 24-26, 2023
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/- (excluding tax and vat)
Number of Participants	: 25

Target Group/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 quality management and willing to develop their career as a professional on quality management.

Eligibility for the course: Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills about the modern system of management process and how to deal with the competitive market by going through the legal procedures of the business policies for improving productivity, fitness for use and competitiveness by total quality management.

Course Objectives

The course is designed to provide the concepts and techniques of total quality management (TQM). It is expected that after the successful completion of the course, participants will be able to:

- Realize the theoretical fundamentals of the quality management.
- Give a general description of the quality management using, as appropriate, typical examples.
- Interpret the analysis results and apply knowledge in a practical manner.
- Understand the mechanism of adoption, monitoring and institutionalization of TQM.
- Gain insight to procedural aspects of obtaining certification is ISO 9001:2015.
- Get familiar with the methodology of Total Quality Management (TQM) and to help assess enterprises through ISO 9001:2015.

Evaluation Method: Learning level - Pre-test and post test. **Reaction Level:** Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	Concept of Quality in the Emerging Scenario of TQM.	2	Lecture, group discussion
3.	Role of Standardization in TQM.	3	Lecture, Exercise, group work
4.	Step by step approach for ISO 9001:2015	3	Lecture, Exercise, group work
5.	QC Problem Solving Approach	3	Lecture, group discussion
6.	Quality Circle; Kaizen	3	All non-participatory methods
7.	Hazard Analysis for Risk based thinking	3	Lecture, Exercise, group work
8.	Technological Innovation and Management	2	Lecture, Exercise, group work
9.	4IR	1	Lecture, Exercise, group work
	Total contact hour	21 hrs	

Co-ordinator : Dr. Engr. Md. Mamunur Rashid

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Email : mamunur.rashid@bim.gov.bd
mamun87245@gmail.com

ADVANCED CERTIFICATE COURSE IN BUSINESS COMMUNICATION

Course Duration : August 23- 26, 2023.

Timing : 18:30-21:30

Venue : Zoom Platform

Course Fee : Tk. 3,000/-

Number of Participants : 10

Course Objectives

The course is aimed to enhance professional expertise of participants to attain business objectives through effective communication that will develop winning mindset towards successful communication. Strategic process for developing interpersonal and dynamic presentation skills will be emphasized throughout course.

Course Outline

Inauguration, Registration, Sharing course outline.

Foundation of Business Communication

- Identifying the ways of Communication.
- Communication Process.
- Significance of effective communication
- Difference between Communication process and Communication vehicle
- Barriers of Communication.

Analysis and Effective Planning for Communication

- Audience Analysis.
- Developing You View Point and You Attitude.

Crafting Business Message

- Writing good news, routine, natural, negative and Persuasive message.
- Outline and Business Report writing.
- E-mail and formal communication.

Effective Reporting, Meeting and Presentation

- Role of Nonverbal communication
- Overcoming Fear and preparation of presentation.
- Business Meeting and presentation.

Nonviolent Communication for Negotiation & Conflict Management

- Compassionate Communication
- Certificate awarding and evaluation

Who should attend:

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

Training Methods: Lecture, Exercise, Group work, Case Study & Discussion

Co-ordinator : **Md. Rajibul Hoque**
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Email : rajibul.hoque@bim.gov.bd
rajibulatbim@gmail.com

CERTIFICATE COURSE ON LEADERSHIP AND MANAGERIAL COMPETENCIES (CCLMC)

Course Duration	: August 25-26, 2023
Timing	: 09:00-17:00
Venue	: BIM, Dhaka.
Course Fee	: Tk.5,000/-
Number of Participants	: 10

Course Objectives:

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After Completion of the course the participants will be able to shape Leadership Potential through:

- Understanding business context and needed leadership competencies;
- Identifying one's own blocks to becoming an effective Leader;
- Developing capabilities to influence others, collaborating and working together;
- Developing Self-Management skills; and
- Developing creative thinking and strategic thinking capability.
- Developing capability to envision, manage change and build the needed work culture.

Course Outline

- Inauguration, Registration, Sharing course outline. Understanding the Concept of Leadership, & Leadership Competencies
- Understanding Self and Leadership
- Leadership--Blocks and Dilemmas
- Team roles and Leadership
- Leading Change and Innovation
- Decision Making and Problem Solving
- Managing Conflict and negotiation
- Leader as Coach
- Certificate awarding and course closing and evaluation
-

Who Should Attend:

This course is suitable for all level of leaders/managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices. It will also be suitable for entrepreneurs and fresh graduates who are interested in building their career in the employee management.

Training Methods:

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

Co-ordinator : Mamun Muztaba
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mamunmuztaba.bim@gmail.com

MOTIVATING PEOPLE AT WORKPLACE

Course Duration	: September 3-4, 2023
Timing	: 10.00am-1.00pm
Venue	: Zoom Platform
Course Fee	: Tk. 2,500/-
Number of Participants	: 15

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices.

Eligibility for the course:

Any individual, graduate from any discipline working in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices or self-employed.

Background of the course:

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

Course Objectives

This course will provide workable techniques to help you become an inspiring leader, creating a shared vision for the people around you and understanding how to effectively inspire and motivate individuals and teams. After completion of the course the participants will be able to:

- Define motivation and how it impacts on 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 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

Evaluation Method:

Learning level: Class participation & class performance

Reaction level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
6.	<ul style="list-style-type: none"> - Inauguration, Registration, Sharing course outline. - Understanding the Concept of Motivation & its impact on Performance - Factors of Motivation 	1	<ul style="list-style-type: none"> - Lecture, Individual Exercise, Group Discussion
7.	<ul style="list-style-type: none"> - Approaches to Motivation & how to apply them in workplace 	1	<ul style="list-style-type: none"> - Lecture, Group Discussion
8.	<ul style="list-style-type: none"> - Role of Leader 	1	<ul style="list-style-type: none"> - Lecture, Exercise, Group Work
9.	<ul style="list-style-type: none"> - Counseling Employee 	1	<ul style="list-style-type: none"> - Lecture, Group Discussion
10.	<ul style="list-style-type: none"> - Role of Communication 	1	<ul style="list-style-type: none"> - Lecture, Exercise
11.	<ul style="list-style-type: none"> - Processes that increase motivation and engagement. - Techniques to Create a motivational climate - Motivational Checklist 	1	<ul style="list-style-type: none"> - Lecture, Exercise, Group Work
	Total contact hour	6	

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SPECIAL COURSE ON “PRUDENTIAL SKILLS FOR FUTURE LEADERS”

Course Duration	: October 13-14, 2023
Timing	: 09:00 a.m. - 17:00 p.m.
Venue	: BIM, Dhaka
Course Fee	: Tk. 6,000/-
Number of Participants	: 10

Course Objectives

In every stage of life, success depends on lots of external and internal factors including some hidden factors that are unpredictable and unknown to all. It's may be psycho-somatic, hormonal or habitual factors. Even some external factors. These can be collectively called prudential skills. It has huge scope to discuss and disseminate among the passionate people for achieving success. As we exposed to various stressful conditions that leads to depression form deprivation in Workplace, family and the society. This Comprehensive Training can help to explore these factors and formulate the way of recovering depression, performing better and ensuring excellence in entry level to mid level manager so that the Participants will learn Personal Goal Setting and needed knowledge to operate the Team Efficiently.

Course Outline:

- Introduction to Leadership
- Self Leadership
- Goal Setting and performance Management
- Team Building & Team Management
- Transactional Analysis (TA)
- Motivational Vibration
- Eagerness to Explore
- Success DOSE (Dopamine, Oxytocin, Serotonin and Endorphin)
- Health and Habitual Fact
- Goal and Purpose of Life and personal focus

Who Should Attend:

- Entry to Mid-Level Managers and would be Managers who are passionate to promote themselves.
- Upcoming Manger who are going to lead a team, unit or institutions
- Group of failure or deprived who has urgency to recover or enrich them

Training Methods:

Lecture, Case study, Exercise and Group discussion.

Coordinator : **Md. Zafar Ali**

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SUSTAINABLE CORPORATE MANAGEMENT

Course Duration	: 14 October, 2023
Timing	: 9:30 AM – 04:00 PM (or flexible)
Venue	: Online (Zoom Platform)
Course Fee	: Tk. 1,500/- (Excluding Income Tax and VAT)
Number of Participants	: 10

The corporates are mainly responsible for spreading negative impacts on the environment and society. Their economic motive put the whole world under pressure of economic and social sustainability. Sustainable production and sustainable consumption are the most burning issues at the present era.

In very near future, the corporates, with negative impacts on sustainable environment and society, will be under lots of restrictions, for example, a ban on exporting. Simultaneously, corporates are required to ensure sustainable job and career growth for the employees.

COURSE OBJECTIVES

The one-day, online training program, on Sustainable Corporate Management will provide the concepts and insights of overall sustainability management, particular for the corporates. A successful completion of the course ensure that the participants will be able

- to conceptualize the sustainability
- to understand the sustainable development of goals (SDGs)
- to guide the business in managing sustainability
- to maintain sustainable production
- to adapt sustainable consumption system

COURSE OUTLINE

The one-day long training program will encompass the necessary areas of sustainability and sustainable corporate management. The brief course content is provided bellow:

- Sustainability concepts
- Pillars of sustainability management
- Sustainable business management
- Corporates' responsibilities in sustainability management
- Sustainable production
- Sustainable consumption

Co-ordinator	: Mohammad Nazmi Newaz
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KPI MASTER CLASS

Course Duration	: October 20-21, 2023
Timing	: 09:00 -17:00
Venue	: BIM, Dhaka.
Course Fee	: Tk.5,000/-
Number of Participants	: 10

Course Objectives:

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After Completion of the course the participants will be able to shape performance management competencies through:

- Understanding the concept and practices of KPI;
- Designing and Measure KPI;
- Aligning KPI with business objectives;
- Creating KPI Dashboard for business performance monitoring;
- Drive Business Performance through KPI based PMS;
- Implementing KPI Project.

Course Outline:

- Inauguration, Registration, Sharing course outline. Understanding the Anatomy of Performance Management System
- Organizational Performance Vs Team Performance Vs Individual Performance
- KPI Chemistry
- KPI Terminology: RA, KRA, PI, KPI, RI, Goal & DNA of KPI
- KPI Designing
- KPI Selection
- Goal Setting against KPI
- KPI Analysis
- KPI Project Implementation
- Certificate awarding and course closing and evaluation

Target Group/who should attend:

This course is suitable for all level of leaders/managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices. It will also be suitable for entrepreneurs and fresh graduates who are interested in building their career in the employee management.

Training Methods:

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

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MANAGEMENT FOR NEW MANAGERS

Course Duration	: November 5-9, 2023.
Timing	: 17.30-21.30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

This course is suitable for managers and executives at entry level and mid-level employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices.

Eligibility for the Course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the Course:

This course is designed for 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 managerial skills.

Course Objectives

After Completion of the course the participants will be able to:

- 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

Evaluation Method

Learning level: Class participation & class performance

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline. Understanding the Concept of Management & Role of a Manager	2.5	Lecture, Individual Exercise, group discussion

2.	Operation Management	2	Lecture, group discussion, Exercise
3.	Change & Crisis Management	2.5	Lecture, Exercise
4.	Motivation	2	Lecture, Case study, Discussion
5.	Communication & Constructive feedback	2	Lecture, Exercise
6.	Conflict Management	2	Lecture, Case Study, group discussion
7.	Financial Management	2	Lecture, group work
8.	Human Resource Management	4	Lecture, group work
9.	Certificate awarding and course closing and evaluation	1	All non participatory methods
	Total contact hour	20	

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LEADERSHIP DEVELOPMENT

Course Duration	: February 4-8, 2024
Timing	: 17.30-21.30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

This course is suitable for all level of managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices

Eligibility for the Course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the Course:

Leadership skills are essential for sustainable corporate development. They are also a key factor in successful management. This course provides the basic theory underlying leadership—that true leadership development is a key to build, lead, inspire and motivate the workforce of the future.

Course Objectives

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After completion of the course the 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

Evaluation Method

Learning level: Class participation & class performance

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline. Understanding the Concept of Leadership	2.5	Lecture, Individual Exercise, group work.
2.	Models & Styles of Leadership	2	Lecture, group discussion, Exercise
3.	Leadership & Decision Making	1.5	Lecture, Exercise
4.	Team Leadership	2	Lecture, Case study, Discussion
5.	Delegation & Leadership Empowerment	2	Lecture, Exercise, group discussion
6.	Motivational Leadership	2	Lecture, Case Study, group discussion
7.	Change Management	1.5	Lecture, group work, group discussion
8.	Conflict Management	2	Lecture, group discussion
9.	Leadership & Ethics	2	Lecture, group discussion, Case Study
10	Emotional Intelligence	1.5	Lecture, group discussion
11	Certificate awarding and course closing and evaluation	1	All non-participatory methods
Total contact hour		20	

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EFFECTIVE MANAGERIAL COMMUNICATION

Course Duration	: March 12-14, 2024
Timing	: 6.00-10.00 pm
Venue	: Zoom Platform
Course Fee	: Tk. 3,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

This course is suitable for middle and senior level managers belonging to public and private sector organizations, Services sector, and public utilities. Especially managers from organizations and corporations with high emphasis on people/group driven activities will find this program very useful.

Eligibility for the Course:

Any individual, graduate from any discipline working in private, public, service sector, corporation and NGO or self-employed.

Background of the Course:

This course will provide a general view of the process of communication that is of general use in a business environment. No matter what profession you want to pursue, the ability to communicate will be an essential skill—and a skill that employers expect you to have when you enter the workforce. This course introduces you to the fundamental principles of business communication and gives you the opportunity to develop your communication skills.

Course Objectives

After Completion of the course the participants will be able to:

- Learn key communication techniques and strategies needed by managers in any business or organization
- Learn about the rules of communication, the importance of non-verbal communication and how to develop effective listening skills.
- Learn about the key communication skills needed for successful team meetings and the importance of creating and distributing minutes of the meeting
- Develop business message writing skills.

Evaluation Method:**Learning level:** Class participation & class performance**Reaction level:** Training evaluation.**Course Outline**

#	Session Title	Duration (hr)	Training Methods
1.	- Inauguration, Registration, Sharing course outline. - Understanding Business Communication for Managers	2	- Lecture, Individual Exercise, group work.
2.	- Mastering Interpersonal Communication	1.5	- Lecture, Exercise, group work.
3.	- Writing Business Messages	2	- Lecture, Exercise
4.	- Meeting Management & Writing Meetings Minutes	2	- Lecture, Group Exercise, Discussion
5.	- Writing Reports and Proposals	2	- Lecture, Individual Exercise, Discussion
6.	- Tips & Techniques for delivering business presentation	1.5	- Lecture, Exercise, group discussion
7.	- Certificate Awarding and Course Closing and Evaluation	1	- All non-participatory methods
	- Total contact hour	12	

Co-ordinator : Lamia Farha
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HUMAN RESOURCE MANAGEMENT

“BANGLADESH LABOR ACT 2006 AND BANGLADESH LABOR RULES 2015”.

Course Duration : August 20-24, 2023
Timing : 17:00-21:30
Venue : BIM, Dhaka.
Course Fee : Tk. 7,000/- (Excluding Vat & Tax)
Number of Participants : 20

Course Duration : October 15-19, 2023
Timing : 17:00-21:30
Venue : BIM, Dhaka.
Course Fee : Tk. 7,000/- (Excluding Vat & Tax)
Number of Participants : 20

Target Group/who should attend:

The program is suitable for Managers, HR executives, Administrative Officers, Labor Welfare Officers, 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.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

The Bangladesh Labour Act, 2006 consolidates and amends the laws relating to employment of labour, relations between workers and employers, payment of wages and compensation for injuries to workers, formation of trade unions, raising and settlement of industrial disputes, health, safety, welfare and working conditions of workers, and apprenticeship and matters connected therewith.

The Act has been amended on 16th July 2013 to ensure workers’ safety welfare and rights and promoting trade unionism and collective bargaining. Furthermore, Government has also published the Bangladesh Labour Rules 2015 in accordance with the said Act.

The program provides insight into existing labour laws and rules to enhance the skills and knowledge necessary to perform day-to-day HR Activities.

Course Objectives

After completion of the course, participants will be able to apply the following Act and Rules effectively in their workplace:

- Bangladesh Labour Act, 2006; and
- Bangladesh Labour Rules, 2015.

Evaluation Method:**Learning level** : Pre-test and post test.**Reaction Level** : Training evaluation.**Course Outline**

	Session Title	Duration (hr)	Training Methods
12.	Scope and application of the Bangladesh Labour Act	1	Lecture, group discussion
13.	Definition and classification of workers	2	Lecture, Exercise
14.	Conditions of employment	2	Lecture, Exercise, group work
15.	Misconduct, punishment and disciplinary proceedings	1	Lecture, Exercise, group work
16.	Health, safety and welfare	1	Lecture, group discussion
17.	Functions and eligibility of welfare officer	2	All non participatory methods
18.	Formation and functions of safety committee	2	Lecture, Exercise, group work
19.	Working hour and OT calculation	2	Lecture, Exercise, group work
20.	Different types of Leave	2	Lecture, group discussion
21.	Maternity leave and calculation of benefit	1	Lecture, group discussion
22.	Wage: Payments and deductions	1	Lecture, Exercise, group work
23.	Trade Union and Collective Bargaining Agent (CBA)	2	Lecture, Exercise, group work
24.	Formation and function of Participation Committee	1	Lecture, group discussion
	Total contact hour	20	

Co-ordinator : **Mohammad Mainul Islam****Mobile** : 01720462202**E-mail** : mainul0786@yahoo.co.in
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BASIC HUMAN RESOURCE MANAGEMENT

Course Duration	: November 05-09, 2023
Timing	: 17:00-21:30
Venue	: BIM, Dhaka.
Course Fee	: Tk. 7,000/- (Excluding Vat & Tax)
Number of Participants	: 20

Target Group/who should attend:

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.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

The main Objective of the course 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.

Course Objectives

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

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

Evaluation Method :

Learning level : Pre-test and post test.

Reaction Level : Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Human Resource Concept, Nature, Functions and Importance	1	Lecture, group discussion
2.	Job Analysis: Job description and job Specification	2	Lecture, Exercise
3.	HR Planning	2	Lecture, Exercise, group work
4.	Recruitment & Selection	1	Lecture, Exercise, group work
5.	Wages and Salary Administration	1	Lecture, group discussion
6.	Performance Appraisal	2	Lecture, group discussion
7.	Motivation & Communication	3	Lecture, Exercise, group work
8.	Grievance Handling	3	Lecture, Exercise, group work
9.	Disciplining Employees	3	Lecture, group discussion
10.	Bangladesh Labor Act, 2006 and Bangladesh Labor Rules, 2015	1	Lecture, group discussion
	Total contact hour	20	

Co-ordinator : **Mohammad Mainul Islam**

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BASIC MANAGEMENT & HUMAN RESOURCE DEVELOPMENT

Course Duration	: November 19-23, 2023
Timing	: 17:00 p.m. - 21:30 p.m.
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 10

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

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.

Coordinator	: Md. Zafar Ali
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HUMAN RESOURCE MANAGEMENT FOR NEW HR PROFESSIONALS

Course Duration	: January 14-18, 2024
Timing	: 17:00-21:30
Venue	: BIM, Dhaka.
Course Fee	: Tk. 7,000/- (Excluding Vat & Tax)
Number of Participants	: 20

Target Group/who should attend:

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.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

The main Objective of the course to up date 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.

Course Objectives

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

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

Evaluation Method :

Learning level : Pre-test and post test.

Reaction Level : Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Concept of Management	1	Lecture, group discussion

2.	Managerial Roles and Skills	2	Lecture, Exercise
3.	Planning & Decision Making	2	Lecture, Exercise, group work
4.	Functions of HRM	1	Lecture, Exercise, group work
5.	HR Planning Process	1	Lecture, group discussion
6.	Leadership & Team Building	2	Lecture, group discussion
7.	Motivation & Communication	3	Lecture, Exercise, group work
8.	Performance Management	3	Lecture, Exercise, group work
9.	Training & Development	3	Lecture, group discussion
10.	Legal Aspect of HRM	1	Lecture, group discussion
	Total contact hour	20	

Co-ordinator : **Mohammad Mainul Islam**

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PRACTICAL HUMAN RESOURCE MANAGEMENT FOR MANAGERS & EXECUTIVES

Course Duration	: January 21-25, 2024
Timing	: 17:00 - 21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 10

Course Objectives

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

- Explain the basics of human resource management.
- Acquiring the HR skill requirements of an organization
- Formulating HR plan & conducting Audit.
- Apply the methods & techniques of performance appraisal.
- Establishing & evaluating compensation system.

Course Outline

- ❖ Functions of HRM
- ❖ HR planning & Job Analysis
- ❖ Recruitment & Selection
- ❖ Selection Test & Interviewing
- ❖ Training Need Assessment
- ❖ Training & Development
- ❖ Performance Appraisal
- ❖ Compensation Management
- ❖ Motivation Communication skills
- ❖ Employee Safety and Health

Target Group/who should attend:

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 Methods:

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

Coordinator : **Md. Zafar Ali**

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CERTIFICATE COURSE ON HUMAN RESOURCE MANAGEMENT (CHRM)

Course Duration	: February 11-22, 2024
Timing	: 5.30 PM to 9.30 PM
Venue	: Blended Training, BIM Dhaka
Course Fee	: Tk. 9,000/-
Number of Participants	: 10

Course Objective: The course is designed to provide the concepts of advanced HR skill requirement(s) in an organizational setting and to create a scope for developing Competencies of an individual who is eager to enhance professionalism in the HR department. It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics of human resource management.
- Acquiring the HR skill requirements of an organization
- Formulating HR plan & conducting Audit.
- Apply the methods & techniques of performance appraisal.
- Establishing & evaluating compensation system.

Course Outline:

- Concept & Functions of HRM
- HR planning & Job Analysis
- Selection Test & Interviewing
- Training Need Assessment
- Performance Appraisal
- Compensation Management
- Motivation & Communication skills
- Employee Safety and Health
- Employee Safety and Health
- Basic Labour Law

Who Should Attend: The program is suitable for executives, 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, Discussion, Group Exercise, ViPP Card Exercise, Case Study and Demonstration.

Co-ordinator : **Shaikh Sajibur Rahman**
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CERTIFICATE COURSE ON HR ANALYTICS (CCHRA)

Course Duration	: February 11-15, 2024
Timing	: 17:00-21:30
Venue	: BIM, Dhaka.
Course Fee	: Tk. 7,000/-
Number of Participants	: 10

Course Objectives:

At the end of the course the participants would be able to:

- Understand the concept of HR Analytics and its possible uses
- Have an idea about some of the tools and methodologies used in HR Analytics
- Become data driven to the extent necessary in work life and build on the learning in the course to solve practical problems in the HR domain later

Course Outline:

- Importance and significance of HR Analytics and Challenging role of HR managers
- Human Capital Analytics Continuum
- Introduction to HR Metrics; Designing HR Dashboards using excel
- Cause and effect analysis: Root Cause analysis, Pareto, Fishbone, 4W 1H, etc.
- Understanding the use of Descriptive Analytics
- Understanding Predictive Analytics (Application of Multiple Regression and Logistic regression)
- Understanding the concept of HR Outcomes & linkage with HR Processes-Defining and ensuring HR interventions (Prescriptive Analytics)
- Development of HR scorecard
- Measuring cost of employee turnover Use of Social media Analytics in HR related decisions
- Future of HR Analytics Project Presentations
- Certificate awarding and course closing and evaluation

Target Group/who should attend:

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 Methods:

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

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BANGLADESH LABOR ACT 2006 AND BANGLADESH LABOR RULES 2015

Course Duration	: May 25-26, 2024
Timing	: 09:00 - 17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of Participants	: 10

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.

Coordinator : **Md. Zafar Ali**
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MANAGEMENT OF SELF, PEOPLE AND PERFORMANCE (MSPP)

Course Duration	: May 13-23, 2024
Timing	: 5.30 - 9.30
Venue	: Blended Training, BIM Dhaka
Course Fee	: Tk.9000/-
Number of Participants	: 10

Course Objective: It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics management.
- Apply the methods & techniques of performance appraisal.
- Able to learn the process of managing and motivating people

Course Outline:

Managing Self

- Time Management
- Self-Motivation
- Decision making
- Adaptability
- Stress Management
- Personal Development

Management of People

- Team work and team Development
- Change management
- Conflict management
- Problem solving
- Delegation and motivation

Management of Performance

- Business Strategy
- Goal setting and goal alignment with KPI
- Evaluation of Performance
- Coaching excellence
- Individual development plan
- Managing Underperformers

Who Should Attend:

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 application of different management tools for people and personal management.

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

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HUMAN RESOURCE MANAGEMENT FOR EXECUTIVES

Course Duration	: May 16-25, 2024
Timing	: 18:30-21:30
Venue	: BIM, Chattogram.
Course Fee	: Tk.7,500/-
Number of Participants	: 10

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 and Team Building
- Training and Development
- Employee Grievance Handling

Target Group/who should attend:

This course is designed for all types of managers those who have been managing human resources in their business entities.

Eligibility for the course: Any individual, must be graduate, from any discipline working in Public, Private, and MNC. Fresh graduates may also apply.

Training Method: Lecture, Presentation, and Group Discussion.

Co-ordinator	: Eng Md Tariqul Islam
Mobile	: 01717661566
Email	: tariqul.islam@bim.gov.bd tariqul2006@yahoo.com

MANAGEMENT IN PUBLIC SECTOR

CAPACITY DEVELOPMENT FOR MANAGING PUBLIC PROCUREMENT

Course Duration : August 20-24, 2023
Timing : 9:30-17:00
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Duration : May 05-09, 2024
Timing : 9:30-17:00
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Objectives

This course is designed for sharing the practical experiences to enable the participants to handle and implement the activities of public procurement effectively in accordance with the PPA 2006 and PPR 2008. After completing the course, participants will be able to:

- avoid the risks involved in the procurement process,
- find out the ways of mitigating the risks,
- reduce the audit observations linked to procurement process,
- gather knowledge about public procurements abiding by the PPA and PPR,
- have a knowledge on E-GP procedure.

Course Outline

- Basic concepts of public procurement process with PPA 2006 and PPR 2008,
- Different methods of procurement packages,
- Real exercise of different types and stages of procurements (Real types of case studies),
- Preparation of Tender Document with stages of Goods, Works and Services procurements,
- Formation of different committees necessary in the procurement process,
- Different steps of Tenders/Proposals evaluation and Approval processes,
- Finding out the risks in the procurement stages and mitigate the risks compliance with the PPA 2006 and PPR 2008.

Who Should Attend

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

Training Method: Lecture, Group Discussion, Case study and demonstration.

Coordinator : Md. Aminul Islam

Mobile : 01718-427947

E-mail : aminul.islam@bim.gov.bd
aminulmcbim@gmail.com

PUBLIC PROCUREMENT PROCESSING AND APPROVAL PROCEDURE

Course Duration : August 21-24, 2023

Timing : 10:00-16:00

Venue : BIM, Dhaka

Course Fees : Tk. 8,000/-

Number of Participants : 15

Target Group/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.

Eligibility for the course:

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

Background of the course:

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

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.

Evaluation Method:

Learning level: Pre-test and post test.

Reaction Level: Training evaluation.

Course Outline

	Session Title	Dur ation (hr)	Training Methods
25.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1	
26.	PPR Overview	2	Lecture, Group discussion
27.	Formation of Committees	1	Lecture, Group work
28.	Methods of Procurement of Goods and Works	4	Lecture, Group work
29.	Methods of Procurement of Services	4	Lecture, Group discussion
30.	Processing of Procurement	2	Lecture, Group discussion
31.	Complaint and Appeals	1	Lecture
32.	Delegation of Financial Power; Procurement Approval Procedure, PPPAP	1	Lecture, Exercise, Group work
33.	Post-Test	1	
34.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	18	

Co-ordinator : Engr. Md. Mehboob Hasan Kallol

Mobile : 01754460100

Email : kallol@bim.gov.bd
mmhkallol@gmail.com

PPR 2008 AND ANNUAL PROCUREMENT PLANNING

Course Duration : September 17-21, 2023
Timing : 17:00-21:30
Venue : BIM, Dhaka
Course Fees : Tk. 8,000/-
Number of Participants : 15

Course Duration : December 17-21, 2023
Timing : 10:00-16:00
Venue : BIM, Dhaka
Course Fees : Tk. 8,000/
Number of Participants : 15

Target Group/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.

Eligibility for the course:

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

Background of the course:

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

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.

Evaluation Method:

Learning level: Pre-test and post test.

Reaction Level: Training evaluation.

Course Outline

	Session Title	Dur ation (hrs)	Training Methods
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1.0	
2.	Overview of The Public Procurement Act, 2006 and PPR, 2008	1.0	Lecture, group discussion
3.	Public Procurement Committees	1.0	Lecture, group discussion
4.	Tender Validities and Security Deposits	1.0	Lecture, group discussion
5.	Methods of Procurement of Goods and Works	4.0	Lecture, group work
6.	Methods of Procurement of Services	4.0	Lecture, Group work
7.	Delegation of Financial Power	1.0	Lecture, Exercise, Group work
8.	Annual Procurement Planning	5.0	Lecture, Exercise, Group work
9.	Post-Test	1.0	
10.	Certificate awarding and course closing and evaluation	1.0	
	Total contact hour	20.0	

Co-ordinator : **Engr. Md. Mehboob Hasan Kallol**

Mobile : 01754460100

Email : kallol@bim.gov.bd
mmhkallol@gmail.com

GOODS PROCUREMENT MANAGEMENT AS PER PPR, 2008.

Course Duration	: October 07-09, 2023
Timing	: 9:30-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of Participants	: 10

Course Objectives

This course is designed for sharing the practical experiences to enable the participants to handle and implement the activities of public procurement effectively in accordance with the PPA 2006 and PPR 2008. After completing the course, participants will be able to:

- avoid the risks involved in the procurement process
- find out the ways of mitigating the risks
- reduce the audit observations linked to procurement process
- gather knowledge about public procurements abiding by the PPA and PPR
- have a knowledge on E-GP procedure.

Course Outline

- Basic concepts of public procurement process with PPA 2006 and PPR 2008.
- Different methods of goods procurement packages
- Real exercise of different types and stages of procurements (Real types of case studies)
- Preparation of Tender Document with stages of Goods procurements
- Formation of different committees necessary in the procurement process
- Different steps of Tenders evaluation and Approval processes
- Finding out the risks in the procurement stages and mitigate the risks compliance with the PPA 2006 and PPR 2008.

Who should attend

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

Training Method: Lecture, Group Discussion, Case study and demonstration.

Coordinator : Md. Aminul Islam

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E-mail : aminul.islam@bim.gov.bd
aminulmcbim@gmail.com

PUBLIC PROCUREMENT MANAGEMENT

Course Duration	: October 26-28, 2023
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/- (excluding tax and vat)
Number of Participants	: 25

Target Group/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 procurement and willing to develop their career as on procurement management.

Eligibility for the course: Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The background of this course is to help bridge the current deficit in qualified human resources and to enable procurement professionals to cope with the challenges of regulating, executing and monitoring public procurement in an economic and socially responsive manner.

Course Objectives

The course is designed to provide the concepts and techniques of real public procurement management. At the end of the program, the participants will have acquired a full spectrum of knowledge and skills covering:

- legislative and regulatory frameworks and corresponding institutional models for successful discharge of the functions of a modern procurement system
- execution of the procurement process for goods, works and services (including innovative contracting modalities like public private partnerships and e-procurement)
- procurement audit, control and reporting techniques in public procurement control and reporting techniques for procurement operations

Evaluation Method: Learning level - Pre-test and post test. **Reaction Level:** Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
35	Inauguration, Registration, Sharing course outline.	1	
36	Procurement Process	3	Lecture, group discussion
37	Procurement Management of Supply Contracts	2	Lecture, Exercise, group work
38	Procurement of Physical Services	3	Lecture, Exercise, group work
39	Works Procurement Management	3	Lecture, group discussion
40	Procurement of Consultancy services;	3	Lectures, Exercise,
41	Dispute settlement and Fraud and Corruption in Public Procurement	2	Case Studies and practical demonstration.
42	Procurement Audit and E-Procurement (Legal issues and implementation models)	3	Lecture, Exercise, group work
43	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs.	

Co-ordinator : Dr. Engr. Md. Mamunur Rashid

Mobile : 01712700412

**Email : mamunur.rashid@bim.gov.bd
mamun87245@gmail.com**

পেনশন ও আর্থিক ব্যবস্থাপনা

প্রশিক্ষণের তারিখ : অক্টোবর ২৯-৩০, ২০২৩ খ্রিঃ
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

প্রশিক্ষণের তারিখ : ফেব্রুয়ারি ২৫-২৬, ২০২৪ খ্রিঃ
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

প্রশিক্ষণের উদ্দেশ্যঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

কোর্সের রূপরেখাঃ

- পেনশন ও আনুতোষিক
- জেনারেল ফিন্যান্সিয়াল রুলস
- ট্রেজারি রুলস
- আর্থিক ক্ষমতা অর্পণ
- জাতীয় বেতন স্কেল, ২০১৫
- ভ্রমণ ভাতা সংক্রান্ত বিধিবিধান
- আর্থিক ব্যবস্থাপনা ও নিয়ন্ত্রণের কৌশল
- আর্থিক ব্যবস্থাপনা সংক্রান্ত অন্যান্য বিধিবিধান এবং প্রশ্নোত্তর পর্ব।
-

যারা অংশগ্রহণ করতে পারবেনঃ

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

প্রশিক্ষণ পদ্ধতিঃ_বক্তৃতা, আলোচনা, প্রশ্নোত্তর ও ঘটনা বিশ্লেষণ।

কোর্স সমন্বয়কারী : এম. আমিনুর
মোবাইল নং: : ০১৭১৬৫৫১৬৬১
ই-মেইল : aminoor@bim.gov.bd
amenoor.bim@gmail.com

PPR 2008 AND PUBLIC PROCUREMENT MANAGEMENT

Course Duration : November 12-23, 2023

Timing : 10:00-16:00

Venue : BIM, Dhaka

Course Fees : Tk. 10,000/-

Number of Participants : 15

Target Group/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.

Eligibility for the course:

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

Background of the course:

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

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.

Evaluation Method:

Learning level - Pre-test and post test.

Reaction Level: Training evaluation.

Course Outline

	Session Title	Dur ation (hrs)	Training Methods
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1.0	
2.	Overview of The Public Procurement Act, 2006 and PPR, 2008	2.5	Lecture, group discussion
3.	Public Procurement Committees	1.0	Lecture, group discussion
4.	Methods of Procurement of Goods and Works	4.5	Lecture, group work
5.	Processing of Procurement	3.5	Lecture, group discussion
6.	Preparation of Tender Documents (Goods)	4.5	Lecture, Exercise, Group work
7.	Preparation of Tender Documents (Works)	4.5	Lecture, Exercise, Group work
8.	International Procurement	4.5	Lecture, Group work
9.	Tender Opening and Evaluation	4.5	Lecture, Group work
10.	Methods of Procurement of Services	4.5	Lecture, Group work
11.	Complaint and Appeals	1.0	Lecture
12.	Delegation of Financial Power;	1.0	Lecture, Exercise, Group work
13.	Annual Procurement Planning	6.0	Lecture, Exercise, Group work
14.	Post-Test	1.0	
15.	Certificate awarding and course closing and evaluation	1.0	
	Total contact hour	45.0	

Co-ordinator : Engr. Md. Mehboob Hasan Kallol

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Email : kallol@bim.gov.bd
mmhkallol@gmail.com

সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন

প্রশিক্ষণের তারিখ : নভেম্বর ০৫-০৬, ২০২৩ খ্রিঃ
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

প্রশিক্ষণের তারিখ : মার্চ ০৪-০৫, ২০২৪ খ্রিঃ
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

প্রশিক্ষণের উদ্দেশ্যঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

কোর্সের রূপরেখাঃ

- অফিস ব্যবস্থাপনা
- নথি ব্যবস্থাপনা
- রেকর্ড ব্যবস্থাপনা
- জাতীয় শুদ্ধাচার কৌশল
- সভা ও দাপ্তরিক যোগাযোগ
- সরকারি কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯
- সরকারি কর্মচারি (শুষ্কতা ও আপীল) বিধিমালা, ২০১৮
- তথ্য অধিকার আইন, ২০০৯

যারা অংশগ্রহণ করতে পারবেনঃ

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

প্রশিক্ষণ পদ্ধতিঃ_বক্তৃতা, আলোচনা, প্রশ্নোত্তর ও ঘটনা বিশ্লেষণ।

কোর্স সমন্বয়কারী : এম. আমিনুর
মোবাইল নং: : ০১৭১৬৫৫১৬৬১
ই-মেইল : aminoor@bim.gov.bd
amenoor.bim@gmail.com

AWARENESS TRAINING ON "SMART OFFICE IN ALIGNMENT WITH SMART BANGLADESH"

Course Duration : December 10-11, 2023
Timing : 10.00 AM to 2.00 PM
Venue : Online
Course Fee : Tk. 5,000/-
Number of Participants : 10

Course Duration : March 4-5, 2024
Timing : 10.00 AM to 2.00 PM
Venue : Online
Course Fee : Tk. 5,000/-
Number of Participants : 10

Course Objective:

- To know the concept, elements, importance and concepts of Smart Bangladesh
- Accelerating appropriate decision-making process in office through Smart Office
- Rendering better service to citizens & Clients by establishing smart office
- To align the offices with government vision of 2041 and Smart Bangladesh

Course Outline:

The course will cover the following:

- Overview of the concept of smart Bangladesh
 - Role of smart Bangladesh in Economic Development
 - Key components smart Bangladesh
 - Challenges to smart Bangladesh
 - Role of Government offices towards smart Bangladesh
- Skill requirement for smart Bangladesh

Who Should Attend:

This course is suitable for all level of managers and executives employed in public sector, Private and others organizations.

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

: Shaikh Sajibur Rahman

Co-ordinator

Mobile : 01911187780
Email : shaikh.sajibur@bim.gov.bd
sksajibbim@gmail.com

Co-ordinator : **Nirjhar Mazumder**
Mobile : 01511-111222
Email : nirjhar.mazumder@bim.gov.bd
mazumdernirjhar_bim@yahoo.com

সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী

প্রশিক্ষনের তারিখ : ডিসেম্বর ১৭-১৮, ২০২৩ খ্রিঃ
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

প্রশিক্ষনের তারিখ : অক্টোবর ১৫-১৬, ২০২৩ খ্রিঃ
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

প্রশিক্ষণের উদ্দেশ্যঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

কোর্সের রূপরেখাঃ

- সরকারি চাকরির সাধারণ শর্তাবলী
- সরকারি কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯
- সরকারি কর্মচারি(শৃঙ্খলা ও আপীল) বিধিমালা, ২০১৮
- সরকারি চাকরির শিষ্টাচার, ম্যানার ও প্রোটোকল
- বেতন ও অন্যান্য সুবিধাধি
- ছুটি
- পেনশন ও সাধারণ বিধিসমূহ
- পেনশন মঞ্জুর শর্তাবদি

যারা অংশগ্রহণ করতে পারবেনঃ

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

প্রশিক্ষণ পদ্ধতিঃ_ বক্তৃতা, আলোচনা, প্রশ্নোত্তর ও ঘটনা বিশ্লেষণ।

কোর্স সমন্বয়কারী : এম. আমিনুর
মোবাইল নং: : ০১৭১৬৫৫১৬৬১
ই-মেইল : aminoor@bim.gov.bd
amenoor.bim@gmail.com

জাতীয় শুদ্ধাচার কৌশল ও সু-শাসন বাস্তবায়নে “সরকারী অফিস ব্যবস্থাপনা” বিষয়ক প্রশিক্ষণ

প্রশিক্ষণের তারিখ	: ২রা জুন, ২০২৪
সময়কাল	: সকাল ৯.০০- বিকাল ৫.০০
স্থান	: বিআইএম, ঢাকা
প্রশিক্ষণের ফি	: ৩,৫০০/-
প্রশিক্ষার্থীর সংখ্যা	: ১০

Course Objectives:

সরকারী/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারী/কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ দক্ষতা উন্নয়ন ও সু-শাসন বাস্তবায়ন।

Course Outline

- জাতীয় শূদ্ধাচার ও সু-শাসনের ধারণা ও কর্ম পরিকল্পনা
- তথ্য অধিকার আইন
- অভিযোগ প্রতিকার ব্যবস্থা
- অফিস ব্যবস্থাপনা
- নথি ব্যবস্থাপনা
- রেকর্ড ব্যবস্থাপনা ও দাপ্তরিক সুযোগ সুবিধাদি
- সভা ও দাপ্তরিক যোগাযোগ
- সরকারি কর্মচারী (আচরণ) বিধিমালা ১৯৭৯
- সরকারি কর্মচারী (শৃঙ্খলা ও আপীল) বিধিমালা ২০১৮
- গণকর্মচারী শৃঙ্খলা (নিয়মিত উপস্থিতি) অধ্যাদেশ, ১৯৮২

Target Group/Who Should Attend:

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

Evaluation Method:

Learning Level: Per-test and Post-test.

Reaction level: Training Evaluation

Eligibility for the Course:

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

Background of the Course

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

কোর্স সমন্বয়কারী : মোঃ জাফর আলী
মোবাইল নং: : 01712-594621
ই-মেইল : zafar.ali@bim.gov.bd
alizafarbim@gmail.com

MARKETING MANAGEMENT

NON-PROFIT MARKETING TECHNIQUES FOR QUALITY PUBLIC SERVICE IN ACHIEVING SDGs

Course Duration	: July 20-22, 2023
Timing	: 9.00 - 5.00
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 10

Course Objectives

The course is designed to provide the non-profit marketing techniques to the related executives of the government offices in achieving 17 points SDGs (Sustainable Development Goals) effectively and efficiently for good governance. It is expected that after the successful completion of the course, participants will be able to;

- Know how the executives are involved in non-profit marketing activities related to the 17 points SDGs
- Identify the target beneficiaries/consumers in creating and delivering 17 points SDGs related public services
- Make annual plan or program focusing the lineage SDGs of the concerned ministries
- Close the public service gap to improve existing service quality and introducing new services in achieving SDGs

Course Outline

- Defining Non-profit Organization
- Concept of Non-profit Marketing
- Responsibility of A Government office as a Non-profit Marketing Organization for Achieving SDGs
- Making Yearly Non-profit Service Marketing Plan for Achieving Yearly Objective toward SDGs
- Market & its Classification for Creating and Delivering Services
- Segmentation of Service Market
- Designing a Public Service Product
- Quality of Public Service
- Consumer Behavior of Service Marketing
- Gap Model of Service Marketing
- Aligning Service Design and Standards

Who Should Attend

This course is suitable for the executives employed in public sector, NGOs, who are involved in making short-term plan, creating and delivering public services in achieving SDGs under the concerned ministries.

Training Method; Lecture, Discussion, Group Exercise, Demonstration.

Co-Ordinator : **Dr. Uttam Kumar Datta**
Mobile : 01715782054
E-mail : Ukdatta1969@gmail.com
Uttam.datta@bim.gov.bd

A SEMINAR ON POLITICAL SERVICES MARKETING FOR PEACEFUL DEMOCRACY

Course Duration	: August 26, 2023
Timing	: 9.00 – 5.00
Venue	: BIM, Dhaka
Course Fee	: 3,500/-
Number of Participants	: 10

Course Objectives

‘Political services marketing’ is a new concept of Non-profit marketing. All political organizations can use product strategy, marketing communication strategy, and delivery strategy to attract political market (present + potential voters) for winning maximum political market share in arriving on the government platform for creating a peaceful political environment. Therefore, all level of political leaders should have political services marketing knowledge, skills, and attitudes.

The main objective is to train up the decision makers of all registered political organizations of Bangladesh to create a peaceful political environment.

Course Outline

- Political Market, and Political Services Marketing
- A Model for Designing a Political Product
- Government Structure for Delivering Political Services Marketing
- New Structure of a Political Organization
- Branding of a Political Organization
- Developing Fund
- Political Environment & Setting plans to attract voters
- Facilitating Individual, and Organizational Marketers

Who Should Attend

The Presidents/General Secretaries or any equivalent leaders of all Registered Political Organizations of Bangladesh

Training Method : Seminar Presentation, and Discussion

Co-Ordinator	:	Dr. Uttam Kumar Datta
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MARKETING RESEARCH FOR EFFECTIVE DECISION MAKING

Course Duration	: September, 24 – 25, 2023
Timing	: 09:30 - 17.30
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of Participants	: 10

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.

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

Co-Ordinator	: Dr. Uttam Kumar Datta
Mobile	: 01715782054
E-mail	: Ukdatta1969@gmail.com Uttam.datta@bim.gov.bd

MARKETING AND SALES MANAGEMENT

Course Duration	: January 21-25, 2024
Timing	: 17:30 – 21:30
Venue	: BIM, Chattagram
Course Fee	: Tk. 5,000/-
Number of Participants	: 15

Target group/ 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. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Eligibility for the course: This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products. Business/ factory owners will also be benefited by attending this course.

Background of the course: The heart of business success lies in its marketing and Sales. Most aspects of a business depend on successful marketing and salesmanship. The overall marketing umbrella covers advertising, public relations, promotions and sales while salesmanship covers the effective selling of products and generating adequate revenue for organization.

Course Objectives

- Understand the modern concepts of market, customer oriented integrated marketing and effective marketing management.
- Participants will be able to manage the sales management functions efficiently.
- Participants will be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.

Evaluation Method: Course Evaluation Questionnaire

Reaction level: Training evaluation

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Objective Setting	1	
2.	Understanding the basic issues of marketing	1	Lecture, Group Discussion
3.	Developing Marketing Strategies and Plans	2	Lecture, Group work, Exercise
4.	Scanning Environment & conducting Mktg. Research	2	Lecture, Exercise, Case Study
5.	Marketing Mix	1	Lecture, Exercise, Demons.
6.	Product Life Cycle and marketing Strategy	1	Lecture, Case Study
7.	Segmentation, Targeting, Positioning & Branding Strategy	4	Lecture, video, Exercise

8.	Understanding the sales Management & Salesmanship	1	Lecture, Case study, Discussion
9.	Characteristics require to be successful in sales	1	Lecture, Case study, Discussion
10.	Selling process, Handling Customer Objections	2	Exercise, Lecture, Discussion
11.	Motivating sales people	2	Lecture, Case Study
12.	Managing bad customer	1	Lecture, Group work
13.	Course Evaluation and Certificate Awarding	1	
	Total contact hour	20	

Co-ordinator : Nirjhar Mazumder
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mazumdernirjhar_bim@yahoo.com

MARKETING AND SALESMANSHIP

Course Duration : May 19 - 30, 2023
Timing : 17:30 – 21:30
Venue : BIM, Dhaka
Course Fee : Tk. 7,500/-
Number of Participants : 15

Target group/ 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. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Eligibility for the course: This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products. Business/ factory owners will also be benefited by attending this course.

Background of the course: The heart of business success lies in its marketing and Sales. Most aspects of a business depend on successful marketing and salesmanship. The overall marketing umbrella covers advertising, public relations, promotions and sales while salesmanship covers the effective selling of products and generating adequate revenue for organization.

Course Objectives

- Understand the modern concepts of market, customer oriented integrated marketing and effective marketing management.
- Participants will be able to manage the sales management functions efficiently.
- Participants will be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.

Evaluation Method: Course Evaluation Questionnaire

Reaction level: Training evaluation

Course Outline

#	Session Title	Duration (hr)	Training Methods
14.	Inauguration, Registration, Objective Setting	1	
1.	Understanding the basic issues of marketing	1	Lecture, Group Discussion
2.	The Marketing System & Task	2	Lecture, Group work, Exercise
3.	Developing Marketing Strategies and Plans	2	Lecture, Group work, Exercise
4.	Scanning Environment & conducting Mktg. Research	2	Lecture, Exercise, Case Study
5.	Market Demand Forecasting	3	Exercise

6.	Marketing Mix	1	Lecture, Exercise, Demons.
7.	Setting Product Strategy	2	Lecture
8.	Product Life Cycle and marketing Strategy	2	Lecture, Case Study
9.	Creating Long-Term Loyalty Relationships	1	Lecture, Exercise
10.	Segmentation, Targeting & Positioning Strategy	3	Lecture, video, Exercise
11.	Developing Pricing Strategy and Programs	2	Lecture, Exercise
12.	Wholesale and Retail Management	2	Lecture, Group work
13.	Brand Building & Brand Equity Management	4	Lecture, Video, Group work
14.	Understanding the sales Management & Salesmanship	2	Lecture, Case study, Discussion
15.	Characteristics require to be successful in sales	2	Lecture, Case study, Discussion
16.	Selling process, Handling Customer Objections	3	Exercise, Lecture, Discussion
17.	Motivating sales people	1	Lecture, Case Study
18.	Sales force size determination	2	Lecture, Case Study, Exercise
19.	Managing bad customer	1	Lecture, Group work
20.	Course Evaluation and Certificate Awarding	1	
	Total contact hour	40	

Co-ordinator : Nirjhar Mazumder
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mazumdernirjhar_bim@yahoo.com

PROJECT AND SUPPLY CHAIN MANAGEMENT

OPERATIONS AND SUPPLY CHAIN MANAGEMENT INCLUDING 4IR

Course Duration	: July 20-22, 2023
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/- (excluding tax and vat)
Number of Participants	: 25

Target Group/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 operations and supply chain management and willing to develop their career as professional on operations and supply chain management.

Eligibility for the course: Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills in respect to Supply Chain Management for improving productivity and competitiveness with a view of restructuring the organizational functions to create a value added based thinking in the organization.

Course Objectives

The course is designed to provide the concepts about operations and supply chain management in order to efficient organizational functions. It is expected that after the successful completion of the course, participants will be able to:

- Realize the theoretical fundamentals of the operations and supply chain management.
- Give a general description of the supply chain management using, as appropriate, typical examples.
- Understand and interpret the analysis results.
- Apply knowledge in a practical manner using detailed procedures.

Evaluation Method

Learning level - Pre-test and post test.

Reaction Level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
44.	Inauguration, Registration, Sharing course outline.	1	
45.	Operations and Supply Strategy	2	Lecture, group discussion
46.	Product and Service Design	2	Lecture, Exercise, group work
47.	Strategic Capacity Management	2	Lecture, Exercise, group work
48.	Process Analysis	2	Lecture, group discussion
49.	Supply Chain Strategy	2	Case Study, Practical demonstration
50.	Logistics and Facility Location	2	Lecture, Exercise, group work
51.	Lean Manufacturing	2	Lecture, Exercise, group work
52.	Enterprise Resource Planning	2	Lecture, group discussion
53.	Demand Management and Forecasting	1	Lecture, group discussion
54.	Inventory Control and Management	2	Lecture, group discussion
55.	4IR	1	Lecture, group discussion
	Total contact hour	21 hrs.	

Co-ordinator : Dr. Engr. Md. Mamunur Rashid

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PROJECT MANAGEMENT

Course Duration	: September 21-23, 2023
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/- (excluding tax and vat)
Number of Participants	: 25

Target Group/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 project management and willing to develop their career as a professional on project management.

Eligibility for the course: Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills about the modern system of project management process and how to obtain competitiveness in market by project management.

Course Objectives

The course is designed to provide the concepts and techniques of real project preparation to project management. It is expected that after the successful completion of the course, participants will be able to:

- Realize the theoretical fundamentals of the project management.
- Give a general description of the management using, as appropriate, typical examples.
- Understand and interpret the analysis results and apply knowledge in a practical manner.
- Gain insight to procedural aspects of obtaining certification of PMP.
-

Evaluation Method

Learning level - Pre-test and post test.

Reaction Level: Training evaluation.

Course Outline

	Session Title	Duration (hr)	Training Methods
56	Inauguration, Registration, Sharing course outline.	1	
57	Project Concept; Project Development Cycle; Project Identification and developing project need statement. Project Generation & Selection; Steps of Analysis; Exercise on Problem Tree, Objective Tree and Assumptions.	3	Lecture, group discussion
58	Concept and Techniques of Monitoring and Evaluation.	2	Lecture, Exercise, group work
59	Project Planning and Control, Scheduling, Resource Allocation; Critical Path Analysis (CPM); Program Evaluation and Review Techniques (PERT) and Earned Value Management (EVM) and Exercise on CPM, PERT and EVM.	3	Lecture, Exercise, group work
60	Project Planning, Scheduling and Controlling; Factors to Consider When Crashing A Project; Steps in Project Crashing and Time Cost Trade Offs	3	Lecture, group discussion and, Practical demonstration
61	Real Life Project on Project Proposal Preparation	3	Case Study
62	Project Appraisal and Evaluation	2	Lecture, Exercise, group work
63	Project Management Exercise	3	Lecture, Exercise, group work
64	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs.	

Co-ordinator : Dr. Engr. Md. Mamunur Rashid

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mamun87245@gmail.com**

SUPPLY CHAIN MANAGEMENT

Course Duration : September 14-23, 2023
Timing : 18:30-21:30
Venue : BIM, Chattogram.
Course Fee : Tk.7,500/-
Number of Participants : 10

Course Duration : January 18-27, 2024
Timing : 18:30-21:30
Venue : BIM, Chattogram.
Course Fee : Tk.7,500/-
Number of Participants : 10

Course Objectives:

The course is designed to give an orientation 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 values for the customers and increase the competitive standing of the business entities.

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

Target Group/who should attend:

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

Eligibility for the course: Any individual, must be graduate, from any discipline working in Public, Private, MNC those who deal with the business.

Training Method: Lecture, Presentation, and Group Discussion.

Co-ordinator : Eng Md Tariqul Islam

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tariqul2006@yahoo.com

PROJECT MONITORING AND EVALUATION

Course Duration : November 12-16, 2023
Timing : 17:30-21:30
Venue : BIM Dhaka.
Course Fee : Tk. 7,000/-
Number of Participants : 15

Course Duration : May 20- 24, 2024
Timing : 17:30-21:30
Venue : BIM Dhaka.
Course Fee : Tk. 7,000/-
Number of Participants : 15

Target Group/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.

Eligibility for the Course:

Any individual graduate from any discipline working in Public, in Projects and who deal with the Projects.

Background of the Course:

Monitoring and evaluation (M&E) of a project is increasingly recognized as an Integral function of project implementation. Monitoring and Evaluation (M&E) is a process that helps improve performance and achieve results. It's goal is to improve current and future management of outputs, outcomes and impact. It is mainly used to assess the performance of projects, institutions and programs set up by governments, international organizations and NGOs. It establishes links between the past, present and future actions. 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 Objectives

To greatly enhance the project monitoring and evaluation skills for effective and efficient project implementation this course is designed to understand

- Basic concept on Monitoring & Evaluation.
- The need for Monitoring and Evaluation.
- Developing Logical Framework Approach to Project Design, Implementation and Evaluation.
- Understanding the 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.

Evaluation Method:

Learning level - Pre-test and Post test.

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hrs.)	Training Methods
1	Project M&E: Concept, Definition, aspect & type	2	Lecture, group discussion and Exercise
2	Logical frame work to M&E Framework Project Result & WBS: Concept	5	Lecture, group discussion and Exercise
3	Defining performance and indicators for project.	2	Lecture, group discussion and Exercise
4	Data collection for Monitoring & Evaluation Data Analysis and project findings Other issues related to Project M&E	5	Lecture, group discussion and Exercise
5	Monitoring & Evaluation: Report Writing	2	Lecture, group discussion and Exercise
6	Concept of Participatory Project Management Process of Participatory Project M&E Specialty of Participatory Project M&E	4	Lecture, group discussion and Exercise
	Total contact hour	20	

Coordinator : Aklima Zaman
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MARITIME LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Course Duration	: 15-16 December 2023
Timing	: 9:30 AM – 04:00 PM
Venue	: BIM, Chattogram
Course Fee	: Tk. 5,000/- (Excluding Income Tax and VAT)
Number of Participants	: 10

As an emerging area of concentration, maritime shipping and supply chain management has become a critical consideration in current complex and dynamic business world. This course is an orientation to this crucial business platform, with a specific focus on maritime logistics and supply chain.

COURSE OBJECTIVES

This brief and orientational training is the first stage of icebreaking and introducing the recent developments in maritime logistics and supply chain management. After completion of this short training program, the attending participants will be competent to

- explore the functions of Sea Ports and Port Operations
- understand the Maritime Logistics
- recognize the Maritime Supply Chain Management

COURSE OUTLINE

As the title points, this short training program is dealing with a few but the critical issues of Maritime Supply Chain. The brief course content is provided bellow:

- Maritime concepts
- Logistics and Supply Chain
- Sea Port Operations (Cargo)
- Maritime Shipping - an overview
- Maritime Logistics – elementary components
- Maritime Supply Chain Management – fundamental issues

Co-ordinator	: Mohammad Nazmi Newaz
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Email	: nnewaz@gmail.com

ACHIEVING COMPETITIVE ADVANTAGE THROUGH SUPPLY CHAIN MANAGEMENT

Course Duration	: May 22-24, 2024
Timing	: 9:30-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of Participants	: 10

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 from the origin of ingredients of products to the market. After completing the course, participants will be able to:

- Handle different business activities efficiently relating to the competitive advantage.
- Plan to introduce the new product(s) to market.
- Choose the sustainable sourcing and maintain supplier optimization.
- Maintain the supplier optimization
- Handle International business in compliance with the INTERMS 2020 for competitive advantage.
- Learn the operation of Letter of Credit (L/C) and other activities of international procurement.
- Gain knowledge of value chain and value creation and others.

Course Outline

- Concepts and importance of Supply Chain
- Porter's Forces on value chain, value engineering, creating Competitive Advantages for varieties of products
- Impact of Sustainability and Risk Management in SC.
- Sourcing, supplier optimization and selection
- Maintenance and managing relationship among the stakeholders
- TQM, JIT, Lean and Agile in SC.
- Managing International purchasing with practical operation of LC process in compliance with the INCOTERMS 2020.
- Managing Inventories and Warehouse, etc.

Who should attend

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

Training Method: Lecture, Group Discussion, Case study & practical arrangement in some issues.

Coordinator : Md. Aminul Islam

Mobile : 01718-427947

**E-mail : aminul.islam@bim.gov.bd
aminulmcbim@gmail.com**

OTHER COURSES

TRAINING OF TRAINERS (TOT)

Course Duration : September 17-21, 2023
Timing : 17:00 - 21:30
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Duration : November 19-23, 2023
Timing : 17:00 - 21:30
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Duration : January 21-25, 2024
Timing : 17:00- 21:30
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 10

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

- Inauguration, Registration, Sharing course outline
- Training Concept & Proces
- 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
- Certificate awarding and course closing and 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 Methods:

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

Co-ordinator : **Md. Rabiul Islam Khan**
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prubelbd2010@gmail.com

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 labor 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.

BRIEF OF 6 MONTH LONG DIPLOMA COURSES

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 Behavior	100
4. Economics	100
5. a. Statistics	50
b. <u>ICT Fundamentals</u>	50
	500

PART-II	Marks
1. Human Resource Development	100
2. Strategic Human Resource Planning	100
3. Labor Laws	100
4. Industrial Relations	100
5. Industrial Safety & Health	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. <u>Viva Voce</u>	100
	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. <u>Management of Human Resource</u>	100
	500

PART-II	Marks
1. Industrial Health & Safety	100
2. Quantitative Management	100
3. Labor Laws	100
4. Cost Accounting	100
5. Marketing Management	100
6. a. Project Work/Term Paper/ Internship	75
b. Presentation	25
7. <u>Viva Voce</u>	100
	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. <u>Management Accounting</u>	100
	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 Behavior	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 Labor 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
<u>Viva Voce</u>	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
Internship (Project work in Laboratory or Factory)	50
1. <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/www.bim.gov.bd. Before filling up the form, please see & follow the detail instruction regarding '**How to fill-up Online Application Form**' & '**Detail Admission Procedure**' which can be seen 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.

Timing:

Evening batch: 18:30-21:45 hrs, Day batch: 09:30-12:45 hrs (3/4 days per week)

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 2017.
- 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 or in case of appeared student may apply for improvement in Mid-Term Examination within 10 (ten) days from the date of Mid-Term Examination of the particular subject/paper and shall pay Tk. 1000/= (one thousand) only for the concern paper/subject. (Effective date from academic Part-II 2017)

- 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 failing to submit Term Paper (Report and presentation) and appear in Viva-Voce may apply for submitting term paper and appear in Viva-voce shall be required to submit an application in the prescribed form within 10 (ten) days of the publication of the result along with fees of Tk. 5,000.00 (Taka Five thousand) for each exam (Term Paper – Tk.5000.00 & Viva-voce – Tk. 5000.00).
- (e) 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. 500.00 (Taka Five hundred) only.

Course Fee (Applicable from 2018)

- 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. 40,000/- (Taka Forty thousand) only per participant for the full course, payable in two installments. The first installment is Tk. 30,000/- (Taka thirty 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.
 - ii. For the **Post-Graduate Diploma in Computer Science** the course fee is Tk. 45,000/- (Taka forty five thousand) only per participant payable in two installments. The first installment is Tk. 35,000/- (Taka thirty five thousand) only to be paid at the time of admission and the rest Tk. 10,000/- (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. 36,000/- (Taka thirty six thousand) only in one time.
 - iv. The course fee for Diploma in Productivity & Quality Management is Tk. 36,000/- (Taka thirty six 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.

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

Admission Enquiry

Venue	Co-ordinators	Contact Number
Dhaka	Md. Ahsan Habib Assistant Coordination Officer (CC)	01979406247 ahsan.habib@bim.gov.bd
	Roksana Parvin Assistant Coordination Officer (CC)	01710503393 roksana.parvin@bim.gov.bd
Chattogram	M. Aminoer Deputy Director (Additional Charge)	01716-551661 aminoer@bim.gov.bd
Khulna	Akhund A. Shamsul Alam Deputy Director, Khulna Campus	01715-511354 akhund.alam@bim.gov.bd

ADVANCED CERTIFICATE COURSE ON BUSINESS ADMINISTRATION (ACBA)

6 Month Long; Only Friday: Timing (8:00 AM - 6:30 PM)

To increase the national productivity, there is no alternative but to improve skill management to achieve the organizational objectives. There are huge talent gaps in the field of Management to full fill the objectives. As a government owned management training Institute, BIM is aware of its responsibility and put incredible efforts to develop knowledge and improve efficient management skills by providing certification on business administration. BIM is going to strengthen the areas of activities of BIM. ACBA is one of the programs that will play a vital role in fulfilling the shortage of management skills in the Government and Private Sectors (Corporate and NGOs). The motto of ACBA Course is “exporting managers countrywide”.

Course Content

Module 1: Business Communication.

Module 2: Strategic Management for Decision Making.

Module 3: Financial Management for Sustainability.

Module 4: Marketing Management for Business Leaders.

Module 5: Strategic Supply Chain Management.

Module 6: Strategic Human Resource Development and Management

Module 7: Project Planning, Development and Management

Prospective candidates must fulfill the following criteria for admission:

- Bachelors degree (with a minimum 2nd class or CGPA 2.00 out of 4.00) in any discipline
- At least 02 (Two) years’ of work experience with reputed organization(s) (work experience may be relaxed for fresh candidate with exceptional academic results).

Fees for the Program

- Application fees Tk. 800 (Eight Hundred) only.
- Course Fees is Tk. 45,000 (Forty Five Thousand) Only.

(1st Installment 70% at the time of admission and 2nd Installment 30% after module 3.)

Member Secretary

Tanvir Hossain

MPA in IER (DU), MBA (IIUC), MBS (NU), B.com Hons in Accounting (NU) PGDFM (BIM), PGDMC (IMCB), ITP Senior Management Counsellor & Member Secretary, ACBA Course Bangladesh Institute of Management Cell: 01726-13-44-00 e-mail: tanvir.fm@gmail.com,

Contact Details

Advanced Certificate Course on Business Administration
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Faculty Members of BIM

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DIRECTOR

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ACCOUNTING AND FINANCIAL MANAGEMENT DIVISION

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COMPUTER SERVICES DIVISION

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CONSULTANCY AND PRODUCTIVITY SERVICES DIVISION

Md. Aminul Islam

**Senior Management Counsellor &
Divisional Head**

B.Sc (Hons)

Master in Procurement & Supply Management

MPhil, PGDHRM (BIM).

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