

ANNUAL PROGRAM
2010 - 2011

Bangladesh Institute of Management (BIM)

BANGLADESH INSTITUTE OF MANAGEMENT

ANNUAL PROGRAM

July 2010— June 2011

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MANAGEMENT DEVELOPMENT

A Quarterly Journal

BANGLADESH INSTITUTE OF MANAGEMENT

4, Sobhanbag, Mirpur Road,
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FACULTY MEMBERS AND OFFICERS OF BIM

Bangladesh Institute of Management (BIM)

A Brief Profile

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

In 1970 the East Pakistan Government Educational and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXVI of 1961) was made applicable for Management Development Centre with effect from 1-7-1970 thereby providing the centre with autonomous status.

In 1966 apart from offering short term, subject specific training programmes, a specialized, year long Post Graduate Diploma in Personnel Management was introduced by the Centre.

After the liberation of the country in 1971, the institute was vested with the responsibility of building up human resources of the newly independent country. Between 1972–75, the public sector was the predominant sector of the economy and the majority of the clients of the institute were drawn from the public sector enterprises. The institute was further involved in providing training to the members of what was proposed to be the Industrial Management Service (IMS).

With gradual shift in development focus and liberalization of the economy from around 1975, there was distinct shift in focus of the activities of BIM. The client base also changed from a predominantly public sector to a mix of public and private sector client base. 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 NGO sectors. In the year 1981, another year long, Post Graduate Diploma in Industrial Management was introduced.

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

academic programmes—Post Graduate Diploma in Marketing Management, Post Graduate Diploma in Financial Management, Post Graduate Diploma in Computer Science were introduced. Response to these new diploma programmes, particularly for computer science, was encouraging.

VISION STATEMENT
“Bangladesh Institute of Management (BIM) exists to improve management capacity building of the stakeholders for a prosperous 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.

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

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

Administration and Organization

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

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

MISSION STATEMENT
“Our mission is to be a leading center of excellence for management development through a committed professional team.”

Objectives of the Institute

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

Training

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

a. Short Courses

During the course of the last decade, BIM has organized over 80 courses and seminars annually of varying duration ranging from one to four weeks, sometimes of longer duration for request programs. The courses offered by BIM covers the whole gamut of management studies viz. General Management, Financial Management, Project Management, Rural Development, Entrepreneurship Development, Marketing, Industrial Engineering etc. Till the year ending June 2009, the total number of short courses organized by the institute has been 2,758 and the total number of executives trained numbered over 38,500.

b. Diploma Courses

Presently, BIM offers the following five post graduate diploma courses of one year each (i) Personnel Management, (ii) Business Management, (iii) Marketing Management, (iv) Financial Management and (v) Computer Science. Over 7,000 students enrolled in the different diploma courses till date, among them 4,000 had graduated in the mentioned courses. :

Consultancy

BIM has vast experience in consultancy services and has rendered services to various national and international agencies and organizations. The clientele include among others, Bangladesh Chemical Industries Corporation (BCIC), Bangladesh Railway, Sadharan Bima, Bangladesh Agriculture Research Council (BARC), Civil Aviation Authority, Dhaka WASA, Bangladesh Steel and Engineering Corporation (BSEC), Bangladesh Textile Mills Corporation (BTMC), Bangladesh Jute Mills Corporation (BJMC), Chittagong Port Authority, United Nations Industrial Development Organization (UNIDO), Asian Development Bank (ADB), United Nations Population Fund (UNFPA) etc. In-house services are also provided to various organizations on need basis.

Research

BIM also undertakes reasearch projects. Such research projects deal with Training Needs Analysis, 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 empathise with the participants, who are mostly drawn from the trade and industry. This also adds to the effectiveness of the courses offered by BIM.

b. Physical Facility

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

c. Library Facility

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.

d. Computer Labs

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

Technical Co-operation with International Agencies

The Institute has received assistance from a number of international institutions and agencies including the World Bank, USAID, UNDP, ITC/GATT/UNCTAD, UNIFEM and others. It has collaborated with agencies such as the ILO, ITC and UNICEF, IFAD,

AARRO and with institutions such as the Asian Productivity Organization (APO), International Centre for Public Enterprises (ICPE), Asian Regional Training and Development Organization (ARTDO) and German Technical Cooperation (GTZ).

PROGRAMME AT A GLANCE

| JULY, 2010 | | | | | | | |
|-------------------|--|---------------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| S/n | Title of the Course | Duration | Timing | Venue | Name of the Coordinator | Fee (tk.) | Page No. |
| 1 | Training of Trainers | 04-08 July, 2010 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 4,000 | 68 |
| 2 | Certificate Course on “Marketing and Sales Management” | 04 - 22 July, 2010 | 17:30 - 21:30 | BIM Dhaka | Dr. Uttam Kumar Datta | 7,500 | 40 |
| 3 | e-Governance and ICT Infrastructure for Implementation of Digital Bangladesh | 11 - 22 July, 2010 | 17:30 - 21:30 | BIM Dhaka | S. M. Ariful Islam | 12,000 | 23 |
| 4 | Management Development | 11 - 22 July, 2010 | 17:30 - 21:30 | BIM Dhaka | Dr. Parveen Agaz | 5,500 | 55 |
| 5 | Supervisory Skills and Leadership Development | 11-22 July, 2010 | 9:00 - 13:30 | BIM Ctg. | Salahuddin Ahmed | 5,000 | 76 |
| 6 | Executive Development | 18-29 July, 2010 | 9:30 - 14:00 | BIM Dhaka | A. H. Mostafa Kamal Khan | 5,000 | 25 |
| 7 | Marketing, Sales Management and Salesmanship | 18 July - 05 August, 2010 | 17:00 - 22:00 | BIM Dhaka | Abdus Samad Chowdhury | 7,500 | 33 |
| 8 | Advanced Human Resource Management | 18-22 July, 2010 | 17:30 - 21:30 | BIM Dhaka | Mohammad Sayeedur Rahman | 4,000 | 65 |
| 9 | Implementing Human Resource Information Systems (HRIS) | 26 July, 2010 | 9: 30 - 17:30 | BIM Dhaka | Mohammad Sayeedur Rahman | 1,500 | 64 |

| AUGUST, 2010 | | | | | | | |
|---------------------|---|----------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| S/n | Title of the Course | Duration | Timing | Venue | Name of the Coordinator | Fee (tk.) | Page No. |
| 1 | Salesmanship for the Sales Representatives and Sales Officers | 01 - 05 August, 2010 | 17:00 - 21:30 | BIM Khulna | Dr. Uttam Kumar Datta | 3300 | 83 |
| 2 | Gender issues: Challenges in Bangladesh | 22 - 26 August, 2010 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 4,500 | 73 |

| SEPTEMBER, 2010 | | | | | | | |
|------------------------|--|-------------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | PPR 2008 and Annual Procurement Planning | 19 -30 September, 2010 | 17:30 - 21:30 | BIM Dhaka | Engr. Md. Mehboob Hasan Kallol | 6,600 | 59 |
| 2 | PC Maintenance and Trouble Shooting | 19-30 September, 2010 | 17:30 - 21:30 | BIM Dhaka | Md. Tariqul Islam | 5,700 | 20 |
| 3 | Project Management | 25 - 29 September, 2010 | 17:30 - 21:30 | BIM Dhaka | A. B. M. Shamsuddin | 4,500 | 58 |

| OCTOBER, 2010 | | | | | | | |
|----------------------|---|-----------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | Purchase and Store Management | 03 - 14 October, 2010 | 17:30 - 21:30 | BIM Dhaka | Engr. A.N.M. Shahidullah | 6,600 | 52 |
| 2 | Customer Oriented Marketing Practices for Non-Profit Organizations to their Success | 03 - 14 October, 2010 | 17:30 - 21:30 | BIM Dhaka | Dr. Uttam Kumar Datta | 6,600 | 43 |

| OCTOBER, 2010 | | | | | | | |
|----------------------|--|--------------------------------|---------------|--------------|--|------------------|-----------------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 3 | Personnel Management, Labour Laws & Industrial Relations | 03-14 October, 2010 | 17:30 - 21:30 | BIM Ctg. | Salma Sultana Saleh Ejaz | 6,600 | 78 |
| 4 | Customer Services and Effective Customer Relations | 03-07 October, 2010 | 9:00 - 13:30 | BIM Dhaka | Abdus Samad Chowdhury | 4,000 | 34 |
| 5 | Customer Services and Effective Customer Relations | 10 - 14 October, 2010 | 9:00 - 13:30 | BIM Khulna | Abdus Samad Chowdhury | 4,000 | 84 |
| 6 | Project Monitoring & Evaluation | 11-13 October, 2010 | 17:30 - 21:30 | BIM Dhaka | A.B.M. Shamsuddin & Mohammad Sayeedur Rahman | 4,000 | 58 |
| 7 | Human Resource Management for Executives | 24 October - 04 November, 2010 | 17:30 - 21:30 | BIM Dhaka | Akhund A Shamsul Alam | 6,600 | 47 |
| 8 | e-Governance and ICT Infrastructure for Implementation of Digital Bangladesh | 03 - 14 October, 2010 | 17:30 - 21:30 | BIM Dhaka | S. M. Ariful Islam | 12,000 | 23 |
| 9 | Management Information Systems (MIS) | 10-21, October, 2010 | 9:30 - 14:00 | BIM Dhaka | Mohammad Nazmi Newaz | 6,000 | 29 |
| 10 | Time Management | 18 October, 2010 | 9:30 - 17:00 | BIM Dhaka | A. H. Mostafa Kamal Khan | 1,600 | 25 |
| 11 | Financial Analysis for Decision-Making | 24 Oct. - 04 Nov., 2010 | 17:30 - 21:30 | BIM Dhaka | Md. Manzur Hossain | 6,600 | 17 |
| 12 | PPR 2008 and Annual Procurement Plan | 24 Oct. - 04 Nov. 2010 | 17:30 - 21:30 | BIM Dhaka | Engr. Md. Mehboob Hasan Kallol | 6,600 | 59 |
| 13 | Human Resource Development | 24 Oct.-04 Nov., 2010 | 17:00 - 21:30 | BIM Ctg. | Salahuddin Ahmed | 6,600 | 77 |

| NOVEMBER, 2010 | | | | | | | |
|----------------|-------------------------------------|-----------------------|---------------|-----------|-------------------------|-----------|----------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | Climate change: adaptation strategy | 01 Nov.-31 Dec., 2010 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 10,000 | 70 |

| DECEMBER, 2010 | | | | | | | |
|----------------|--|------------------------------------|---------------|------------|---------------------------------------|-----------|----------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | Human Resource Management, Labour Laws & Conducting Departmental Enquiry | 05-23 December, 2010 | 17:30 - 21:30 | BIM Ctg. | Salma Sultana Saleh Ejaz | 8,000 | 80 |
| 2 | Certificate Course on Human Resource Development (HRD) | 05 December, 2010 - 03 March, 2011 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 9,600 | 68 |
| 3 | Human Resource Management for Executives | 04-15 December, 2010 | 17:00 - 21:30 | BIM Khulna | Engr. Abdul Quader | 5,500 | 85 |
| 4 | Leadership Development | 05-15 December, 2010 | 9:30 - 13:30 | BIM Dhaka | A.H. Mostafa Kamal Khan | 6,000 | 26 |
| 5 | Total Quality Management (TQM) | 05 - 09 December, 2010 | 17:30 - 21:30 | BIM Dhaka | Engr. A.N.M. Shahidullah | 4,500 | 53 |
| 6 | Research Methodology with the Application of SPSS | 19 -30 December, 2010 | 17:30 - 21:30 | BIM Dhaka | Md. Mahbub ul Alam & A A Shamsul Alam | 8,000 | 62 |
| 7 | Disaster management and preparedness planning | 19 -30 December, 2010 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 6,600 | 70 |
| 8 | Human Resource Management: Practical Issues | 26 Dec., 2010 - 06 Jan., 2011 | 17:30 - 21:30 | BIM Dhaka | Mohammad Mainul Islam | 6,600 | 45 |

| JANUARY, 2011 | | | | | | | |
|---------------|---|-------------------------|---------------|-----------|---|-----------|----------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | Social Compliance in Relation to Labour Laws | 09 - 13 January, 2011 | 17:30 - 21:30 | BIM Dhaka | Md. Mahbub ul Alam & A A Shamsul Alam | 4,500 | 63 |
| 2 | Project Management Using Computer Applications | 11 - 21 January, 2011 | 17:30 - 21:30 | BIM Dhaka | Engr. Md. Mehboob Hasan Kallol | 8,000 | 60 |
| 3 | Understanding climate change issues and response strategies | 09 - 13 January, 2011 | 17:30 - 21:30 | BIM Dhaka | Mohammad Nazmi Newaz & Mohammad Sayeedur Rahman | 4,500 | 67 |
| 4 | Job Analysis: Key to Success in Human Resource | 20 January, 2011 | 9:00 - 17:00 | BIM Dhaka | Farhana Ahmed | 1,600 | 36 |
| 5 | Computer Application Foundation | 16-27 January, 2011 | 17:30 - 21:30 | BIM Dhaka | Md. Tariqul Islam | 5,500 | 21 |
| 6 | Developing Management Skills and Techniques | 16 - 27 January, 2011 | 17:01 - 21:30 | BIM Dhaka | Mohammad Nazmi Newaz | 6,600 | 28 |
| 7 | Strategic Human Resource Management | 23 - 27 January, 2011 | 17:30 - 21:30 | BIM Dhaka | Mohammad Mainul Islam | 4,500 | 46 |
| 8 | Changing pattern of environment: Bangladesh perspective | 23 - 27 January, 2011 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 4,500 | 71 |
| 9 | Supervisory Skills and Leadership Development | 30 Jan. - 10 Feb., 2011 | 17:00 - 21:30 | BIM Ctg. | Salahuddin Ahmed | 6,600 | 76 |
| 10 | Supply Chain management | 26 - 28 January, 2011 | 15:30 - 21:30 | BIM Dhaka | Mohammad Sayeedur Rahman | 4,500 | 66 |

| FEBRUARY, 2011 | | | | | | | |
|-----------------------|--|------------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | Implementing Auditing ISO 9001 Quality Management System | 06 - 10 February, 2011 | 17:30 - 21:30 | BIM Dhaka | Engr. A.N.M. Shahidullah | 4,500 | 54 |
| 2 | Office Management with Computer Applications | 06 - 17 February, 2011 | 17:30 - 21:30 | BIM Dhaka | Dr. Parveen Agaz | 8,000 | 56 |
| 3 | Developing Selling Skills | 13-17 February, 2011 | 9:00 - 13:30 | BIM Dhaka | Abdus Samad Chowdhury | 4,000 | 35 |
| 4 | e-Governance and ICT Infrastructure for Implementation of Digital Bangladesh | 13 - 24 February, 2011 | 17:30 - 21:30 | BIM Dhaka | S. M. Ariful Islam | 12,000 | 23 |
| 5 | Performance Improvement Programming | 13 - 24 February, 2011 | 9:30 - 13:30 | BIM Dhaka | A. H. Mostafa Kamal Khan | 6,000 | 27 |
| 6 | Internal Audit | 27 Feb.-10 Mar., 2011 | 17:30 - 21:30 | BIM Dhaka | Md. Manzur Hossain | 6,600 | 17 |

| MARCH, 2011 | | | | | | | |
|--------------------|--------------------------------------|---------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | Training of Trainers | 13-17 March, 2011 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 4,500 | 67 |
| 2 | Computer Application Foundation | 06-17 March, 2011 | 17:30 - 21:30 | BIM Dhaka | S. M. Ariful Islam | 5,500 | 21 |
| 3 | Human Resource Strategies & Policies | 11 - 12 March, 2011 | 9:01 - 19:00 | BIM Dhaka | Mohammad Nazmi Newaz | 2,500 | 30 |

| MARCH, 2011 | | | | | | | |
|--------------------|---|----------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 4 | Labour Laws for Managers and Executives | 13-17 March, 2011 | 17:30 - 21:30 | BIM Dhaka | Mohammad Mainul Islam | 4,500 | 50 |
| 5 | Transboundary pollution: Bangladesh perspective | 13-17 March, 2011 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 4,500 | 72 |
| 6 | Human Resource Development | 13-24 March, 2011 | 9:00 - 13:30 | BIM Ctg. | Salahuddin Ahmed | 6,000 | 77 |
| 7 | Customer Relations Management for Marketing Success | 20 - 24 March . 2011 | 17:30 - 20:30 | BIM Dhaka | Farhana Ahmed | 4,500 | 37 |
| 8 | Effective Human Relations for Better Management | 13 - 17 March, 2011 | 17:30 - 21:30 | BIM Khulan | Md. Mahbub ul Alam | 4,000 | 86 |

| APRIL, 2011 | | | | | | | |
|--------------------|--|---------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | Human Capital Management | 03 - 07 April, 2011 | 17:30 - 21:00 | BIM Dhaka | Farhana Ahmed | 4,500 | 37 |
| 2 | Human Resource Strategies & Policies | 15 - 16 April, 2011 | 9:01 - 19:00 | BIM Dhaka | Mohammad Nazmi Newaz | 2,500 | 30 |
| 3 | Business Communication for Professional Excellence | 24- 26 April, 2011 | 15:30 - 21:30 | BIM Dhaka | Mohammad Sayeedur Rahman | 4,500 | 80 |
| 4 | Coping with soil degradation | 24- 28 April, 2011 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 4,500 | 73 |

| MAY, 2011 | | | | | | | |
|------------------|---|------------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | Developing Marketing skills & techniques | 08 - 12 May, 2011 | 17:30 - 21:00 | BIM Dhaka | Farhana Ahmed | 4,500 | 38 |
| 2 | Management Techniques and Gender Issues for Women Employees | 08 - 12 May, 2011 | 09:00 - 14:00 | BIM Ctg. | Salma Sultana Saleh Ejaz | 4,000 | 82 |
| 3 | Labour Laws for Managers and Executives | 15-19 May, 2011 | 17:30 - 21:30 | BIM Dhaka | Akhund A Shamsul Alam | 4,500 | 50 |
| 4 | Basic Management for Managers and Executives | 15 - 26 May, 2011 | 17:30 - 21:30 | BIM Dhaka | Dr. Parveen Agaz | 6,600 | 57 |
| 5 | Brand Management and Setting Products in a Competitive Market | 15-26 May, 2011 | 17:30 - 21:30 | BIM Dhaka | Dr. Uttam Kumar Datta | 6,600 | 44 |
| 6 | Practical Income Tax | 22 May-09 June, 2011 | 17:30 - 21:30 | BIM Dhaka | Md. Manzur Hossain | 9,000 | 18 |
| 7 | Gender issues: challenges in Bangladesh | 22-26 May, 2011 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 4,500 | 73 |
| 8 | Minimizing discrimination on working women | 22-26 May, 2011 | 17:30 - 21:30 | BIM Dhaka | Khan Sarfaraz Ali | 4,500 | 74 |
| 9 | Human Resource Management: Basic Issues | 22 May - 02 June, 2011 | 17:30 - 21:30 | BIM Dhaka | Mohammad Mainul Islam | 6,600 | 47 |
| 10 | Office Management with Computer Applications | 29 May - 16 June, 2011 | 17:30 - 21:30 | BIM Dhaka | Mohammad Nazmi Newaz | 10,000 | 31 |

| JUNE, 2011 | | | | | | | |
|-------------------|--|--------------------|---------------|--------------|--------------------------------|------------------|-----------------|
| SL No | Title of the Course | Duration | Timing | Venue | Name of Coordinator (s) | Fee (Tk.) | Page No. |
| 1 | PC Maintenance and Trouble Shooting | 12-23 June, 2011 | 17:30 - 21:30 | BIM Dhaka | Md. Tariqul Islam | 5,700 | 20 |
| 2 | Customer Service Excellence | 19 June, 2011 | 9:00 - 17:00 | BIM Dhaka | Farhana Ahmed | 1,600 | 39 |
| 3 | Human Resource Management for Managers | 26 - 30 June, 2011 | 17:30 - 21:30 | BIM Dhaka | Mohammad Mainul Islam | 4,500 | 48 |

FINANCIAL ANALYSIS FOR DECISION-MAKING

Course Objectives

This 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

- An overview of accounting concepts, principles etc.
- Accounting recording and reporting system (Financial Statements)
- Accounting information for management planning & control
- Financial Analysis mechanism: Financial Analysis and Consultancy Techniques (FACT)
- Trend Analysis, Regression Analysis, Analysis of Variance
- Management: Planning and Decision-making
- Future Action Plan (remedial action) on the basis of findings

Who Should Attend

The course is suitable for both financial and non-financial personnel such as Financial Analysts, Financial Consultants, Accountants, Cost Accountants, Planners, Engineers, Production Managers and Management Decision-makers

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

Duration : 24 October - 04 November, 2010

Timing : 17:00–21:30 hours

Venue : BIM, Dhaka

Coordinator : Md. Manzur Hossain

Course Fees : Tk. 6,600/-

INTERNAL AUDIT

Course Objectives

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

Course Outline

- A brief history of audit
- Relationship between internal audit and external audit
- Guidelines for internal auditors
- Important concepts affecting the internal auditor's field work
- Audit methodology
- How is an audit carried out in practice

Who Should Attend

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

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

Duration : 27 February – 10 March, 2011

Timing : 17:00 –21:30 hours

Venue : BIM, Dhaka

Coordinator : Md. Manzur Hossain

Course Fees : Tk. 6,600/-

PRACTICAL INCOME TAX

Course Objectives

The course is designed to develop the knowledge and skill of the participants with regard to the various types of assessment of income tax. It will enable participants to acquire a thorough understanding of the Income Tax Ordinance 1984 as amended up-to-date, computation of total income, tax credit and assessment procedure of individuals, partnership firms, companies, NGOs etc.

Course Outline

- A brief history of income tax law in Bangladesh
- Scope of income tax law
- Classification of income
- Assesses, residential status and locale of income
- Income year and assessment year
- Tax rates and tax return
- Heads of income
- Advance payment of tax and tax deducted at source
- Return of income, assessment, appeal and revision
- Computation of tax – individual, firm, company and NGO

Who Should Attend

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

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

Duration : 22 May-09 June, 2011

Timing : 17:00 –21:30 hours

Venue : BIM, Dhaka

Coordinator : Md. Manzur Hossain

Course Fees : Tk. 9,000/-

PC MAINTENANCE & TROUBLE SHOOTING

Course Objectives

The major objective of the course is to help the participants to gain some essential knowledge on computer hardware management as well as to minimize different types of problem of the PC.

Course Outline :

- Introduction to computer system
- PC de-assembly and assembly
- Basic Input Output System (BIOS)
- Hard disk partition
- Software concept
- System software installation
- Different driver installation
- Application software installation
- Trouble shooting.

Who Should Attend

Persons who are familiar with MS-Office environment.

Training Methods

10% of the classes will be set aside for theoretical classes and the rest will be practical. The practical session involves hands on exercise on computers. An assignment will be given to all participants at the end of each session.

Duration : 19-30 Setember, 2010
Timing : 17:00 – 21:30 hours
Venue : BIM, Dhaka
Coordinator : Engr. Md. Tariqul Islam
Course fees : Tk. 5,700/-

Duration : 12 - 23 June, 2011
Timing : 17:00 – 21:30 hours
Venue : BIM, Dhaka
Coordinator : Engr. Md. Tariqul Islam
Course fees : Tk. 5,700/-

COMPUTER APPLICATION FOUNDATION

Course Objectives

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

Course Outline :

- ◄ Computer Fundamentals
- ◄ Windows XP
- ◄ MS Word
- Starting MS Word

- Creating, Saving, Opening Files
- Spell Checking and Page Set-up
- Formatting Documents, Applying Fonts and Style
- Working with Tables & Column
- Inserting Page Break, Page Number, Date and Time
- Inserting Symbols, Frame & Picture
- Mail Merge & Macro
- Print Preview & Printing

◀ MS Excel

- Starting Excel
- Worksheet Overview
- Creating Worksheet
- Formatting Worksheet
- Creating and Printing Graphs
- Special Application
- Printing Worksheet

◀ MS Power Point

- Starting PowerPoint
- Creating Slide
- Applying animation
- Presenting Document

◀ Internet

- E-mail operating
- Website browsing

Who Should Attend

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

Training Methods :

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

Duration : 16 - 27 January 2011
Timing : 17:00-21:30 hours
Venue : BIM, Dhaka
Coordinator : Engr. Md. Tariqul Islam
Course fees : Tk. 5,500/-

Duration : 06 - 17 March 2011
Timing : 17:00-21:30 hours
Venue : BIM, Dhaka
Coordinator : S. M. Ariful Islam

Course fees : Tk. 5,500/-

E-GOVERNANCE AND ICT INFRASTRUCTURE FOR IMPLEMENTATION OF DIGITAL BANGLADESH

Course Objectives

The course is designed to help the personnel/IT cell of different ministries/corporations/divisions and different bodies of government directly involved with the implementation of “Digital Bangladesh”. Further more the personnel of any other discipline want to develop their career in the field of ICT may join this course. The participants will get clear conceptions of vision 2021, ICT Infrastructure for Implementation of e-Governance and finally how citizens will get government's e-services at their doorsteps.

- ◀ Concept of e-Governance, m-Governance and ICT Infrastructure
- ◀ Office Automation System
- ◀ e-Governance Technologies
 - a. Computer Fundamentals
 - b. Computer System Specification Preparation
 - c. Communication Infrastructure
 - d. Open Source Software
 - e. Implementing ICT Infrastructure
- ◀ Business Process Re-engineering.
- ◀ Study Tour.
- ◀ e-Governance Practices in Bangladesh.
- ◀ e-Governance case studies
- ◀ Concept of Digital Bangladesh
- ◀ “Digital Bangladesh”- A National Brand
- ◀ e-Governance Global Trends
- ◀ Management & Implementation of Digital Bangladesh

Who Should Attend

Officials of different government, semi-government, autonomous bodies, public or private sector enterprises who are involved with the implementation of Digital Bangladesh and also interested to develop career in the field of ICT.

Training Methods

Theoretical sessions, group discussions, demonstrative sessions, study tour and hands on practice.

Duration : 11-22 July, 2010
Time : 17:00 - 21 : 30 hours
Venue : BIM, Dhaka
Coordinator : S M Ariful Islam **Course Fee** : Tk. 12,000/-

Duration : 03-14 October, 2010
Time : 17:00 - 21 : 30 hours
Venue : BIM, Dhaka
Coordinator : S M Ariful Islam **Course Fee** : Tk. 12,000/-

Duration : 13-24 February, 2011
Time : 17:00 - 21 : 30 hours
Venue : BIM, Dhaka
Coordinator : S M Ariful Islam **Course Fee** : Tk. 12,000/-

EXECUTIVE DEVELOPMENT: PREPARING FOR THE FUTURE

Course Objective :

The course is designed to cater to the needs of the executives/managers in order to improve and update their executive skills and attitudes to manage their organizations effectively. The course will help executives to avoid obsolescence by preparing for tomorrow's management today.

Course Outline

- The 21st century executives : An Introduction.
- The skills, roles and functions of executives in organizations
- Management Change
- Key facets of leadership styles of the executives.
- Management excellence through Total Quality Management (TQM).
- Team building
- Leadership

Who Should Attend

Mid and junior level executives of different public, private and non-government organizations are encouraged to attend this course.

Training Methods : Lecture, Games, Case Study, Film Show etc.

| | |
|--------------------|----------------------------|
| Duration | : 18-29 July, 2010 |
| Timing | : 09:31-02:00 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : A. H. Mostafa Kamal Khan |
| Course Fees | : Tk. 5,000/- |

TIME MANAGEMENT

Course Objectives :

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

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

Course Outline

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

Who Should Attend : Mid and junior level executives working in government, non-government and private organizations.

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

| | |
|-----------------|-------------------------|
| Duration | : 18 October, 2010 |
| Timing | : 09 : 31—17 : 00 hours |
| Venue | : BIM, Dhaka |

Coordinator : A. H. Mostafa Kamal Khan
Course Fee : 1,600/-

LEADERSHIP DEVELOPMENT

Course Objectives

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

- Explain the importance of leadership
- Describe the functions of leadership in organization
- Discuss various approaches to leadership
- Describe how leadership helps in building effective task teams
- Explain the process of motivational leadership
- Identify and discuss the role of leadership in managing change
- Explain the process of empowerment

Course Outline

- Leadership: concept and functions
- Leadership theories
- Delegation
- Leadership and team building
- Motivational leadership
- Management of change

Who Should Attend

The program is suitable for mid and senior level managers.

Training Methods: Lecture, discussion, exercise, games, film show and case study.

Duration : 05 - 15 December, 2010
Timing : 09:31 - 13:30 hours
Venue : BIM, Dhaka
Coordinator : A. H. Mostafa Kamal Khan
Course Fees : Tk. 4,000/-

PERFORMANCE IMPROVEMENT PROGRAM

Course Objectives

This course is designed to help the senior and mid level executives in improving the organizational performance. At the end of the course participants will be able to :

- Understand issues of productivity
- Set organizational goals
- Develop criterion for organizational performance
- Identify the performance gaps
- Allocate work and delegating authority
- Developing action plan

Course Outline

- Environmental scanning
- Setting organizational goals and objectives
- Identifying Key Result Areas (KRA)

- Developing performance indicators
- Identification of performance problems
- Action planning

Who Should Attend

Senior & Mid level executives engaged in government, non-government and private organizations.

Duration : 13 - 24 February, 2010
Timing : 09 : 31 - 13 : 30 hours
Venue : BIM, Dhaka
Coordinator : A. H. Mostafa Kamal Khan
Course Fees : Tk. 4,000/-

DEVELOPING MANAGEMENT SKILLS AND TECHNIQUES

Course Objectives

- Determining and/or clarifying the vision, mission, and goals.
- Developing standards of excellence and performance measures to define success.
- Defining roles and responsibilities of current and prospective team members.
- Applying management implementation methods and techniques, including aligning strategies and goals, managing work processes, managing performance, providing resources, solving problems, delegating work, facilitating team behaviour in the workplace and creating recognition and reward strategies.
- Assessing management skills and development needs.

Course Outline

- Characteristics and behaviours of managers.
- Strategic planning and goal alignment.
- Standards and measures for excellent performance.
- Resource allocation, problem solving, delegation, and facilitation.
- Individual differences in job motivation.
- Use of various management styles.
- Recognition and reward systems.
- Characteristics of work environments.
- Managing workflow.
- Continuous process improvement.

Who should Attend

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

Training Methods : Lecture, Discussion, Case study, role play, etc.

Duration : 10-21October, 2010
Timing : 09:31-2:00 hours
Venue : BIM, Dhaka
Coordinator : Mohammad Nazmi Newaz
Course Fees : Tk. 6,600/-

MANAGEMENT INFORMATION SYSTEMS (MIS)

Course Objectives

- Assess and establish information requirements of the organization.
- Get the advantages Information Technology.
- Analyse new systems for better performance.
- Design database.
- Use analytical models for decision-making.
- Maintain the Information system of the organizations.

Course Outline :

- An introduction to Management Information Systems.
- Data & Information.
- Key Information Systems.
- Systems Analysis & Design.
- Computer Hardware & Computer Software.
- Database Management Systems.
- Networking & Telecommunication.
- Internet and Electronic Commerce.
- Information Systems for Business Operations.
- Human Resources Information Systems (HRIS).
- Strategic Role of Information Systems & Information as a Competitive weapon.
- Decision Support Systems (DSS) and Executive Support Systems (ESS).
- Maintenance of Information Systems.

Who Should Attend

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

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

| | |
|--------------------|------------------------|
| Duration | : 16–27 January, 2011 |
| Timing | : 17:01–21:30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Mohammad Nazmi Newaz |
| Course Fees | : Tk. 8,000/- |

HUMAN RESOURCES STRATEGIES AND POLICIES

Course objectives

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

- Understand the significance of human resource strategies and policies.
- Recognize the necessity of HR Strategies and Policies to Business Efficiency.
- Prepare own Human Resources Competent in the market.
- Develop Human Resource Plans Efficiently.
- Manage performance of the employees.
- Prepare employees for the future.
- Develop a Competency based Compensation System.

Course outline

- Strategic Role of Human Resource Management.
- Strategies and Policies.

- Human Resources Strategies.
- Human Resources Policies.
- Response to the External Environment.
- Strategic Human Resource Planning and Job Analysis.
- Performance Management.
- Succession Planning.
- Competency based Compensation Management.

Who Should Attend

Managers and 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 graduates can also attend the course to acquire knowledge on advanced human resource management.

Training Methods : Lecture, discussion, case and company study, resenation & Demonstration.

Duration : 11 -12 March, 2011
Timing : 09:01–19:00 hours
Venue : BIM, Dhaka
Coordinator : Mahammad Nazmi Newaz
Course Fees : Tk. 2,500/-

Duration : 15 -16 April, 2011
Timing : 09:01–19:00 hours
Venue : BIM, Dhaka
Coordinator : Mahammad Nazmi Newaz
Course Fees : Tk. 2,500/-

OFFICE MANAGEMENT WITH COMPUTER APPLICATIONS

Course objectives

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

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

Course outline

- Foundation of Office Management
- Filing and indexing
- Office layout & Work Simplification
- Human Resource Management
- Office Supervision
- Office Meeting Conducting
- Problem and Crisis Management
- Planning for the Integrated Office
- Information & Communication Technology in Office
- Word Processing for Improving Performance

- Spreadsheet Analysis in Managerial, Accounting and Financial Purposes
- Office Communication through Networking & electronic mail
- Modern Filing Systems
- Database Management System.

Who Should Attend

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

Training Methods : Lecture, discussion case and company study, Applications with Computer, Presentation & Demonstration.

Duration : 29 May–16 June, 2011

Timing : 17:01–21:30 hours

Venue : BIM, Dhaka

Coordinator : Mahammad Nazmi Newaz

Course Fees : Tk. 10,000/-

MARKETING, SALES MANAGEMENT AND SALESMANSHIP

Course Objective(s)

On successful completion of the course, the participants will :

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

Course Outline

Marketing

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

Sales Management

- Territorial Coverage.
- Role of Sales Supervision and Leadership.
- Organizing, Supervision and Motivating the Sales Force.
- Evaluating the Performance of Salesmen.
- Remunerating Salesmen.

Salesmanship

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

Who Should Attend

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

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

| | |
|--------------------|-----------------------------|
| Duration | : 18 July – 05 August, 2010 |
| Timing | : 17:00 – 22:00 Hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Abdus Samad Chowdhury |
| Course Fees | : Tk. 7,500/- |

CUSTOMER SERVICES AND EFFECTIVE CUSTOMER RELATIONS

Course Objective(s)

The course intends to help the participants to :

- be aware of the importance of customer services
- develop positive attitude towards rendering services to the customers.
- make them conscious about rendering right services at the right time to the deserving customers.
- develop skills in rendering services and establishing effective long lasting customer relations

Course Outline

- Market and Marketing in the modern competitive world
- Concept, definitions, characteristic and importance of services in modern marketing.
- Skill development for establishing effective customer relations.
- Communication of availability of services to the customers.
- Analyzing the Market and Services of the enterprise to fulfil the customer's need.
- Selling benefit of services.
- Dealing with objections in buying services.
- Handling customer complaints.

Who Should Attend

Mid and junior level officers both in public and private enterprise, officers engaged in bank and insurance companies and other service industries.

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

Duration : 03- 07 October, 2010
Timing : 09:00 – 13:30 hours
Venue : BIM, Dhaka
Coordinator : Abdus Samad Chowdhury
Course Fees : Tk. 4,000/-

Duration : 10 – 14 October, 2010
Timing : 09 : 00 – 13 : 30 hours
Venue : BIM, Khulna
Coordinator : Abdus Samad Chowdhury
Course Fees : Tk. 3,600/-

DEVELOPING SELLING SKILLS

Course Objective(s)

The course is designed to improve the selling skills of sales executives and impart knowledge and understanding of selling functions in the context of practical problems of the present day.

Course Outline :

- Modern concept of marketing.
- Modern concept of selling, sales management and salesmanship.
- Personal selling.
- Qualities of Sales person.
- Dealing with objection.
- Handling customer complaints.
- Selling benefit.
- Selling functions and techniques.

Who Should Attend

The course is suitable for the junior level marketing/sales personnel and field sales personnel of both private and public sectors.

Training Methods : Lecture, Case Studies, Group Discussion Role play etc.

Duration : 13 – 17 February, 2011
Timing : 09:00 – 13:30 hours
Venue : BIM, Dhaka
Coordinator : Abdus Samad Chowdhury
Course Fees : Tk. 4,000/-

JOB ANALYSIS: KEY TO SUCCESS IN HUMAN RESOURCE

Course Objectives:

Primary objective of the one day course is to develop the skill of the participants about human capital management for becoming successful in the human resource profession. The course aims to provide skill of human capital management for today's young executives to survive.

Course Outline:

- Human capital: concept, importance
- Manpower planning
- Recruitment & Selection
- Job description & job specification

Who should attend

This course is suitable for executives of private, government, multinational & other organizations. It is also suitable for people who wants to develop their career in human capital management.

Training Methods : Lecture/ Exercise.

Duration : 20 January, 2011
Time : 09:00 -17:00 hours
Venue : BIM, Dhaka.
Coordinator : Farhana Ahmed
Course Fees : Tk. 1,600/=

CUSTOMER RELATIONS MANAGEMENT FOR MARKETING SUCCESS

Course objective(s)

This course is designed to develop the understanding of customer relations management (CRM) among the mid level/junior level executives for better performance.

Course Outline

- Introduction to Marketing
- Marketing & Selling Concepts
- Value, Satisfaction
- Customer Equity
- Customer Relations Management
- Attracting & retaining customers

Who Should Attend

Marketing & Sales Personnel.

Training Methods : Lecture, Case study, Brainstorming etc.

Duration : 20 – 24 March, 2011
Timing : 17 : 30 – 21 : 00
Venue : BIM, Dhaka
Coordinator : Farhana Ahmed
Course Fees : Tk. 4,500/-

HUMAN CAPITAL MANAGEMENT

Course Objective(s)

This program is designed to help the participants to develop their skill of human capital management for becoming leading managers in the future. The course aims to provide knowledge of human capital for everyday business.

Course Outline

- Human Capital : Concept, Importance
- Activities of HR Department
- Job analysis
- Employment activities
- Wage & Salary Administration
- Performance Appraisal
- Grievance Procedure
- Communication (Process & Barriers)
- Human Capital Development
- Relating employees
- Disciplinary Activities
- Counseling

Who Should Attend

The course is suitable for executives of private, government, multinational & other organizations. It is also suitable for people who want to develop their career in human capital management.

Training Methods :

Lecture, Case studies, Exercise, Discussion, Role Play etc.

Duration : 03 – 07 April, 2011
Timing : 17:30 – 21:30 hours
Venue : BIM, Dhaka
Coordinator : Farhana Ahmed
Course Fees : Tk. 4,500/-

DEVELOPING MARKETING SKILLS & TECHNIQUES

Course Objective:

The course has been designed to introduce the participants to the essential skills of marketing critical to managing profitable customer relationships in today's dynamic and connected environment.

Upon completion of this short course, participants will:

- Develop an understanding of marketing terminology including terms, concepts, and frameworks used by practicing marketing managers.
- Be able to identify and explain, and then apply the important marketing concepts in case situations based in Bangladeshi context.
- Develop insight and be able to blend decisions related to product, price, promotion, and place (i.e., the marketing mix) to meet the needs of a target market.

Course Outline

- Introduction to marketing
- Modern concepts of marketing
- Product concepts & branding
- Pricing policies
- Marketing channels & value network
- Marketing communication mix.

Training Methods :

Lecture, case study/group discussion, brain storming etc.

Who should attend

This course is suitable for small entrepreneurs and marketing executives. Fresh graduates interested in the field of marketing are encouraged to attend the course.

Duration : 08-12 May, 2011

Time : 17:00 - 21:00

Venue : BIM, Dhaka.

Coordinator : Farhana Ahmed

Course Fees : Tk. 4,500/=

CUSTOMER SERVICE EXCELLENCE

Course Objectives:

Primary objective of the one day course is to develop the skill of the participants about customer service for becoming successful in the customer service profession. The course aims to provide skill of customer service techniques for today's executives for enhancing their ability to survive in day to day business more efficiently.

Course Outline:

- Service marketing, concept characteristics
- Dealing with objection & handling complaints
- Customer services
- Communication techniques.

Who should attend

This course is suitable for sales & marketing executives involved with sales and marketing directly or indirectly.

Training Methods : Lecture/ Exercise.

Duration : 19 June, 2011
Time : 09:00 -17:00 hours
Venue : BIM, Dhaka.
Coordinator : Farhana Ahmed
Course Fees : Tk. 1,600/=

CERTIFICATE COURSE ON “MARKETING AND SALES MANAGEMENT”

Course Objectives

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

Course Outline

Marketing Management :

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

Sales Management :

- Understanding sales management
- Formulation of sales strategy
- Functions of sales strategy
- Functions of sales organization
- Methods of selling
- Territory sales manager’s job responsibilities
- Sales and the human condition
- The art of effective selling and salesmanship.

Who Should Attend

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

Training Method

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

Duration : 04 – 22 July, 2010.

Time : 17:00 - 21:30
Venue : BIM, Dhaka
Coordinator : Dr. Uttam Kumar Datta
Course Fees : Tk. 7,500/-

SALESMANSHIP FOR THE SALES REPRESENTATIVES AND SALES OFFICERS

Course objectives :

- Performing the selling activities effectively.
- Increasing job satisfaction and decreasing turnover and absenteeism rate.
- Achieving selling techniques to reach the target sales
- Establishing the salesmanship as an attractive job where maximizing income scope is available.

Course Outline

- Personal Selling Basics
- The Professional Salesperson
- Characteristics of successful Salespeople
- Salesman's Obligations
- Salesman's duties / Tasks Differ
- Prospecting For Customers
- Knowledge of a Salesman : Product, Price and Distribution
- Securing and Opening the Sales Interview
- Planning the Sales Presentation
- Steps in the Selling Process
- An art of effective selling and salesmanship

Who Should Attend

The newly selected sales representative and salespeople who are dissatisfied on their selling profession can attend the course to enhance their selling scope.

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

Duration : 01 – 05 August,2010
Timing : 17: 00 – 21 : 30 hours
Venue : BIM, Khulna
Coordinator : Dr. U. K. Datta.
Course Fees : Tk. 4,500/-

CUSTOMER ORIENTED MARKETING PRACTICES FOR NON- PROFIT ORGANIZATIONS

Course Objectives

The major objective of this course is to help the non-profit organizations like government, semi government, autonomous or non-government organization (NGOs) to

be market-oriented. The participants will get an idea of the details of marketing and how the marketing system can be utilized for their success.

Course Outline:

- The growth and development of non-profit marketing
- Developing customer orientation
- Why study non-profit marketing?
- Strategic marketing planning
- Developing and organizing resources
- Managing the organizations offerings
- Social marketing
- Developing and launching new offerings
- Managing perceived costs
- Facilitating marketing behaviours
- Formulating communications strategies Managing public media and public advocacy
- marketing evaluation, monitoring and control

Who Should Attend

This course is suitable for top, mid and junior level executives from any type of non-profit organizations as well as educational institutes, hospitals, NGOs, political and other social organizations.

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

| | | |
|---------------------|---|------------------------|
| Duration | : | 03–14 October, 2010 |
| Time | : | 17.00 – 21.30 |
| Venue | : | BIM, Dhaka |
| Coordinator: | | Dr. Uttam Kumar Datta. |
| Course Fees: | | Tk. 6,600 |

**BRAND MANAGEMENT AND SETTING PRODUCTS IN A
COMPETITIVE MARKET.**

Course Objectives:

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

Course Outline

- Brand and Brand Management
- Identifying and establishing brand positioning and values
- Planning and implementing brand marketing programs
- Integrating marketing communications to build brand equity
- Leveraging secondary brand knowledge to build brand equity
- Developing a brand equity measurement and management system
- Measuring sources of brand equity: capturing customer mindest
- Growing and sustaining brand equity
- Introducing and naming new products and brand extensions
- Managing brand over time.

Who Should Attend

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

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

Duration : 15–26 May, 2011
Time : 17.00 – 21.30
Venue : BIM, Dhaka
Coordinator : Dr. Uttam Kumar Datta.
Course Fees : Tk. 6,600

HUMAN RESOURCE MANAGEMENT: PRACTICAL ISSUES

Course Objective

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 : Concept, Nature, Scope and importance.
- Functions of Personnel Department
- Job Analysis : Job Description and Job Specification.
- Procurement Process
- Compensation : Wage and Salary Administration, and Incentives.
- Performance Management
- Leadership and team building
- HRD : Training and Development
- Discipline Employee
- Other relevant issues of HRM

Who Should Attend

The program is suitable for Administrative Officers, mid-level managers, HR officers and other executives in the Government, Semi-government and private sector, Fresh Graduates who are interested in building their career in the personnel profession are encouraged to attend the program.

Training Method : Lecture, case studies, group discussion etc.

| | |
|--------------------|----------------------------------|
| Duration | : 26 December - 06 January, 2011 |
| Timing | : 17:00 – 21:30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Mohammad Mainul Islam |
| Course Fees | : Tk. 6,600 |

STRATEGIC HUMAN RESOURCE MANAGEMENT

Course Objective

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

- Scope and importance of Human Resource Management
- Functions of Personnel Department as a strategic partner
- Human Resource planning to achieve business goals
- Performance Management
- Understanding external environment
- Human Resource Development
- Human Resource Research for ensuring better performance of the organization

Who Should Attend

The program is suitable for Administrative Officers, mid-level managers, HR officers and other executives in the Government, Semi-government and private sector, Fresh Graduates who are interested in building their career in the personnel profession are encouraged to attend the program.

Training Method : Lecture, case studies, group discussion etc.

| | |
|--------------------|-------------------------|
| Duration | : 23- 27 January, 2011 |
| Timing | : 17:00 – 21:30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Mohammad Mainul Islam |
| Course Fees | : Tk. 6,600 |

HUMAN RESOURCE MANAGEMENT : BASIC ISSUES

Course Objective

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 : Concept, Nature, Scope and importance.
- Functions of Personnel Department
- Job Analysis : Job Description and Job Specification.
- Recruitment, Selection and Induction
- Compensation : Wage and Salary Administration, and Incentives.

- Performance Appraisal
- Motivation and Communication
- Disciplining Employee
- Other relevant issues of HRM.

Who Should Attend

The program is suitable for Administrative Officers, mid-level managers, HR officers and other executives in the Government, Semi-government and private sector, Fresh Graduates who are interested in building their career in the personnel profession are encouraged to attend the program.

Training Method : Lecture, case studies, group discussion etc.

Duration : 22 May - 02 June, 2010
Timing : 17:00 – 21:30 hours
Venue : BIM, Dhaka
Coordinator : Mohammad Mainul Islam
Course Fees : Tk. 6,600

HUMAN RESOURCE MANAGEMENT FOR MANAGERS

Course Objective

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 : Concept, Nature, Scope and importance.
- Functions of Personnel Department
- Job Analysis : Job Description and Job Specification.
- Hiring Process
- Compensation Management
- Performance Management
- Leadership and team building
- HRD : Training and Development
- Employee Grievance Handling
- Other relevant issues of HRM

Who Should Attend

The program is suitable for Administrative Officers, mid-level managers, HR officers and other executives in the Government, Semi-government and private sector, Fresh Graduates who are interested in building their career in the personnel profession are encouraged to attend the program.

Training Method : Lecture, case studies, group discussion etc.

| | |
|--------------------|-------------------------|
| Duration | : 26 - 30 June, 2011 |
| Timing | : 17:00 – 21:30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Mohammad Mainul Islam |
| Course Fees | : Tk. 4,500/- |

HUMAN RESOURCE MANAGEMENT FOR EXECUTIVES

Course Objectives

The program is designed to familiarize the participants with the basic principles and techniques of human resource management.

Course Outline

- Human Resource Management: Concept, Nature and Importance
- Functions of HR Department
- Job Analysis : Job Description and Job Specification
- Recruitment and Selection
- Wage & Salary Administration
- Performance Appraisal
- Motivating Employees
- Communication
- Leadership Development
- Training and Development

- Employee Grievance Handling
- Social Compliance
- Legal Approach : Basic Labour Laws

Who Should Attend

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

Training Methods : Lecture, Case Studies and Group Discussion

Duration : 24 October – 04 November, 2010
Timing : 17:00 – 21:30 hours
Venue : BIM, Dhaka
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 6,600

LABOUR LAWS FOR MANAGERS AND EXECUTIVES

Course Objectives

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

- conceptual knowledge of the Bangladesh Labour Act, 2006
- operational skills for smooth and quick settlement of industrial and labour problems.
- disciplining the employees under the provisions of the laws of the land.

Course Outline

- Introduction to Labour Laws
- Conditions of Employment
- Employment of young persons
- Maternity benefit
- Health, Safety & Hygiene
- Welfare activities
- Working hours & leave
- Trade Union & Industrial Relations
- Penalties & Procedure

Who Should Attend

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

Training Methods : Lecture, case studies, exercise and group discussion.

Duration : 13 – 17 March, 2011
Timing : 17 : 00 – 21:00 hours
Venue : BIM, Dhaka
Coordinator : Mohammad Mainul Islam **Course Fees:** Tk. 4,500/-

Duration : 15- 19May, 2011
Timing : 17 : 00 – 21: 00 hours
Venue : BIM, Dhaka
Coordinator : Akhund A. Shamsul Alam
Course Fees : Tk. 4,500/-

PURCHASE AND STORES MANAGEMENT

Course Objective

The course will enable the participants to:

- acquire the basic knowledge of Inventory, Purchasing and Stores Management.
- determine accurately MRP/ EOQ, safety stock, and to maintain proper records.
- search for preferable cost saving technique to maintain sufficient level of stock without much cost involvement.
- have a brief idea and knowledge regarding purchasing principles, techniques & procedure.

Course outline

- Store Organization and Management
- Qualification, Functions of Store Officer
- Cost Associated with Inventory
- Inventory Control and Management
- Inventory & Stock Control Models
- Selective Inventory Control (ABC Analysis)
- Store Keeping Procedure
- Purchasing function and principles
- Purchasing Procedure
- Public Procurement Regulation (PPR) 2006
- Store Layout, Location and Planning
- Inventory Control game.

Who Should Attend

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

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

| | |
|--------------------|------------------------------|
| Duration | : 03 – 14 October, 2010 |
| Timing | : 17 : 00 – 21 : 30 |
| Venue | : BIM, Dhaka |
| Coordinator | : Engr. A. N. M. Shahidullah |
| Course Fees | : Tk. 6,600 |

TOTAL QUALITY MANAGEMENT (TQM)

Course Objective

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

Course Outline

- Development of concept of Total Quality Management
- Basic stages of quality management
- Quality Control, Quality Assurance & other quality initiatives in production & operation, administration & general services
- Bench marking for quality
- Process quality improvement
- Creating quality culture
- Seven basic tools for quality improvement
- International Quality Management System Standard ISO 9000 : 2000 version
- Creativity, Innovation and Quality

- Human resources and quality

Who Should Attend

The course is suitable for senior and mid-level managers and engineers from any organization-government, public sector, private sector and NGOs.

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

Duration : 05 - 09 December, 2010

Timing : 17:00 - 21:30 hours

Venue : BIM, Dhaka

Coordinator : Engr. A. N. M. Shahidullah

Course Fees : Tk. 4,500/-

IMPLEMENTING ISO-9001 QUALITY MANAGEMENT SYSTEM

Course Objective

The objective of the program is to familiarize the participants with ISO- 9001:2000 series and International Quality Standards and other related quality initiatives like Quality Control, TQM, Quality Circle etc. with a view to implement it successfully in their organizations.

Course Outline

- Evolution of Quality Activities
- Total Quality Management and ISO–9000 series
- Components of ISO–9001 standard
- ISO 9000 certification process
- Difference between 2000 version and earlier version
- Implementing ISO–9001 Quality Assurance System
- Documentation in ISO–9001 System
- Internal Quality Audits.

Who Should Attend

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

Training Method : Lectures, Exercise, Case Studies etc.

| | |
|--------------------|------------------------------|
| Duration | : 06 - 10 February, 2011 |
| Timing | : 17 : 00-21 : 00 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Engr. A. N. M. Shahidullah |
| Course Fees | : Tk. 4,500/- |

MANAGEMENT DEVELOPMENT

Course Objective

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

Course Outline

- Concept of management development.
- Managerial responsibilities and ethics.
- Planning and Decision Making
- Communication skills.
- Leadership and Supervision.
- Motivation and reward system.
- Conflict management and negotiation.
- Counseling
- Time management.
- Total Quality Management
- Training and Development

Who Should Attend

Mid Senior and level officers engaged in private, public and Public organizations.

Training Methods : Lecture, Exercise, Case Study and Film Show.

Duration : 11 - 22 July, 2010
Timing : 17:30 - 21:30 hours
Venue : BIM, Dhaka
Coordinator : Dr. Parveen Agaz
Course Fees : Tk. 5,500

OFFICE MANAGEMENT WITH COMPUTER APPLICATIONS

Course objectives

After completing the course, participants will be able to use different computer applications that accelerate the process of undertaking the official jobs efficiently and effectively.

Course outline

- Concepts of Office Management
- Role of an Office Manager
- Time Management
- Office Automation Systems
- Typing, Editing & Information Storage by using computer
- Office Budgeting
- Office Layout and Work Simplification
- Office Correspondence/Communication by Electronic Mail (Email).
Traditional Filing System vs. Modern Database Environment
- Information Searching through Internet
- Employee Motivation
- Leadership & Supervision

Who Should Attend

Mid and junior level managers and executives, and administrative officers.

Training Methods : Lecture, discussion and case study etc.

Duration : 06 - 17 February, 2011
Timing : 17:00–21:30 hours
Venue : BIM, Dhaka
Coordinator : Dr. Parveen Agaz
Course Fees : Tk. 8,000/-

BASIC MANAGEMENT FOR MANAGERS AND EXECUTIVES

Course Objectives

The main objective of the course is to develop professional knowledge and skills of managers/executives.

Course Outline

- Management : Concepts and issues
- Management planning
- Staffing
- Leadership in management
- Motivating people at work
- Communication in organization
- Time management
- Grievance Handling
- Fundamentals of Financial Management
- Fundamentals of Marketing Management

Who Should Attend

Mid and junior managers/executives will be highly benefited from this program.

Training Methods : Lecture, Exercise, Case Study etc.

Duration : 15-26 May, 2011
Timing : 17:30-21:30 hours
Venue : BIM, Dhaka
Coordinator : Dr. Parveen Agaz
Course Fees : Tk. 6,600

PROJECT MANAGEMENT : BASIC ISSUES

Objectives:

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

Course Outline:

- Concept of project and project Management
- Overview of Project Management Process
- Use of logical framework
- Project Management Knowledge areas
- Project Management Tools and techniques

Who Should Attend:

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

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

| | |
|--------------------|--|
| Duration | : 25 – 29 September, 2010 |
| Timing | : 17:00-21:30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : A.B.M. Shamsuddin and Mohammad Sayeedur Rahman |
| Course Fees | : Tk. 4,500/- |

PROJECT MONITORING AND EVALUATION

Objectives:

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

Course Outline:

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

Who Should Attend:

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

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

Duration : 11 – 13 October, 2010
Timing : 9:30-16:00 hours
Venue : BIM, Dhaka
Coordinator : A.B.M. Shamsuddin and Mohammad Sayeedur Rahman
Course Fees : Tk. 4,000/-

PPR 2008 AND ANNUAL PROCUREMENT PLANNING

Course Objectives

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

Course Outline

The Public Procurement Act, 2006 and PPR, 2008

- General Provisions
- Organization of Public Procurement
- Basic Procurement Rules
- Choice of Procurement Method
- National Open Tendering Method
- Other Procurement Methods
- Use of International Competition
- Request for Proposals (RFP) Method
- Complaints and Appeals
- Approval Procedure and Delegation of Financial Powers
- Procurement Planning

Who Should Attend

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

Training Methods : Lecture, Discussion and Case Study.

Duration : 19 - 30 September, 2010
Timing : 17 : 30-21 : 30 hours
Venue : BIM, Dhaka
Coordinator : Engr. Md. Mehboob Hasan Kallol
Course Fees : Tk. 6,600

Duration : 24 October - 04 November, 2010
Timing : 17 : 30-21 : 30 hours
Venue : BIM, Dhaka
Coordinator : Engr. Md. Mehboob Hasan Kallol
Course Fees : Tk. 6,600

PROJECT MANAGEMENT USING COMPUTER APPLICATIONS

Course Objective

The objective of the course is to familiarize the participants with computer applications, as a tool for implementing project management principles & practices to meet the demand of global competition in Business.

After successfully completion of this training course, the participants will be able to :

- Understand the basic of 'Microsoft Project 2003'
- Work in Project 2003 Environment
- Build new projects
- Manage resource more effectively, efficiently and economically
- Track the Project Progress
- Use Microsoft Outlook and MS Excel for daily works.

Course Outline :

- Fundamentals of Project Management & CPM
- Fundamentals of Microsoft Project 2003
- Creating a project from start to finish
- Evaluating and analyzing project data
- Customizing and automating project 2003
- Manage daily tasks using Microsoft Outlook
- Contact Management using Microsoft Outlook
- Perform Financial Calculations and Decision making using MS Excel

Who Should Attend

The course is designed for the project related executives, engineers and executives of different private, government agencies, development and allied financial institutions, industrial/manufacturing organizations, commercial banks, sector corporations, international and national voluntary agencies, NGO's, consulting firms, as well as, for private investors and entrepreneurs.

Training Method : Lecture, Discussion, Case Study, Exercise and Practical demonstration in the computer lab.

| | |
|--------------------|----------------------------------|
| Duration | : 11 - 21 January, 2011 |
| Timing | : 17 : 30-21 : 30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Engr. Md. Mehboob Hasan Kallol |
| Course Fees | : Tk. 8,000/- |

RESEARCH METHODOLOGY WITH THE APPLICATION OF SPSS

Course Objectives

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

Course Outline

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

Who Should Attend

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

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

| | |
|--------------------|---|
| Duration | : 19 - 30 December, 2010 |
| Timing | : 17:00-21:30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Md Mahbub-ul-Alam & Akund A. Shamsul Alam |
| Course Fees | : Tk. 8,000/- |

SOCIAL COMPLIANCE : IN RELATION TO LABOUR LAWS

Course Objectives

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

- Introduction, scope need of Social Compliance
- Conceptual knowledge of The Bangladesh Labour Act, 2006
- Operational skills for smooth and quick settlement of industrial and labour problems.
- Disciplining the employees under the provisions of the law of the land
- Environmental Standard

Course Outline

- Introduction to Social Compliance
- Introduction to Labour Laws
- Conditions of Employment
- Employment of young persons
- Maternity benefit
- Health, Safety & Hygiene
- Welfare provision
- Working hours & leave
- Payment of Wages
- Workmen's compensation
- Discipline Employees
- Trade Union & Industrial Relations
- Environment Standards

Who Should Attend

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

Training Methods : Compliance Managers, HR Executives, Administrative Officers, Labour Welfare Officers and other Executives, working with and through people.

Duration : 09- 13 January, 2010

Timing : 17:00-21:30 hours

Venue : BIM, Dhaka

Coordinator : Md Mahbub-ul-Alam & Akund A. Shamsul Alam

Course Fees : Tk. 4,500/-

IMPLEMENTING HUMAN RESOURCE INFORMATION SYSTEMS

Course Objectives

The course is designed to give an insight into the concept of Human Resource Information systems and to provide a step by step guideline to implement HRIS or HRMIS in any organization .

Course Outline

- Management Information Systems: Concept, Nature, Importance
- Concept of Human Resource Information systems
- Major Modules in a Human Resource Information systems
- Steps in developing a HRIS
- Guideline for implementing HRIS in an organization
- Cost-benefit analysis of using a HRIS

Who Should Attend

Managers, personnel officers, administrative officers, IT officers and other professionals working in the field of human resource management.

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

| | |
|--------------------|----------------------------|
| Duration | : 26 July, 2010 |
| Timing | : 09:30–17:30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Mohammad Sayeedur Rahman |
| Course Fees | : Tk. 1,500/- |

ADVANCED HUMAN RESOURCE MANAGEMENT

Course Objectives

The program is designed to familiarize the participants with the basic concepts and techniques of advanced human resource management.

Course Outline

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

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 graduates who are interested in building their career in the personnel management.

Training Methods : Lecture, exercise and group discussion

| | |
|--------------------|----------------------------|
| Duration | : 18 - 21 July, 2010 |
| Timing | : 17:30 – 21:30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Mohammad Sayeedur Rahman |
| Course Fees | : Tk. 4,000/- |

SUPPLY CHAIN MANAGEMENT

Course Objectives

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

Course Outline

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

Who Should Attend

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

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

| | |
|--------------------|----------------------------|
| Duration | : 26 - 28 January, 2011 |
| Timing | : 15:30 – 21:30 hours |
| Venue | : BIM, Dhaka |
| Coordinator | : Mohammad Sayeedur Rahman |
| Course Fees | : Tk. 4,500/- |

UNDERSTANDING CLIMATE CHANGE ISSUES AND RESPONSE STRATEGIES

Course Objectives

The global temperature is gradually rising and that raises many questions about many facts. Many scientific and specialized terminologies are being added into the discussions about climate change. This training is objected to provide some simple explanations to some commonly referred to climate change terms used by the media, government and industry.

The climate has and will always vary for natural reasons, but, natural causes can explain only a small part of the whole thing. The majority of experts agree that it is due to rising concentrations of heat-trapping greenhouse gases in the atmosphere caused by human activities. A clear understanding on the climate change issue has become

essential for many professionals. So the course is objected to provide an overview on the climate change discourses.

Course Outline

- Concepts of green house effects, global warming and climate change;
- Brief history of climate change;
- Cause of climate change;
- Effect and Impact of climate change;
- Preparing for climate change;
- International action on climate change;
- Bangladesh perspective on climate change and response strategies.

Who Should Attend

Anyone who feels interest on the area of climate change, including: policy-makers, civil servants, members of civil society, campaigners, fundraisers, project officials and local authorities.

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

Duration : 09 – 13 January, 2010

Timing : 17:30 - 21:30 hours

Venue : BIM, Dhaka

Coordinator : Mohammad Nazmi Newaz and Mohammad Sayeedur Rahman

Course Fees : Tk. 4,500/-

TRAINING OF TRAINERS

Course Objectives

After successfully completing this course, the participants will be able to :

- Explain the concept and process of to TOT.
- Describe the principles of learning.
- Conduct TNA
- Design a need-based training program.
- Implement a training program through the use of modern training aids.
- Ensure TQM in training function

Course Outline

- Training Concept & Process :
- Learning Principles
- TQM and Quality Assurance in Training Function
- Assessment Training Needs
- Task Analysis
- On the job and off the job Training
- Training Management
- Budgeting in training
- Presentation skill of a Trainer
- Training Evaluation
- Quality Assurance in Training Function

Who Should Attend

The course is suitable for trainers engaged in training institutions of private, public, and NGO sector organizations. The course is also helpful for personnel looking after training departments of various organizations.

Training Methods : Lecture, Group Discussion, Role-play, Games, Brainstorming

Duration : 04 - 08 July, 2010
Timing : 17:00 -21:30 hours
Venue : BIM, Dhaka
Coordinator : Khan Sarfaraz Ali
Course Fees : Tk. 4,000/-

Duration : 13 - 17 March, 2011
Timing : 17:00 -21:30 hours
Venue : BIM, Dhaka
Coordinator : Khan Sarfaraz Ali
Course Fees : Tk. 4,500/-

CERTIFICATE COURSE ON HUMAN RESOURCE DEVELOPMENT

Course Objectives

After successfully completing this training course, the participants will be able to:

- Explain the concept and importance of Human Resource Development
- Identify the basic components involved in HRD process
- Distinguish between HRD and HRM
- Identify the approaches and methods of HRD
- Acknowledge the importance of organization culture responsible for HRD
- Formulate and implement HRD plan for their organizations.

Course Outline

- Human Resource Development (HRD): Concept and Process
- Assessment of the need for Human Resource Development
- Meaning and Methods of Professional Training
- Employee Development through On the job and Off the job training
- Management Development: Concept and methods
- HRS for Human Resource Development
- Motivation as a tool of HRD
- Communication in HRD Process
- Employee Counseling for HRD
- Managing Stress at Work place
- Role of HR department to develop the employees

Who Should Attend

This course is suitable for all level of managers employed in Public sector, NGOs, Private and others organizations who are responsible for developing HRD strategy in general and designing and conducting in house training programs, nominating participants to different courses, and evaluating those programs in particular. Fresh graduates and other persons who are interested to develop their career in the same discipline also can attend this training course.

Training Methods: Lecture, Discussion, Exercise, Case study, Demonstration, etc.

Duration : 05 November, 2010- 03 March, 2011
Timing : 17: 00 - 21: 30 hours
Venue : BIM, Dhaka
Coordinator : Khan Sarfaraz Ali
Course Fees : Tk. 9,600/-

CLIMATE CHANGE: ADAPTATION STRATEGY

Course Objectives

After successfully completing this training course, the participants will be able to:

- Explain the concept Climate Change
- Describe the causes and effects of Climate Change
- Design an adaptation plan
- Implement the mitigation strategies for climate change.

Course Outline

- Climate Change: Global Context
- Climate and Weather: Concept and Meaning
- Global Warming
- Green-house effect and CO2 emissions
- Adaptation Strategies

Who Should Attend

This course is suitable for all type of managers of Government, private, multinational and commercial enterprises who are working for and want to minimize hazards arising from climate change effect. This program is also appropriate for those who want to help the nation coping with climate change outcomes.

Training Methods:

Lecture, Group Discussion, Exercise, Role Playing, Demonstration and Case Study.

Duration : 01 November - 31 December, 2010

Timing : 17: 30 - 21: 30 hours

Venue : BIM, Dhaka

Coordinator : Khan Sarfaraz Ali

Course Fees : Tk. 10,000/-

DISASTER MANAGEMENT AND PREPAREDNESS PLANNING

Course Objectives

At the end of the training the participants will be able to know various types of disasters acquire techniques for lessening impact of disaster and be all to involve community in disaster preparedness and develop a proper training mechanism for meeting such eventualities.

Course Outline

- Emergency Relief
- Humanitarian response
- Gender Mainstreaming at all levels of Rehabilitation and Reconstruction
- Minimize standard of SPHERE

Who should attend

The course targets representatives of relevant Government departments, emergency service providers, humanitarian/relief workers, disaster managers and members of the public inclined towards disaster management.

Training Methods

Lectures focus group discussions, presentations, scenario based learning and simulations, field practical lessons and table-top drills.

Duration : 19 – 23 December, 2010

Timing : 17: 30 - 21: 30 hours
Venue : BIM, Dhaka
Coordinator : Khan Sarfaraz Ali
Course Fees : Tk. 6,600/-

CHANGING PATTERN OF ENVIRONMENT BANGLADESH PERSPECTIVE

Course Objectives

The course aims to develop an understanding of key concepts and principles in the fields of sustainability, integrated environmental management and disaster risk science. It also comprises an applied component where participants are introduced to various methods and tools for analyzing environmental problems and integrating risk reduction as well as sustainability principles into planning and decision-making processes.

Course Outline

This course deals with the fundamental physical environmental elements of the earth and demonstrates the important relationships between the lithosphere, atmosphere, hydrosphere and biosphere. Topics covered include: environmental change and its impact, Hydro-meteorological/geological and biological hazards, Environmental dispute resolution, Human right and the environment, Nuclear energy and the environment, Techniques to cope with environmental change.

Who should attend

The course targets representatives of relevant Government departments, emergency service providers, humanitarian/relief workers, disaster managers and members of the public inclined towards environment change.

Training Methods

Lectures focus group discussions, presentations, scenario based learning and simulations, field practical lessons and table-top drills.

Duration : 23 – 27 January, 2011
Timing : 17: 30 - 21: 30 hours
Venue : BIM, Dhaka
Coordinator : Khan Sarfaraz Ali
Course Fees : Tk. 4,500/-

TRANSBOUNDARY POLLUTION: BANGLADESH PERSPECTIVE

Course Objectives:

At the end of this training; participants will be able to:

- Understand the important distinction between political
- Boundaries and natural boundaries
- Define the terms environment and ecosystem
- Explain what is meant by water pollution

- Summarize the four main categories of water use
- Describe how pollutants may be moved over the Earth by atmospheric motions
- Know the present composition of world energy use
- Summarize the biological and socio-economic factors that affect population growth

Course Outline:

This course deals with Types of pollution

- Pollution flows and stocks
- Efficient level of pollution
- Location dependent pollution control
- Inter-temporal stock pollution
- International games on transboundary pollution

Who should attend

The course targets representatives of relevant Government departments, emergency service providers, humanitarian/relief workers, disaster managers and members of the public inclined towards transboundary pollution.

Training Methods:

Lectures focus group discussions, presentations, scenario based learning and simulations, field practical lessons and table-top drills.

Duration : 13 – 17 March, 2011

Timing : 17: 30 - 21: 30 hours

Venue : BIM, Dhaka

Coordinator : Khan Sarfaraz Ali

Course Fees : Tk. 4,500/-

COPING WITH SOIL DEGRADATION

Course Objectives

At the end of this training; participants will be able to:

- Know what is meant by soil texture and soil structure
- Describe the processes of soil erosion by water and wind
- List the four main causes of soil degradation worldwide
- Distinguish between hazardous substances and hazardous Wastes
- Deforestation and Plantation

Course Outline

- Soil and Land resources,
- Ecological interactions,
- Population, resources and environment,
- Hazardous materials and waste

Who should attend

The course targets representatives of relevant Government departments, emergency service providers, humanitarian/relief workers, disaster managers and members of the public inclined towards soil degradation issue.

Training Methods

Lectures focus group discussions, presentations, scenario based learning and simulations, field practical lessons and table-top drills.

Duration : 24 – 28 April, 2011

Timing : 17: 30 - 21: 30 hours
Venue : BIM, Dhaka
Coordinator : Khan Sarfaraz Ali
Course Fees : Tk. 4,500/-

GENDER ISSUES: CHALLENGES IN BANGLADESH

Course Objectives

The overall purpose of the training program is to enhance the gender-responsive planning of key institutions and the management skills of their employees, so that they can more effectively play their part in implementing gender-sensitive development policies as well as mainstreaming gender in order to achieve the Millennium Development Goals, MDG's.

Course Outline

- Basic Gender Concepts and Terminology,
- Gender Sensitive Language,
- The Concept of Gender Mainstreaming, Gender Responsive Planning,
- Advocating for Gender Equality.

Who should attend

The course is aimed at gender focal points, women organizations, programs and project managers, researchers, policy-makers, activists, women leaders, students, staff of NGOs and CBOs, donor agency field workers, volunteers, development actors, trainers, students, government officials etc.

Training Methods:

Lectures focus group discussions, presentations, scenario based learning and simulations, field practical lessons and table-top drills.

Duration : 22 – 26 August, 2010
Timing : 17: 30 - 21: 30 hours
Venue : BIM, Dhaka
Coordinator : Khan Sarfaraz Ali
Course Fees : Tk. 4,500/-

Duration : 22 – 26 May, 2011
Timing : 17: 30 - 21: 30 hours
Venue : BIM, Dhaka
Coordinator : Khan Sarfaraz Ali
Course Fees : Tk. 4,500/-

MINIMIZING DISCRIMINATION ON WORKING WOMEN

Course Objectives

The overall purpose of the training program is to enhance the gender-responsive planning of key institutions and the management skills of their employees, so that they can more effectively play their part in implementing gender-sensitive development policies as well as mainstreaming gender in order to achieve the Millennium Development Goals, MDG's.

Course Outline

- Basic Gender discrimination,
- Gender Sensitive Language,
- The Concept of Gender Mainstreaming,
- Gender Responsive Planning,
- Advocating for Gender Equality.

Who should attend

The course is aimed at gender focal points, women organizations, programs and project managers, researchers, policy-makers, activists, women leaders, students, staff of NGOs and CBOs, donor agency field workers, volunteers, development actors, trainers, students, government officials etc.

Training Methods

Lectures focus group discussions, presentations, scenario based learning and simulations, field practical lessons and table-top drills.

Duration : 22 – 26 May, 2011

Timing : 17: 30 - 21: 30 hours

Venue : BIM, Dhaka

Coordinator : Khan Sarfaraz Ali

Course Fees : Tk. 4,500/-

SUPERVISORY SKILLS & LEADERSHIP DEVELOPMENT

Objectives

The objective of the course is to update the knowledge, understanding and skills required for effective supervision through leadership. At the end of the program, participants will be able to :

- Identify the problems in supervisory management and take remedial measures;
- Determine the ingredients required for effective human skill relating to behavioral science ;
- Apply techniques of supervision in day to day activities in order to increase the efficiency of the organization ;
- Improve upon their inter-personal skills.

Course Outline

- Concept of Supervision
- Knowledge, skill, attitude and functions of a supervisor
- Supervisor's responsibility
- Principles & techniques of supervision
- Job Analysis
- Communication
- Motivation
- Grievance Handling
- Leadership theories
- Leadership qualities
- Leadership Development
- Using time effectively
- Developing team spirit
- Problem identification and its solutions

Who Should Attend

The course is designed for Junior Managers, Labour Officers, Supervisors, Administrative Officers, Marketing Officers and other line executives of industrial and commercial organizations as well as executives of Non Government Organizations.

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

| | |
|--------------------|---------------------------------|
| Duration | : 11 - 22 July, 2010 |
| Timing | : 09:00 - 13:30 hours. |
| Venue | : BIM, Chittagong. |
| Coordinator | : Salahuddin Ahmed |
| Course Fees | : Tk. 5,000/- |
| Duration | : 30 January- 10 February, 2011 |
| Timing | : 17:00 - 21:30 hours. |
| Venue | : BIM, Chittagong. |
| Coordinator | : Salahuddin Ahmed |
| Course Fees | : Tk. 6,600 |

HUMAN RESOURCE DEVELOPMENT (HRD)

Objectives

The course is designed so as to enable the participants to consolidate the theories and literature of HRD leading to the development of a conceptual base of understanding. The course will help to identify the problems areas of HRD Scheme and enable the participants to overcome these and acquaint them with the recent tools, techniques & models of HRD in organizations, which will ultimately help to ensure the optimum use of manpower in the organization.

Course Outline

- Concept of HRD, Need for HRD, Features of HRD
- Managing the HRD Functions
- HRD programs & schemes
- Training & Education
- Training Cycle
- Training Needs Assessment (TNA)
- Training Methodologies
- Audio Visual Aids in Training
- Evaluation of Training
- Management Development Programs
- Self Development & Assessment
- Learning Environment
- Learning Theories
- Adult Learning
- Human Resource Management
- Managing People
- HR Challenges
- Crisis Management
- Effective Communication
- Organizational Development
- Transactional Analysis
- Human Relations & Psychological Climate
- Career Development
- Performance Appraisal
- Leadership and Followership
- Financial aspects of HRD
- Evaluation of HRD Program

Who Should Attend

The course is suitable for executives of Public and Private Sector Organizations, NGO's and the Multi-National Companies dealing with the Human Resources Development (HRD) functions. The course is also suitable for the fresh university graduates and others who want to develop career in this discipline.

Training Method : Lecture, Group Discussion, Case Studies, etc.

Duration : 24 October- 04 November, 2010

Timing : 17:00 - 21:30 hours.

Venue : BIM, Chittagong

Coordinator : Salahuddin Ahmed

Course Fees : Tk. 6,600

Duration : 13-24 March, 2011

Timing : 9:00 - 13:30 hours.

Venue : BIM, Chittagong

Coordinator : Salahuddin Ahmed

Course Fees : Tk. 6,000/-

PERSONNEL MANAGEMENT, LABOUR LAWS & INDUSTRIAL RELATIONS

Course Objectives

The course is designed to develop knowledge and skill of the executives/managers engaged in human resource management and administration.

Course Outline

- Personnel Management/ (PM): Concept & functions
- Historical development of PM
- Job Analysis, description and specification
- Recruitment, Selection, Induction & Placement
- Job Changes : Transfer, Promotion & Demotion
- Motivation theories & its implications
- Training & Development
- Human Relations, communication
- Employee Grievance Handling
- Leadership theories & qualities
- Performance Appraisal
- Career planning & development
- Conflict management
- Employee counseling & stress management
- Industrial welfare, safety & health
- Employee discipline

Labour Laws

- Bangladesh Labour Code 2006 : Concept & definitions, Health, Safety and Welfare, Leave and Holidays Provisions
- Bangladesh Labour Code 2006 : Maternity Benefit
- Bangladesh Labour Code 2006 : Payment of Wages Provision
- Bangladesh Labour Code 2006 : Companies profit (Workers participation) Provision
- Bangladesh Labour Code 2006 : Employment Provisions

Industrial Relations

- Industrial Relations : Concept & Importance
- Bangladesh Labour Code 2006 : Trade Union, CBA and Industrial Relations, Settlement of Industrial dispute
- Collective Bargaining and techniques of negotiation with the CBA
- Handling Union
- Govt. Servants (Disc. and Appeal) Rules, '85
- Govt. Service Conduct Rules, '79
- Bangladesh Govt. Service Rules (BSR)
- BEPZA Rules and Trade Union activities in BEPZA Enterprises
- EDZ trade union & industrial relation act, 2004
- Compliance Issues

Who Should Attend

The course is designed for Human Resource/Personnel Managers, Administrative officers, labour welfare officers and other managers and executives dealing with people in the organization. Labour leaders are also encouraged to apply.

Training Method : Lecture, Group Discussion, Case Studies, Exercises, Role Play etc.

Duration : 03 - 14 October, 2010
Timing : 17:00 - 21:30 hours.
Venue : BIM, Chittagong
Coordinator : Salma Sultana Saleh Ejaz
Course Fees : Tk. 6,600

HUMAN RESOURCE MANAGEMENT, LABOUR LAWS & CONDUCTING DOMESTIC ENQUIRY

Course Objectives

- The course is designed to cater to the needs of the executives/managers in order to update their knowledge, skills, and attitudes required to manage the human resource of the organization.

Course Outline

- Concept and functions of Human Resources Management. (HRM)
- Historical development of HRM.
- Human Resource Planning
- Job Analysis, description and specification
- Recruitment & Selection, Placement & Induction
- Job Changes : Transfer, Promotion & Separation
- Wages and Incentives
- Human Resource Development
- Motivating human resources
- Communication,
- Employee Counseling and Stress Management
- Conflict Management
- Leadership skills development
- Appraising employee performance
- Dealing with problem of workers
- Employee grievance handling

Labour Laws

- Bangladesh Labour Code 2006 : Concept and definitions, Safety and Welfare, Leave and Holidays Provisions.
- Bangladesh Labour Code 2006 : Maternity Benefit
- Bangladesh Labour Code 2006 : Payment of wages Provision
- Bangladesh Labour Code 2006 : Companies profit (Workers participation) Provision
- Bangladesh Labour Code 2006 : Trade Union, CBA and Industrial Relations, Settlement of Industrial dispute.

Conducting Departmental Enquiry

- Concept and principles of Employee Discipline
- Principle of natural justice
- Principles of disciplinary action
- Misconduct & Punishment
- Conducting preliminary enquiry
- Framing of charge sheet
- Framing of enquiry notice
- Role play on domestic enquiry
- Preparation of enquiry report
- Awarding punishment
- Bangladesh Labour Code 2006 : Misconduct and Procedure of Punishment Provisions
- Govt. Service Conduct Rules, '79
- The Bangladesh Govt. Service Rules (BSR)
- BEPZA Rules and Trade Union Activities in BEPZA Enterprises
- EPZ Trade union and Industrial Relations Act, 2004
- Compliance Issues

Who Should Attend

The course is designed for human resource/personnel managers, administrative officers, labour welfare officers and other managers and executives dealing with people in the organization. Labour leaders are also encouraged to attend the course.

Training Method : Lecture, Group Discussion, Case Studies, Exercise, Role Play etc.

Duration : 05 - 23 December, 2010
Timing : 17:00 - 21:30 hours.
Venue : BIM, Chittagong
Coordinator : Salma Sultana Saleh Ejaz
Course Fees : Tk. 8,000/-

MANAGEMENT TECHNIQUES AND GENDER ISSUES FOR WOMEN EMPLOYEES

Course Objectives

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

Course Outline

- Concept of management
- Women in work place : Issues of empowerment of women
- Gender issues in management
- Human resource management
- Concept of financial management
- Concept of marketing management
- Leadership skills development for women
- Techniques for effective performance for women
- Handling of grievances & complaints
- Motivation & human relations in workplace
- Counseling & stress management
- Women in management : problems & prospects
- Employee discipline : conduct, misconduct, procedure of punishment
- Industrial welfare & Buyer's Compliance Issues
- "Convention on the elimination of all forms of discrimination against Women" (CEDAW)
- Women and child repression act.
- Bangladesh govt. service rules (BSR)

Labour Law

- Bangladesh Labour Code 2006 : Concept and definitions, health, safety and welfare, leave and holidays provisions.
- Bangladesh Labour Code 2006 : maternity benefit.

Who Should Attend

The course is specially designed for the women employees of all organization namely : government, semi-government, public sector, multinational company, private sector and NGO. Graduate women are also encouraged to apply.

Training Method : Lecture, Group Discussion, Case Studies etc.

Duration : 08 - 12 May, 2011
Timing : 09:00 - 14:00 hours.
Venue : BIM, Chittagong
Coordinator : Salma Sultana Saleh Ejaz
Course Fees : Tk. 4,000/-

SALESMANSHIP FOR THE SALES REPRESENTATIVES AND SALES OFFICERS

Course objectives :

- Performing the selling activities effectively.
- Increasing job satisfaction and decreasing turnover and absenteeism rate.
- Achieving selling techniques to reach the target sales
- Establishing the salesmanship as an attractive job where maximizing income scope is available.

Course Outline

- Personal Selling Basics
- The Professional Salesperson
- Characteristics of successful Salespeople
- Salesman's Obligations
- Salesman's duties / Tasks Differ
- Prospecting For Customers
- Knowledge of a Salesman : Product, Price and Distribution
- Securing and Opening the Sales Interview
- Planning the Sales Presentation
- Steps in the Selling Process
- An art of effective selling and salesmanship

Who Should Attend

The newly selected sales representative and salespeople who are dissatisfied on their selling profession can attend the course to enhance their selling scope.

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

| | |
|--------------------|--------------------------|
| Duration | : 01 – 05 August,2010 |
| Timing | : 17: 00 – 21 : 30 hours |
| Venue | : BIM, Khulna |
| Coordinator | : Dr. U. K. Datta. |
| Course Fees | : Tk. 3,300/- |

CUSTOMER SERVICES AND EFFECTIVE CUSTOMER RELATIONS

Course Objective(s)

The course intends to help the participants to :

- be aware of the importance of customer services
- develop positive attitude towards rendering services to the customers.
- make them conscious about rendering right services at the right time to the deserving customers.
- develop skills in rendering services and establishing effective long lasting customer relations

Course Outline

- Market and Marketing in the modern competitive world
- Concept, definitions, characteristic and importance of services in modern marketing.
- Skill development for establishing effective customer relations.
- Communication of availability of services to the customers.
- Analyzing the Market and Services of the enterprise to fulfill the customer's need.

- Selling benefit of services.
- Dealing with objections in buying services.
- Handling customer complaints.

Who Should Attend

Mid and junior level officers both in public and private enterprise, officers engaged in bank and insurance companies and other service industries.

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

Duration : 10 - 14 October, 2010
Timing : 09 : 00 - 13 : 30 hours
Venue : BIM, Khulna
Coordinator : Abdus Samad Chowdhury
Course Fees : Tk. 3,600/-

HUMAN RESOURCE MANAGEMENT FOR EXECUTIVES

Course Objective

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 : Concept, Nature, Scope and importance.
- Functions of Personnel Department
- Job Analysis : Job Description and Job Specification.
- Hiring Process
- Compensation Management
- Performance Management
- Leadership and team building
- HRD : Training and Development
- Employee Grievance Handling
- Other relevant issues of HRM

Who Should Attend

The program is suitable for Administrative Officers, mid-level managers, HR officers and other executives in the Government, Semi-government and private sector, Fresh Graduates who are interested in building their career in the personnel profession are encouraged to attend the program.

Training Method : Lecture, case studies, group discussion etc.

| | |
|--------------------|-------------------------|
| Duration | : 04 -15 December, 2010 |
| Timing | : 17:00 – 21:30 hours |
| Venue | : BIM, Khulna |
| Coordinator | : Abdul Quader |
| Course Fees | : Tk. 6,000/- |

EFFECTIVE HUMAN RELATIONS FOR BETTER MANAGEMENT

Course Objectives

The course is designed to give an insight into the concept of human relations to the executives engaged in personnel administration.

Course Outline

- Human Relations : Concept, Nature, Importance
- Concept of Management
- Human Resource : Concept, Nature Scope and Importance
- Motivation
- Leadership and Supervision

- Communication
- Grievance Handling
- Counseling
- Industrial Relations
- Social Compliance

Who Should Attend

Managers, personnel officers, administrative officers, labour welfare officers and other executives, responsible for labour administration.

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

Duration : 13 - 17 March, 2010
Timing : 17:00 - 21:30 hour
Venue : BIM, Khulna
Coordinator : Md. Mahbub-ul-Alam
Course Fees : 3,600/-

BUSINESS COMMUNICATION FOR PROFESSIONAL EXCELLENCE

Course Objectives

Communication is the exchange of ideas, opinions and information through written or spoken words, symbols or actions. In business, communication is considered core among business, interpersonal skills and etiquette and business communication is increasingly being dependent on computer technology. The program is designed to familiarize the participants with the basic concepts and techniques of business communication for their professional excellence and make them acquainted with ICT based communication.

Course Outline

- Concept of communication
- Communication as a managerial function
- Barriers in communication
- Developing communication skills
- Use of computer applications for business communication

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 graduates who are interested to develop their communication skills.

Training Methods : Lecture, on hand exercise and group discussion

Duration : 24- 26 April, 2011
Timing : 15:30 – 21:30 hours
Venue : BIM, Khulna
Coordinator : Mohammad Sayeedur Rahman
Course Fees : Tk. 3,600/-

DIPLOMA COURSES (EVENING)

Post graduate diploma courses organized by the Bangladesh Institute of Management (BIM) provide opportunities to the participants in improving their professional knowledge and skills. At present, the following post - graduate diploma courses of one year duration are offered by the institute :

Post- Graduate Diploma in Human Resource Management

Post- Graduate Diploma in Business Management

Post- Graduate Diploma in Financial Management

Post- Graduate Diploma in Marketing Management

Post- Graduate Diploma in Computer Science

Diploma in Social Compliance

Post Graduate Diploma in Human Resource Management

The diploma course in Human resource Management is designed to suit the requirements of labour and social welfare officers, personnel managers and similar officers/executives engaged in Human resource management/human resources 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 Business Management

The diploma course in Business 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 2002.

Post Graduate Diploma in Financial Management

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

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 to develop knowledge and skill necessary to carry out the marketing management functions effectively and efficiently.

Post Graduate Diploma in Computer Science

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 any one 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.

Diploma in Social Compliance

The diploma course in Social Compliance is designed to suit the requirements of social compliance, human resource and welfare officers/managers and all those who wish to make a career in a profession which demands in-depth knowledge on social compliance issues. 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 non-compliances. This internship will allow participants to gain hands-on audit experience at factory level. BIM has been offering this course since 2008.

Curriculum

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

POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

| <u>PART-I</u> | <u>Marks</u> |
|-----------------------------|---------------------|
| 1. Personnel Management-I | 100 |
| 2. Management | 100 |
| 3. Labour Economics | 100 |
| 4. Organizational Behaviour | 100 |
| 5. Statistics | 100 |
| | <hr/> |
| | 500 |
| | <hr/> |

| <u>PART-II</u> | <u>Marks</u> |
|---|---------------------|
| 1. Personnel Management-II | 100 |
| 2. Industrial Relations | 100 |
| 3. Safety, Health and Welfare | 100 |
| 4. Training and Development | 100 |
| 5. Labour Laws | 100 |
| 6. Internship (Field Work & Term Paper) | 100 |

| | |
|--------------|-------|
| 7. Viva Voce | 100 |
| | <hr/> |
| | 700 |
| | <hr/> |

POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

| <u>PART-I</u> | <u>Marks</u> |
|---|--------------|
| 1. Management | 100 |
| 2. Production and Operations Management | 100 |
| 3. Business Mathematics and Statistics | 100 |
| 4. Management of Human Resources | 100 |
| 5. Marketing Management | 100 |
| | <hr/> |
| | 500 |
| | <hr/> |

| <u>PART-II</u> | <u>Marks</u> |
|---|--------------|
| 1. Organizational Behaviour | 100 |
| 2. Managerial Economics | 100 |
| 3. Business Law | 100 |
| 4. E-Commerce | 100 |
| 5. Business Accounting | 100 |
| 6. Internship (Field Work & Term Paper) | 100 |
| 7. Viva Voce | 100 |
| | <hr/> |
| | 700 |
| | <hr/> |

POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

| <u>PART-I</u> | <u>Marks</u> |
|-----------------------------|--------------|
| 1. Financial Management - I | 100 |

| | |
|--------------------------------------|-------|
| 2. Principles of Accounting | 100 |
| 3. Business Economics and Statistics | 100 |
| 4. Basic Management | 100 |
| 5. Cost and Management Accounting | 100 |
| | <hr/> |
| | 500 |
| | <hr/> |

PART-II

Marks

| | |
|---|-------|
| 1. Financial Management-II | 100 |
| 2. Auditing | 100 |
| 3. Taxation | 100 |
| 4. Principles and Practices of Banking | 100 |
| 5. Computer Application in Financial Management | 100 |
| 6. Internship (Field Work & Term Paper) | 100 |
| 7. Viva Voce | 100 |
| | <hr/> |
| | 700 |
| | <hr/> |

POST GRADUATE DIPLOMA IN MARKETING MANAGEMENT

PART-I

Marks

| | |
|------------------------------|-------|
| 1. Fundamentals of Marketing | 100 |
| 2. Management | 100 |
| 3. Consumer Behaviour | 100 |
| 4. Applied Statistics | 100 |
| 5. Managerial Economics | 100 |
| | <hr/> |
| | 500 |
| | <hr/> |

PART-II

Marks

| | |
|-----------------------|-----|
| 1. Marketing Research | 100 |
|-----------------------|-----|

| | |
|---|-------|
| 2. International Marketing | 100 |
| 3. Strategic Marketing | 100 |
| 4. Sales Management | 100 |
| 5. Service Marketing | 100 |
| 6. Internship (Field work and Term paper) | 100 |
| 7. Viva Voce | 100 |
| | <hr/> |
| | 700 |
| | <hr/> |

POST GRADUATE DIPLOMA IN COMPUTER SCIENCE

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

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

DIPLOMA IN SOCIAL COMPLIANCE

| <u>PART-I</u> Theory (classroom sessions) | <u>Marks</u> |
|---|---------------------|
| 1. Human Resource Management and Organizational Behaviour | 100 |

| | |
|---|-------------|
| 2. Social Compliance & International Standards: | 100 |
| 3. Labour Law Part I & Part II | 100 |
| 4. Industrial Health, Safety and Welfare | 100 |
| 5. Social Audit and SA 8000 | 100 |
| | <hr/> |
| | 500 |
| | <hr/> <hr/> |

| <u>PART-II</u> Internship (practical work in factory) | <u>Marks</u> |
|--|---------------------|
| Initial Factory Audit | |
| Remediation Phase | |
| Final Audit and Audit Report: | 100 |

The classes are conducted in the evening from 18.00 - 21.15 hours, three/four days in a week. On successful completion of the first part examinations, candidates are allowed to continue the classes for the second part. On completion of Part-II final examination (written), the candidates are required to prepare an internship report in any area of his/her interest under the guidance of a faculty member. Upon completion and submission of the internship report, participants are called for viva-voce which carry 100 marks.

The Tentative Duration of the Course is as Follows :

| | <u>Weeks</u> |
|------------------------|-------------------|
| a. Classes for Part-I | 15 |
| Preparatory Leave | 2 |
| Examination | 3 |
| | <hr/> |
| | 20 |
| | <hr/> <hr/> |
| b. Classes for Part-II | 15 |
| Preparatory Leave | 2 |
| Examination | 3 |
| | <hr/> |
| | 20 |
| | <hr/> <hr/> |
| c. Term Paper | 6 |
| d. Others | 2 |
| | <hr/> |
| | 8 |
| | <hr/> |
| | <u>Total = 48</u> |

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 participants need to apply in the prescribed form along with attested copies of certificates/testimonials, and 2 copies of passport size photographs. Applications should reach the Chairman, Executive Committee of Diploma Courses, BIM, 4, Sobhanbag, Mirpur Road, Dhaka-1207 within the specified time.

Admission forms may be obtained from BIM offices personally or by mail enclosing a Taka six stamp affixed pre-addressed envelope. As seats are limited, applicants may be asked to appear before a Selection Board.

Generally, eighty percent of the seats are filled by the candidates nominated by their employers, while the rest are fresh graduates or equivalent, intending to undertake a career either in Personnel, 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 four diplomas are offered at Dhaka Campus only.

Examination Rules

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

The rules are as follows :

1. General Rules :

(i) **Short title, Commencement and Application :**

These rules may be called the Examination Rules, 2008 of Post-Graduate Diploma Courses, Bangladesh Institute of Management (BIM).

(ii) These rules shall come into force on the 1st of January, 2008.

(iii) The examination of all the diploma courses shall be held in two parts; hereinafter be called the first part examination, and the second part examination.

(iv) The first part and the second part examinations shall be held according to the approved course structure and weightage (marks) shown against each subject/paper and viva-voce.

(v) While a student shall be considered eligible to sit for the written examination of any subject/paper, having 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 50% 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 |
| below 50% | 0 |

(vi) 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% |
| – Written examination | : | 70% |

Total : 100%

(vii) Matters relating to attendance, class assessment, assignment, class test shall be the responsibility of the respective subject/paper leader.

(viii) The final examination of each subject/paper (except the Term paper & Viva-Voce) carrying 70% marks shall be of two and a half hours duration.

(ix) Grading system shall be as follows

| Marks | Grade | Grade Point |
|--------------------|-------|-------------|
| 80 and above | A | 4.00 |
| 75 to less than 79 | B+ | 3.50 |
| 70 to less than 74 | B | 3.00 |
| 65 to less than 69 | C+ | 2.50 |
| 60 to less than 64 | C | 2.00 |
| 50 to less than 59 | D | 1.00 |
| Less than 50 | F | 0.00 |

As per the above grading system, students shall have to score a GPA of 1.00 to pass in a particular subject/paper but they shall have to score a minimum CGPA of 2.00 to obtain diploma.

- (x) Students shall have to complete the Term Paper on any topic related to the course of diploma prior to viva-voce. They shall be eligible to undertake the Term Paper provided they pass the Part–I examination and appear at all subject/papers of Part II Examination.
- (xi) The Term Paper shall be prepared under supervision of a guide selected by the Diploma Course Authority. Students shall have to fulfill all requirements in respect of the Term preparation.
- (xii) The Viva-Voce shall be conducted at the end of the Second Part Written Examination and on submission of the Term Paper.
- (xiii) (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. In an academic year, students shall have to pass at least in three subjects/papers in Part–I examination to be eligible to attend classes in Part–II of the respective diploma course and shall be allowed to sit

for Part–II examination, provided they fulfill the class attendance requirements mentioned in Clause I (v).

- (b) Students failing in not more than 2 (Two) subjects/papers in each part (Part–I or Part–II) shall be eligible only once to sit for the examination of those subjects/papers along with the students of the respective Part to be held in the following academic year.
- (c) Students failing in 2 (Two) subjects/papers in Part–I examination shall have to appear at/sit for those subjects/papers along with the students of Part–I of the immediate next academic year. Students failing to score qualifying marks in any one of the said two subjects/papers mentioned above shall be considered failed in the diploma program.
- (d) Similarly, students failing in 2 (Two) subjects/papers in Part–II examination shall have to appear at/sit for those subjects/papers along with the students of Part–II of the immediate next academic year. Students failing to score qualifying marks in any one of the said two subjects/papers mentioned above shall be considered failed in the diploma program.
- (e) Students willing to appear at the examinations mentioned in Clause xiii. (b, c & d) above shall be required to submit application in the prescribed form within 10 (Ten) days of the publication of the result along with an ‘examination fee’ of Tk. 1,200.00 (Taka one thousand two hundred) only for each subject/paper.
- (f) 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.
- (g) A student having requisite class attendance but failing to sit for examination in any one or more subjects of either Part–I or Part–II on serious medical ground or for call for national duty, may apply for award of Incomplete or ‘I’ grade, for such subject/ subjects. In case of an award of Incomplete or ‘I’ grade the student shall have to sit for the examination in the said subject/ subjects **within four weeks** from the beginning of the immediate next Part;

Provided that the student shall have to provide documentary evidence of reasons for such failure to the complete satisfaction of the concerned authority of BIM. The BIM **reserves** the right to allow a student to sit for such examination (s) and the decision of BIM is **final**.

- (h) The student shall have to pay Tk. 1,500/00 for each subject as examination fees;
- (i) A student with Incomplete or ‘I’ grade in one or more subjects and failing in two subjects when he/she sits for the examinations in the said subjects, shall be allowed to sit for the examinations in those subjects with the students of the immediate

next batch; However, should a student fail in more than two subjects, the student shall be deemed to have failed in the diploma program.

- (j) A student awarded an Incomplete or 'I' grade, failing to sit for the examination within the stipulated time, shall be deemed to have failed in the subject/subjects and will be awarded an 'F' grade for the subject/subjects.

2. Discipline & Conduct of Examination

- (a) Any 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 Hall-in-Charge. Any student, so expelled from the examination, shall be considered failed in that subject/paper.
- (b) Any 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 will have to be made within 10 (ten) days from the date of the publication of results along with a 're-examination fee' of Tk. 100.00 (Taka one hundred) only for each subject/paper.
- ii. Re-examination shall be limited only to checking of unmarked answers and counting errors, if any.

4. Re-examination Provisions :

The authority can make, amend and, modify these rules from time to time.

5. Repeal and savings :

- i. The previous rules of the Post-Graduate Diploma Course Examination are hereby repealed.
- ii. Such repeal shall not affect the previous operation of the said rules or anything done or any action taken there under and proceeding 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

(a) Bangladeshi Nationals

- (i) For the Post Graduate Diploma Courses in Human resource Management, Business Management, Financial Management and Marketing Management the course fee is Tk. 25,000/- (Taka Twenty five thousand) only per participant for the full course, payable at one time.
- (ii) For the Post Graduate Diploma in Computer Science, the course fee is Tk. 30,000 (Taka Thirty thousand) only per participant payable at one time.

(b) Foreign Nationals

For the foreign nationals, the course fees for the Post Graduate Diploma in Human resource Management, Business Management, Financial Management and Marketing Management is US \$ 500 (Five hundred only) while for Computer Science it is US \$ 2,000 (Two Thousand) 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 facility, 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 rate is US \$ 100 per month. A similar amount may cover expenses for food. This facility is available only at the Dhaka Campus.

Admission Enquiry

| Venue | Co-ordinators | |
|---------------|---|--|
| 1. Chittagong | Salahuddin Ahmed | Deputy Director |
| 2. Khulna | Abdul Quader | Deputy Director |
| 3. Dhaka | Md. Shafiqul Islam Md. Abdul Haque Md. Habibur Rahman | Assistant Co-ordination Officer Assistant Co-ordination Officer Assistant Co-ordination Officer (In-charge) |

Note : Syllabus, course fee and hostel charges are subject to revision from time to time.

FACULTY MEMBERS OF BIM

DIRECTOR GENERAL

A. R. Khan

M. A. , LLB,
PGD (Manchester University)

DIRECTOR(Additional Charge)

Indrajit Chandra Bardhan

B. Com. (Hons.)
M. Com. (Accounting)

A.H. Mostafa Kamal Khan

B.S.S. (Hons.), M.S.S. (Econ.)
M.B.A. (U.S.A)

A.B.M. Shamsuddin

B.Sc. Ag. Econ. (Hons.)
M. Sc. Ag. (Econ.)

SENIOR MANAGEMENT COUNSELLOR

Md. Abdus Samad Chowdhury

B. Com.
M. Com. (Marketing)

Salahuddin Ahmed

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

Dr. Parveen Agaz

B.S.S. (Hons.) M.S.S. (Pub. Admn.)
M. Phil (Pub. Admn.)
Ph.D. (Pub. Admn.)

Md. Manzur Hossain

B.Com. (Hons.)
M.Com. (Accounting.)

Engr. Abu Naser Md. Shahidullah

B.Sc. Engg. (Mechanical)
PG. Dip. in Personnel Management

MANAGEMENT COUNSELLOR

Engr. Abdul Quader

B. Sc. Engg. (Mechanical)
PG Dip. in Personnel Management

Md. Mahbub ul Alam

M.S.S. (Political Science)
PG Dip. in Personnel Management

Farhana Ahmed

B. Com. (Hons.)
M. Com. (Marketing)
PG. Dip. in Business Management
PG. Dip. in Personnel Management

Salma Sultana Saleh Ejaj

B.S.S. (Hons.)
M.S.S. (Political Science)
PG Dip. in Personnel Management

Akhund A. Shamsul Alam

B. Com. (Hons.)
M. Com. (Accounting)
PG. Dip. in Personnel Management

Engr. Md. Tariqul Islam

B.Sc. Engg. (Electrical & Electronics)
PG Dip. in Computer Science

Engr. Md. Mehboob Hasan Kallol

B. Com. (Hons.)
M. Sc. Engg. (Electrical)
PG. Dip. in Computer Science

S.M. Ariful Islam

B.Sc. Urban and Rural Planning

Engr. Md. Mamunur Rashid

B.Sc. in Mechanical Engg.
M. Sc. in Mechanical Engg.
M.B.A.
PG. Dip. in Marketing Management
Diploma in Computer Science & Application
PG. Dip. in HRM

Dr. Uttam Kumar Datta

B. Com. (Hons.)
M. Com. (Marketing)
M. Phil (DU)
Ph.D. (DU)

ASSOCIATE MANAGEMENT COUNSELLOR**Mohammad Nazmi Newaz**

BBA (Management)
MBA (MIS)

Mohammad Mainul Islam

BSS (Hons.) (Sociology, Aligarh)
MSS (Peace and Conflict Studies, DU)
M.PHIL (Peace and Conflict Studies, DU)
PG. Dip. in Personnel Management, BIM

ASSOCIATE MANAGEMENT COUNSELLOR**Ummeh Habiba**

BBA (Marketing)
MBA (Marketing), D.U.

Khan Sarfaraz Ali

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PG. Dip. in Personnel Management
M. Phil (Public Ad.)
ITD (Tanzania), Ph.D (Fellow)

RESEARCH OFFICER**Mohammad Sayeedur Rahman**

M.Sc. (Economics)

OFFICERS

Senior Administrative Officer

K. M. Mizanur Rahman

B. Com.

Senior Accounts and Budget Officer

Md. Ataur Rahman

M.S.S. (Political Science)

Assistant Co-ordination Officer

Md. Shafiqul Islam

Md. Abdul Haque

Md. Habibur Rahman
(Current Charge)

Md. Mohibullah Patwary
(Current Charge)