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2004 - 2005

ANNUAL PROGRAMME
2004 - 2005

বাংলাদেশ ব্যবস্থাপনা ইনস্টিটিউট
Bangladesh Institute of Management

BANGLADESH INSTITUTE OF MANAGEMENT

ANNUAL PROGRAMME

July 2004— June 2005

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MANAGEMENT DEVELOPMENT

A Quarterly Journal

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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 two 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 programs. The number of participants per course was dwindling as were the number of courses. Against that backdrop, the BMDC took a far reaching strategic decision to introduce a number of year long, post-graduate diploma courses. Three such academic programs Ñ 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 programs, 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 programs 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) opening up opportunities to offer postgraduate degree programs 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 Programmes.

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 Management, each headed by a Senior Management Counsellor. In addition to this, there are six other sections namely Administration, Accounts, Audio Visual, Library, Maintenance and Reproduction.

The BIM has two other campuses at Chittagong and Khulna, headed by two Deputy Directors.

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 to disseminate new, 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.

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

Training

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

a. Diploma Course

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. As can be seen from the table the total number of students enrolled in the different diploma courses till date is :

No. of Diploma Courses	5
No. of Participants Enrolled in Diploma Courses	5,636
No. of Participants Graduated in Diploma Courses	3,621

b. 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 programmes. 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 2003, the total number of short courses organized by the institute has been 2,332 and the total number of executives trained numbered over 34,000.

No. of Short Courses Organized by BIM	2,332
No. of Participants Attended in the Short Courses	34,227

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, Shadharan Bima, Bangladesh Agriculture Research Council (BARC), Civil Aviation Authority, Dhaka WASA, Bangladesh Steel and Engineering Corporation (BSEC), Bangladesh Textile Mills Corporation (BTMC), Bangladesh Jute Mills Corporation (BJMC), Chittagong Port Authority, United Nations Industrial Development Organization (UNIDO), Asian Development Bank (ADB), United Nations Population Fund (UNFPA) etc. In-house services are also provided to various organizations on need basis.

Research

BIM also undertakes research projects. Such research projects deal with Training Need 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

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 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.

Physical Facility

The main campus of BIM is located on five acre of land at 4, Sobhanbag, Mirpur Road, in the centre of Dhanmondi, Dhaka. There are sixteen fully equipped, air-conditioned class rooms, 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 thirty-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.

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.

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) and Asian Regional Training and Development Organization (ARTDO).

PRACTICAL ACCOUNTING

Course Objectives

The course will enable participants to acquire practical knowledge in recording and reporting of financial transactions.

Course Outline

- Accounting concepts and conventions
- Documentation and preparation of vouchers
- Double entry concept and accounts under double entry
- Cash Book and bank reconciliation statement
- Preparation of financial statements
- Analysis and interpretation of financial statements
- Cash and fund flow analysis
- Accounting for value added tax
- Computer appreciation.

Who Should Attend

This course is suitable for the junior level officers and staff in the field of Accounts, Finance, Cost, Budget, MIS, Audit, etc.

Training Methods	:	Lecture, Film, Case Study and Group Discussion.
Duration	:	25 July – 05 August, 2004
Time	:	09 : 30 – 13 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Shamim
Fee	:	Tk. 4,000/-

PRACTICAL INCOME TAX

Course Objectives

This 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
- Assessee, 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	:	29 August - 16 Sept., 2004
Time	:	16 : 00 - 20 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Manzur Hossain
Fee	:	Tk. 5,000/-

ACCOUNTING FOR FINANCIAL AND NON-FINANCIAL PERSONNEL

Course objectives

This course is designed to equip the participants with the knowledge and skill of financial analysis and interpreting financial statements of an organization. The course will enable the participants to help the management improve financial co-ordination at all levels of management which in turn would improve the performance of the organization.

Course Outline

- Introduction to Financial Management
- Concepts and convention of Accounting
- Reading financial statements
- Analysis and interpretation of financial statements
- Cash and fund flow analysis
- Profit planning and break-even analysis

Who Should Attend

The course is suitable for junior and mid-level financial and non-financial executives of private, public and NGO organizations.

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

Duration : 26 Sept. - 07 Oct. 2004

Time : 16 : 00 - 20 : 30

Venue : BIM, Dhaka.

Co-ordinator : Md. Shamim

Fee : Tk. 4,000/-

FINANCIAL ANALYSIS FOR DECISION-MAKING

Course Objectives

This course is designed to equip the participants with the knowledge and skill of analysing 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

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

Who Should Attend

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

Duration	:	28 November - 09 December, 2004
Time	:	16 : 00 - 20 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Manzur Hossain
Fee	:	Tk. 4,000/-

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 mid and junior level 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, Field Visit.
Duration	:	27 February - 10 March, 2005
Timing	:	16 : 00 - 20 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Manzur Hossain
Fee	:	Tk. 4,000/-

FINANCIAL MANAGEMENT FOR ACCOUNTS PERSONNEL

Course Objectives

The course will enable participants to acquire knowledge and understanding of the various important aspects of financial management.

Course Outline

- Introduction and concept of Financial Management
- Finance functions and roles
- Financial accounting and concepts
- Documentation and preparation of vouchers
- Recording of financial transactions through double entry
- Preparation of cash book and bank reconciliation statement
- Preparation of financial statements
- Interpretation of financial statements
- Fund flow statement and its interpretation
- Cash and capital management
- Profit planning and BEP Analysis
- Computer Appreciation

Who Should Attend

The course is suitable for executives engaged in the field of accounts, finance, cost, budget, MIS, audit, etc.

Duration	:	27 March - 07 April, 2005
Time	:	9 : 30 - 14 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Manzur Hossain
Fee	:	Tk. 4,000/-

DECISION ACCOUNTING

Course Objective

The training course is intended to provide a practical guide and rational basis for choice between alternative projects by examining performance of each alternative and by seeking answers to various vital aspects of a project.

Course Outline

- Introduction to Decision Accounting
- Decision-making process
- Steps in decision making
- Cost behaviour and decision-making
- Marginal costing in decision-making
- Pricing decision
- Financing decision of a project
- Capital budgeting process
- Social benefit cost analysis

Who Should Attend

The training course is designed for mid and junior level executives of all areas of management of financial institutes, government, public corporation, private sector and NGOs.

Training Methods	:	Lecture, Case Study, Group Discussion etc.
Duration	:	24 April - 05 May, 2005
Timing	:	16 : 00 - 20 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Shamim
Fee	:	Tk. 4,000/-

COMPUTER APPLICATION USING MSWORD, EXCEL, ACCESS & INTERNET

Course Objectives

This course will serve as a foundation for those who really want to develop their career in computer. The objective is to help different government, semi-government, autonomous-bodies, public or private sector enterprises to 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**
- **Operating Systems : MS DOS, WINDOWS**

- **MS Word**
 - Starting MS Word
 - Word Control Panel
 - Creating, Saving, Opening & Inserting Files
 - Spell Checking and Page Setup
 - Formatting Documents, Applying Fonts and Style
 - Working with Tables & Column
 - Inserting Page Break, Page Number, Date and Time
 - Inserting Symbols, Frame & Picture
 - Print Preview & Printing
 - Mail Merge & Macro

- **MS Excel**
 - Starting Excel
 - Excel Control Panel
 - Worksheet Overview
 - Creating Worksheet
 - Formatting Worksheet
 - Printing Worksheet
 - Creating and Printing Graphs
 - Special Application

- **MS Access**
 - Data, Database & Database Management
 - Database Management System & MS Access
 - Creating and Updating Database
 - Indexing and Sorting

- Query Formation and Searching
- Screen Design
- Report Preparation

➤ **Internet Demonstration**

Who Should Attend

Persons who are interested to develop career in the field of computer. This course will serve as a gateway to more advanced use of computers. Those who are involved in research or other analytical works in document preparation will be benefited immensely. 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 : **10 - 22 July, 2004**

Time : **17:00 - 21:30**

Venue : **BIM, Dhaka**

Coordinator : **Md. Tariqul Islam**

Fee : **Tk. 5,000/-**

Duration : **08 - 20 January, 2005**

Time : **17 : 00 - 21 : 30**

Venue : **BIM, Dhaka**

Coordinator : **Md. Mehboob Hasan Kallol**

Fee : **Tk. 5,000/-**

Duration : **05 - 17 March, 2005**

Time : **17 : 00 - 21 : 30**

Venue : **BIM, Dhaka**

Coordinator : **S. M. Ariful Islam**

Fee : **Tk. 5,000/-**

MULTIMEDIA CONTENT DEVELOPMENT

Objectives

The objective of the course is to provide in-depth knowledge on Multimedia Content Development. After completion of the course, participants are expected to create multimedia contents.

Course Outlines

- Animation
- Shape/Motion Tweening
- Movie Clip Creation
- Button Creation
- Text Effect in Button
- Action Settings
- Masking Shape/Text
- Scrolling Text
- Real Time Screen Capture
- Voice addition to the Captured Video
- Voice, Video, Animation, Button etc. Compilation
- CD Authoring

Software to be used

Macromedia Flash MX
Camtasia Studio
Dub IT
Macromedia Director MX

Who Should Attend

Persons who are interested to develop career in the field of computer specially in Multimedia Contents Development. The prerequisite for the course is basic knowledge on any Operating System and any Word Processing Software.

Training Methods	:	Lecture, Practical, Project Development and Demonstration.
Duration	:	07 - 19 August, 2004
Time	:	17 : 00 - 21 : 30
Venue	:	BIM, Dhaka
Coordinator	:	Md. Mehboob Hasan Kallol
Fee	:	Tk. 4,000/-

GIS : SPATIAL DATA MANAGEMENT

Course Objectives

The course is designed to build on the knowledge acquired in GIS and to provide the participants with hands-on experience in working through all stage of problem solving in a GIS environment. The complexity of the exercises provided in this course will be noticeably greater than that of the exercises of the introductory course and the participants will also be required to prepare most, if not all, of the necessary digital data. The emphasis will be placed on the quality of the input data generated and the validity of the methods used in the analysis.

Major Contents

- Projection and Transformation
 - Basic Concepts [Why, What]
 - Type
 - How to project
- Managing Feature Database
 - Data Link
 - Query
 - Report Generation
- Map Overlay / Geoprocessing
 - Basic Concepts [Why, What]
 - Type
 - How
- Spatial Analysis
- Network Analysis
 - Routing
- 3D Analysis
- Customizing ArcView with Arc-Avenue

Who Should Attend

Ideal for those who need to learn the most in the shortest amount of time. It is especially recommended for the application programmers and critical technical staff, for those who have specific technical or application queries and for those who are not new to GIS or don't have the full support of skilled staff on the job.

Prerequisites : Introductory knowledge on GIS.

Training Methods : Lectures, Group discussion, Lab work and presentation.

Duration : **Sept 25 - October 07, 2004**
Timing : **17 : 30 - 21 : 00**
Venue : **BIM, Dhaka**
Co-ordinator : **S M Ariful Islam**
Fee : **Tk. 5,000/-**

GIS : REPRESENTING SPATIAL DATA

Course Objectives

The course is designed to give a broad concept of geographic Information System, its implication in development planning, the nature of geo-referenced data, differentiate between vector and raster methods, various application technology, Components of GIS and GIS project management tasks.

General Contents :

01. GIS : Concepts and Theories
 - a. Definition of GIS
 - b. Its implication in development planning
 - c. Major components of GIS
 - d. MAP Scale

02. Introduction to Software in GIS
 - a. PC Arc/Info
 - i. Getstart
 - ii. ArcEdit
 - iii. ArcPlot
 - iv. Tables
 - b. ArcViewGIS
 - i. Views
 - ii. Tables
 - iii. Layout
 - iv. Chart
 - v. Script

03. Geographic Database
 - a. Geographic Features
 - b. Topology
 - c. Feature attribute table
 - d. Database model

04. Digitizing Maps
 - a. Map digitizing
 - b. Editing
 - c. General label
 - d. Integrating aspatial data

05. Preparation of Map Layouts
 - a. Views preparation
 - b. Database manipulation
 - c. Map presentation

Who Should Attend

Suitable for the candidates doing job or studying in the field of planning, forestry, agriculture, engineering, marketing, geography, networking and computing.

Prerequisites	:	Working knowledge on Windows environment.
Training methods	:	Lectures, Group discussion, Lab work and presentation
Duration	:	13 - 24 Feb., 2005
Timing	:	17 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Tariqul Islam
Fee	:	Tk. 5,000/-

WEB PAGE DESIGN, DEVELOPMENT AND HOSTING

Objectives

The objective of the course is to provide a thorough knowledge on Web Page Designing and Development. After completion of the course, participants are expected to design and develop Web pages.

Course Outlines

- Introduction to Internet
- World Wide Web Concept
- Network Essentials and Introduction to TCP/IP
- Hypertext Markup Language (HTML)
- Advanced HTML
- Introduction to Front Page 2000/XP
- Frontpage Editor, Frames and Components
- Macromedia Dreamweaver MX
- Dynamic Host Configuration Protocol (DHCP), DNS and Remote Access Service
- Application of Web Graphics and Multimedia
- Application of Java and Java Script
- Macromedia Flash MX

Who Should Attend

Persons who are interested to develop career in the field of computer specially in web page designing. The prerequisite for the course is basic knowledge on any Operating System and any Word Processing Software.

Training Methods	:	Lecture, Practical, Project Development and Demonstration.
Duration	:	16 - 28 April, 2005
Time	:	17 : 00 - 21 : 30
Venue	:	BIM, Dhaka
Coordinator	:	Md. Mehboob Hasan Kallol
Fee	:	Tk. 4,000/-

WOMEN IN MANAGEMENT

Course Objective

The course is designed to develop managerial skills and knowledge of women executives who are presently working for the Government, Semi-Government, NGO, and private organizations.

Course Outline

Management concepts

- Principles and Importance
- Functions : Planning, Organizing, Controlling
- Motivating and Co-ordinating
- Decision Making
- Gender Issues in Management : Concept, Rationale Role of Women, Policy Approach

Personnel Management

- Concepts, Functions, Job Analysis and Job Changes
- Role of a Manager / Executive
- Career Planning

Communication

- Concepts, Techniques and Methods
- Conducting Meeting
- Report Writing
- Report Presentation

Leadership

- Concepts, Styles and Techniques of Leadership

Who Should Attend

Mid and entry level officers of Government, Semi-government NGO and Private Organizations are most welcome to the program. Fresh women graduates who want to build their career as managers may also attend the course.

Duration : 18 - 29 July , 2004

Timing : 09 : 30 - 13 : 30

Venue : BIM, Dhaka

Co-ordinator : Selima Khatun

Fee : Tk. 4,000/-

Duration : **20 - 31 March , 2005**
Timing : **09 : 30 - 13 : 30**
Venue : **BIM, Dhaka**
Co-ordinator : **Selima Khatun**
Fee : **Tk. 4,000/-**

MOTIVATING EMPLOYEES FOR MANAGEMENT EXCELLENCE

Course Objectives

At the end of the training course, the participants shall be able to :

- gather in-depth knowledge about the concept and theories of motivation
- utilize the skills required for motivating people at work
- develop motivational strategies

Course Outline

- Motivating people at work : The role of a manager
- Human behavior : Basic concepts
- Model of motivation
- Motivational drives
- Theories of motivation
- Behavior modification
- Motivational leadership
- Team Development
- Grievance handling
- Employee Counselling

Who Should Attend

The program is suitable for mid and top level managers of different organizations.

Training Methods	:	Lecture, Case Study, Group Discussion, Exercise.
Duration	:	08 - 18 August, 2004
Timing	:	09 : 30 - 13 : 30
Venue	:	BIM, Dhaka.
Co-ordinator	:	A.H. Mostafa Kamal Khan
Fee	:	Tk. 4,000/-

MANAGEMENT INFORMATION SYSTEMS (MIS)

Course Objectives

After completing the course, the participants will have the knowledge of information and information systems. They will be able to handle information efficiently.

Course Outline

- An Introduction to Management Information Systems
- Information Systems
- Building Information Systems
- Introduction to Computer Hardware
- Introduction to Computer Software
- Database Management Systems
- Networking
- Telecommunication
- Internet and Electronic Commerce
- Information Systems for Business Operations
- Strategic Role of Information Systems
- Information Systems for Managerial Decision Support
- Development and Managing Information Systems

Who Should Attend :

Managers and executives who deal with database and information. Top-level and strategic managers and people who are in decision making and fresh graduates will also be benefited from this course.

Training Methods

A combination of training methods like lecture, discussion, case study, presentation and Demonstration will be used.

Duration	:	15 - 26 August, 2004
Timing	:	09 : 30 - 13 : 30
Venue	:	BIM, Dhaka.
Co-ordinator	:	Mohammad Nazmi Newaz
Fee	:	Tk. 5,000/-

OFFICE MANAGEMENT WITH COMPUTER APPLICATION

Course Objectives

After completing the course, the participants will be able to use different computer applications that accelerate the office jobs with a different dimension. This course will provide them the knowledge for dealing with information and will enable them to work with database management systems.

Course Outline

- Office Management : nature, scope and purposes
- Functions of An Office
- Office Automation Systems
- Information Systems in Business
- Concept of Computing
- Word Processing for Official Purposes
- Spreadsheet Analysis for Decision Support Systems
- Motivating Employees
- Communication
- Leadership & Supervision
- Time Management
- Slide Presentation
- Traditional Filing Systems vs. Modern Database Environment
- Database Management Systems
- Work with MS Project
- Office Layout and Work Simplification
- Office Correspondence

Who Should Attend

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

Training Methods

The program is mainly based on hands on training both in classrooms and computer labs. Training methods, like lecture, discussions and case study will be employed.

Duration	:	12 - 23 September, 2004
Timing	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinators	:	Ms. Parveen Agaz & Mohammad Nazmi Newaz
Fee	:	Tk. 5,000/-
Duration	:	02 - 13 January, 2005
Timing	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka

Co-ordinators : **Ms. Parveen Agaz &
Mohammad Nazmi Newaz**

Fee : **Tk. 5,000/-**

MANAGEMENT TECHNIQUES FOR EXECUTIVES

Objectives

At the end of the programme, participants will be able to :

- specify the problems of management and take remedial measures
- plan, organise, co-ordinate and control programmes efficiently
- apply management techniques in day-to-day administration in order to increase efficiency of the organisation
- improve their inter-personal skills.

Course Outline

- Management : nature, scope and functions
- Principles of Management
- Personnel Management : nature and scope
- Functions of Personnel Department
- Job Analysis, Job Description and Job Specification
- Recruitment and Selection
- Induction, Placement and Follow-up
- Performance Appraisal
- Job Changes : promotion, transfer, demotion
- Principles and Techniques of Supervision
- Communication : barriers and gateways
- Human Relations
- Motivation, Attitude and Morale
- Leadership Qualities
- Women in Development
- Gender Equality
- Good Governance
- Grievance Handling

Who Should Attend

Mid & junior level executives of Government, Private & Non-Government Organizations.

Training Methods	:	Lecture, Exercise and Case Study.
Duration	:	04 - 15 December, 2004
Timing	:	17 : 00 - 21 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	Deena Huq
Fee	:	Tk. 4,000/-

Duration : **06 - 16 March, 2005**
Timing : **17 : 00 - 21 : 30**
Venue : **BIM, Dhaka**
Co-ordinator : **Deena Huq**
Fee : **Tk. 4,000/-**

LEADERSHIP DEVELOPMENT

Course Objectives

Upon completion of the course, the participants are expected to be able to :

- Understand the importance of leadership
- Describe the functions of leadership in organization
- Discuss various approaches to leadership
- Explain 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 function
- 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, filmshow and case-study.
Duration	:	18 - 22 December, 2004
Timing	:	09 : 30 - 13 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	A. H. Mostafa Kamal Khan
Fee	:	Tk. 2,500/-

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
- Counselling

Who Should Attend

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

Training Methods	:	Lecture, Group Discussion, Case study etc.
Duration	:	02 - 06 January, 2005
Time	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Mahbub-ul-Alam
Fee	:	Tk. 2,500/-

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 : concept and issues
- Management planning
- Designing the organization
- Staffing
- Leadership in management
- Motivating people at work
- Communication in organization
- Fundamentals of Financial Management
- Fundamentals of Marketing Management

Who Should Attend

Junior managers/executives will be highly benefited from this programme.

Training Methods	:	Lecture, Exercise, Case Study and film show will be used.
Duration	:	20 February - 03 March, 2005
Timing	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	Parveen Agaz
Fee	:	Tk. 4,000/-

EXECUTIVE DEVELOPMENT

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.

Course Outline

- The 21st century executives : An Introduction
- The skills, roles and functions of executives in organizations
- Executives and their organizations : Assessing organizational effectiveness
- Key facets of leadership styles of the executives
- Management excellence through Total Quality management.

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 : **13 - 23 March, 2005**

Timing : **16 : 30 - 21 : 00**

Venue : **BIM, Dhaka**

Co-ordinator : **A. H. Mostafa Kamal Khan**

Fee : **Tk. 4,000/-**

MANAGEMENT DEVELOPMENT FOR EXECUTIVES

Course Objectives

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

Course Outline

- Concept of management development
- Managerial responsibilities and ethics
- Strategic planning
- Decision making and problem solving
- Communication skills
- Leadership and Supervision
- Motivation and reward system
- Conflict management and negotiation
- Time Management
- Training and Development

Who Should Attend

Mid and junior level officers engaged in private, public and Non-Govt. organizations.

Training Methods	:	Lecture, Exercise, Case and Film Show.
Duration	:	03 - 13 April, 2005
Timing	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka.
Co-ordinator	:	Parveen Agaz
Fee	:	Tk. 4,000/-

PERFORMANCE IMPROVEMENT PROGRAMMING

Course Objectives

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

- understand the importance of performance improvement programming
- set organizational goals objectively
- develop criteria for performance evaluation
- identify the performance gaps
- allocate work and delegate authority
- develop 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 officers engaged in private, public and NGO sectors.

Duration	:	17 - 21 April, 2005
Timing	:	09 : 30 - 13 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	A. H. Mostafa Kamal Khan
Fee	:	Tk. 2,500/-

MANAGEMENT FOR RURAL DEVELOPMENT

Course Objective

The main objective of this course is to improve the understanding of the participants about various modern techniques, tools and processes of management and develop better skills of management for rural development.

Course Outline

- Role of manager/executive for rural development
- Concept of management
- Social Structure
- Rural inequalities and its causes, measures to overcome these inequalities
- Interpersonal communication
- Conducting meetings
- Motivation
- Leadership
- Basic Accounting
- Supervision
- Management communication
- Office management
- Career development
- Report writing
- Report presentation

Who Should Attend

The course is suitable for mid-career and junior-level executives of any organization: government, public sector corporation, private sector and NGO.

Duration	:	15 - 26 May , 2005
Time	:	09 : 30 - 13 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	Selima Khatun
Fee	:	Tk. 4,000/-

HUMAN RESOURCE DEVELOPMENT & GOOD GOVERNANCE

Course Objectives

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

1. Define personnel management in terms of its purposes, its relevance to the work and aims of employing organizations, and the requirements for effective practice.
2. Design effective HRD systems relevant to their own organizations and culture putting emphasis on good governance.
3. Demonstrate the basic skills required for effective practice.

Course Contents

- Importance of human resource to organizational effectiveness.
- Knowledge and skills in managing people at work.
- The standard elements of an effective system for personnel management.
- The roles, responsibilities and relationships of managers and specialist staff.
- The influence of government on personnel practices (e.g. employment law, codes of practice, industrial courts etc.)
- Human Resource Audit.
- Establishing a Practical HRD Structure.
- Analyzing Training Needs.
- Staff Appraisal Systems.
- Planning and Development Plans of Personnel.
- The role of information technology in HRD.
- Importance of Good Governance in organizations.
- Techniques of Good Governance.
- Impact of Good Governance.

Action Plans

Participants will be required to present a written study relevant to human resource issues in their own organizations. Participants will also be asked to prepare personal action-plans to state how they will utilize knowledge acquired during the programme for the benefit of their organizations on their return.

Methodology

The course will comprise a series of formal lectures; panel-discussions; group discussions; case studies; various exercises - involving role - play.

Who Should Attend

Senior and Mid level executives of government, private organization and NGOs.

Training Methods : Lecture, Exercise, Case Study and panel discussion.

Duration : 15 - 25 June, 2005
Timing : 16 : 30 - 21 : 00
Venue : BIM, Dhaka
Co-ordinator : Deena Huq
Fee : Tk. 4,000/-

CONTEMPORARY MARKETING PROMOTION TECHNIQUES

Objectives

The course has been designed to familiarize the participants with different concepts of marketing promotion and methods of convincing consumers to buy specific products.

Course Outline

- Marketing Concept.
- Marketing Mix.
- Consumer Behaviour.
- Marketing Communication.
- Advertising.
- Sales Promotion.
- Personal Selling.
- Public Relations.
- Direct Marketing.

Who Should Attend

The course is suitable for executives involved directly or indirectly with marketing operation, specially with promotional activities.

Training Methods	:	Lecture, Case Studies and Group Discussion, Brain storming etc.
Duration	:	25 - 29 July, 2004
Time	:	17 : 00 - 20 : 30
Venue	:	BIM, Dhaka.
Co-ordinator	:	Farhana Ahmed
Fee	:	Tk. 2,500/-

**SEMINAR ON
“KEY TO SUCCESS IN MARKETING & SELLING”**

Objectives

Prime objective of the seminar is to develop awareness and skills about the key factors of marketing among participants.

Seminar Outline

- Marketing Concept.
- Marketing Segmentation.
- Marketing Task.
- Objection & handling customer complaint.
- Fundamentals of Selling.

Who Should Attend

The seminar is suitable for sales and marketing executives.

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

Duration : 27 July, 2004

Time : 09 : 00 - 17 : 00

Venue : BIM, Dhaka

Co-ordinator : Mohammad Salek

Fee : Tk. 700/-

Duration : 16 October, 2004

Time : 09 : 00 - 17 : 00

Venue : BIM, Dhaka

Co-ordinator : Farhana Ahmed

Fee : Tk. 700/-

Duration : 23 March, 2005

Time : 09 : 00 - 17 : 00

Venue : BIM, Chittagong

Co-ordinator : Mohammad Salek.

Fee : Tk. 700/-

MARKETING, SALES MANAGEMENT AND SALESMANSHIP

Objectives

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 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 higher profitability

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, Supervising 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 services
- Advertising
- Personal selling
- Publicity and public relations

Who Should Attend

This course is suitable for marketing and sales executives of different levels of both public and private sector enterprises. Entrepreneurs will also be benefited by attending this course.

Training Methods	:	Lecture, Case Studies and Group discussion, Brain storming etc.
Duration	:	07 - 26 August , 2004
Time	:	16 : 00 - 21 : 00
Venue	:	BIM, Dhaka.
Co-ordinator	:	Abdus Samad Chowdhury
Fee	:	Tk. 5,000/-

CUSTOMER SERVICES AND EFFECTIVE CUSTOMER RELATIONS

Objectives

The major objectives of the course are to :

- make the participants aware of the importance of customer services.
- help to develop positive attitude towards rendering services to the customers.
- develop skills in rendering services and establishing effective long lasting customer relations.

Course Outline

- Market and Marketing in the modern competitive world.
- Concept, definition, 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 and Group discussion, Brain storming etc.

- 1. Duration :** 11 - 16, September 2004
Time : 09 : 00 - 13 : 30
Venue : BIM, Dhaka.
Co-ordinator : Abdus Samad Chowdhury
Fee : Tk. 2,500/-
- 2. Duration :** 18 - 23, September 2004
Time : 09 : 00 - 13 : 30
Venue : BIM, Chittagong
Co-ordinator : Abdus Samad Chowdhury
Fee : Tk. 2,500/-

MANAGING PRODUCTS FOR SUCCESSFUL MARKETING

Objectives

The main objective of this course is to layout a process for finding and growing successful new products and to develop effective marketing strategies at the different stages of product life-cycle.

Course Outline

- Concept of Product
- Product classification
- Individual Product Decisions
- Product-line Decision
- Product-Mix Decisions
- New Product Development Strategy
- Product Life-Cycle strategies

Who Should Attend :

The course is suitable for mid and junior level executives involved directly or indirectly with new product operation, activities, Entrepreneurs may also attend the course.

Duration	:	03 - 07 October, 2004
Time	:	09 : 00 - 13 : 30
Venue	:	BIM, Dhaka.
Co-ordinator	:	Uttam Kumar Datta
Fee	:	Tk. 2,500/-

EFFECTIVE MARKETING, SALES PROMOTION AND SALESMANSHIP

Course Objectives

The course is designed to familiarise the participants with the contemporary marketing, sales promotion and salesmanship techniques and practices.

Course Outline

- Marketing concept, objectives, role, practices
- Marketing environment and segmentation
- Marketing information and research
- Marketing decisions on product, price, place and promotion
- Tools of marketing promotion and its application
- Selling types, selling concept
- Fundamentals of salesmanship
- Selling as a process
- Qualities of sales person

Who Should Attend

Marketing, sales personnel and advertising people.

Training Methods	:	Lecture, Case Studies and Group discussion, Brain storming etc.
Duration	:	November 27 to December 09, 2004
Time	:	17 : 00 - 21 : 00
Venue	:	BIM, Dhaka.
Co-ordinator	:	Mohammad Salek
Fee	:	Tk. 4,000/-

MANAGING MARKETING FUNCTIONS EFFECTIVELY

Objective :

The purpose of the course is to help the executives in making more effective decisions in the context of changing marketing environment.

Course Outline

- Defining Marketing Management
- Defining the Market
- Market Segmentation
- Market targeting
- Market Positioning
- Developing New Market offerings
- Pricing Considerations and Pricing Decisions
- Distribution Channels and Physical Distribution
- Managing Advertising and the Sales Force
- Building Customer Satisfaction, Value & Retention
- Dealing with the competition

Who Should Attend

Mid and Junior level Marketing and sales executives may also attend the course. Entrepreneurs with no exposure to marketing may also attend.

Duration	:	02 - 13 January, 2005
Time	:	09 : 00 - 13 : 30
Venue	:	BIM, Dhaka.
Co-ordinator	:	Uttam Kumar Datta
Fee	:	Tk. 4,000/-

DEVELOPING SELLING SKILLS

Objectives

The course is designed to improve the selling skills of sales executives through updating 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 Salesperson.
- Dealing with objection.
- Handling customer complaints.
- Selling benefits.
- 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 sector enterprises.

Training Methods	:	Lecture, Case Studies, Group Discussion, Brain storming etc.
Duration	:	12 - 17 February 2005
Timing	:	09 : 00 -13 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	Abdus Samad Chowdhury
Fee	:	Tk. 2,500/-

MARKETING MANAGEMENT : PRINCIPLES AND PRACTICES

Objectives

The main objective of the course is to impart appropriate knowledge about modern and dynamic marketing management among small entrepreneurs and executives of different organizations.

Course Outline

- Modern concept of marketing
- Integrated marketing management
- Marketing functions
- Marketing system and environment
- Marketing strategy
- Product concept
- Pricing policy
- Distribution methods
- Concept of selling
- Advertising and sales promotion
- Public relations in marketing
- Concept of service marketing

Who Should Attend

This course is suitable for individuals who are already in business or would like to start business in future. This course is also suitable for the personnel who are engaged in marketing activities.

Training Methods	:	Lecture, Case Studies and Group Discussion, Brain storming etc.
Duration	:	21 - 31 March, 2005
Time	:	10 : 00 - 13 : 30
Venue	:	BIM, Dhaka.
Co-ordinator	:	Farhana Ahmed
Fee	:	Tk. 4,000/-

MARKETING POLICIES AND STRATEGIES FOR NON-PROFIT ORGANIZATIONS

Objective

The objective of this course is to develop knowledge, skill and attitude of the executives of Non-Profit Organizations for their effective decisions and directions.

Course Outline

- Marketing and Market
- Non-Profit Attitude toward Marketing
- Implementation of Marketing
- Designing and Managing Services
- Marketing Promotion
- Dealing with the competition

Who Should Attend

Mid and Junior level executives of the Non-Profit Organizations can participate in this course.

Duration	:	16-21 April, 2005
Time	:	17 : 30 - 21 : 00
Venue	:	BIM, Dhaka.
Co-ordinator	:	Uttam Kumar Datta
Fee	:	Tk. 2,500/-

WORKSHOP ON STRATEGIC MARKETING

Workshop outline will be announced later on.

Who should attend :

Top and Senior Level Executives.

Duration : 17 - 18 April, 2005

Time : 09 : 30 - 17 : 00

Venue : BIM, Dhaka

Co-ordinator : Yusuff Hasan

Fee : Tk. 2,500/-

MARKETING TECHNIQUES FOR EXECUTIVES AND ENTREPRENEURS

Course Objectives

The main objective of the course is to impart appropriate knowledge about modern and dynamic marketing management among small entrepreneurs and executives of different organizations.

Course Outline

- Modern concept of marketing.
- Integrated marketing management.
- Marketing environment.
- Marketing strategy.
- Product concept.
- Pricing policy.
- Distribution methods.
- Concept of selling.
- Advertising and sales promotion.
- Public relations in marketing.
- Concept of service marketing.

Who Should Attend

The course is suitable for individuals who are already in business or would like to start business in future. This course is also suitable for the personnel who are engaged in marketing activities.

Training Methods	:	Lecture, Case Studies and Group discussion, Brain storming etc.
Duration	:	16 - 27 May , 2005
Time	:	17 : 00 - 20 : 30
Venue	:	BIM, Dhaka.
Co-ordinator	:	Farhana Ahmed
Fee	:	Tk. 4,000/-

MANAGING HUMAN RESOURCES

Course Objectives

This program is exclusively designed to suit the working executives in human resources / personnel management areas with a view to develop their knowledge as well as skill in the following areas :

- basic principles and techniques of human resources management
- effectiveness in handling grievances and disciplining employees
- understanding people and the art of supervision and leadership

Course Outline

- Human Resource / Personnel Management : Concept, Nature, Scope and Importance
- Strategic Human Resource Management
- Functions of Personnel Department
- Job Analysis : Job Description and Specification
- Recruitment and Selection
- Induction, Placement and Follow-up
- Performance Appraisal
- Job Changes
- Training : Methods and Procedures
- Leadership and Supervision
- Communication
- Motivation
- Grievance Handling / Disciplining Employees
- Legal Approach : Basic Labour Laws

Who Should Attend

The program is suitable for administrative officers, mid-level managers, personnel officers and other executives responsible for management of human resources.

Duration : 15 - 26 August , 2004

Time : 09 : 30 - 14 : 00

Venue : BIM, Dhaka

Co-ordinator : Sakhawat Hossain

Fee : Tk. 4,000/-

PERSONNEL MANAGEMENT FOR MANAGERS

Course Objective

The programme is designed with a view to help executives to :

- be familiar with the basic principles and techniques of personnel management
- develop operational skills for smooth discharge of day-to-day personnel functions

Course Outline

- Personnel Management : Concept, Nature, Scope and Importance
- Functions of Personnel Department
- Job Analysis : Job Description and Job Specification
- Recruitment & Selection, Placement
- Compensation : Wage & Salary Administration & Incentives
- Performance Appraisal
- Motivation
- HRD : Training and Development
- Employee Grievance Handling
- Legal Approach : Basic Labour Laws

Who Should Attend

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

Training Methods	:	Lecture, Case Studies, and Group Discussion.
Duration	:	19- 30 September , 2004
Time	:	09 : 30 - 14 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Mamunur Rashid
Fee	:	Tk. 4,000/-

CERTIFICATE COURSE ON PERSONNEL MANAGEMENT

Course Objective

The program is designed with a view to help the participants in developing :

- conceptual knowledge of the basic principles and techniques of personnel management & industrial relations.
- operational skills for smooth discharge of day to day personnel functions.

Course outline

The program will be conducted in three modules. They are :

- Personnel Management
- Labour Laws
- Industrial Relations

Who Should Attend

This programme is suitable for employees in the government, semi-government, commercial enterprise and NGOs. This programme is also suitable for the fresh graduates who are interested in building their career in personnel profession.

Duration	:	March 15 - April 21, 2005
Time	:	17 : 30 - 20 : 30
Venue	:	BIM, Dhaka
Co-ordinator(s)	:	Sakhawat Hossain & Md. Mamunur Rashid
Fee	:	Tk. 7,000/-

ESSENTIAL HUMAN SKILLS FOR AN EFFECTIVE MANAGER

Course Objective

This program is designed to provide managers at all levels with the necessary human skills to do their job efficiently and effectively.

Course outline

- Interpersonal Relationship
- Leadership and Team Building
- Motivating Employees
- Effective Communication
- Conflict Management
- Time Management
- Stress Management

Who Should Attend

Managers at all levels working in the government, semi-Government, NGOs and private sectors are most welcome to the program. Especially managers from organizations and corporations with high emphasis on people/group driven activities will find this programme very useful. It will also be suitable for fresh graduates who want to build their career as managers.

Training Methods	:	Lecture, Case Study, Group Discussion, Experiential Exercise, Assessment Instrument and Presentations.
Duration	:	20 - 24 March, 2005
Time	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinator(s)	:	A. A. Shamsul Alam
Fee	:	Tk. 2,500/-

HUMAN RESOURCE MANAGEMENT : BEST PRACTICES STANDARDS

Course Objective

The course is designed to familiarize the participants with the promising practices for Human Resources. The Framework used in this course is based on current global standards. It covers the following areas of management activity.

Course outline

- Personnel Policies
- Job Analysis
- Leadership and Team Building
- Motivating Employees
- Employee Selection and Retention
- Performance Appraisal
- Conflict Management
- Human Resources Development

Finally, the Organization Level Performance in relation to best practices standards will be analyzed. Upon completion of the analysis, an overview report of your organization's strengths and weaknesses, in graphical format (summary scores) and in textual format will be generated from the information you submitted for your organization. An Internet Application will be used for the purpose.

Who Should Attend

Managers at all levels responsible for management of human resources belonging to public and private sector organizations, NGOs, services sector, and public utilities will find this programme extremely useful.

Training Methods	:	Lecture, Case Study, Group Discussion, Experiential Exercise, Assessment Instrument and Presentations.
Duration	:	17 - 28 April, 2005
Time	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinator(s)	:	A. A. Shamsul Alam
Fee	:	Tk. 4,000/-

LABOUR LAWS FOR MANAGERS AND EXECUTIVES

Course Objective

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

- conceptual knowledge of various labour laws that are in force in Bangladesh
- operational skills for smooth and quick settlement of industrial and labour problems requiring clarification of labour laws
- effectiveness in joint consultation, negotiation, handling of grievances and disciplining the employees under the provisions of the laws of the land

Course outline

- Labour laws : significance, historical background
- The Factories Act, 1965 : Main Provisions
- The Shops and Establishments Act, 1965 : Main Provisions
- The Employment of Labour (S. O) Act, 1965 : Main Provisions
- The Payment of Wages Act, 1936
- The Workmen's Compensation Act, 1923
- The Industrial Relations Ordinance, 1969
- Companies Profits (Workers' Participation) Act, 1968
- The Maternity Benefit Act, 1939

Who Should Attend

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

Duration	:	08 - 19 May , 2005
Time	:	09 : 30 - 14 : 00
Venue	:	BIM, Dhaka
Co-ordinator(s)	:	Sakhawat Hossain
Fee	:	Tk. 4,000/-

MANAGEMENT INFORMATION SYSTEMS (MIS)

Course Objective

The course is designed to suit the executives working in MIS or any other related fields to develop their knowledge and skills in the following areas :

- Fundamentals of information systems concepts ;
- Major concepts, developments and managerial implementation involved in IT.
- Business application of IS/IT.
- Developing information system solutions.
- Management strategies related to IS/IT.

Course outline

- Introduction
- Information Technology : A Managerial Overview
- Business Application of IT/IS
- Development and Management of IS/IT.

Who Should Attend

Professional Managers at all levels - Personnel, Finance, Production, Marketing and IT.

Training Methods : **Lecture, Exercise, Case Studies etc., will be used.**

Duration : **12 - 23 June , 2005**

Time : **16 : 30 - 20 : 30**

Venue : **BIM, Dhaka**

Co-ordinator(s) : **Md. Mamunur Rashid**

Fee : **Tk. 5,000/-**

CRITICAL PATH METHOD USING MS PROJECT 2000

Course Objectives

This course has been designed to familiarize the participants with practical knowledge about project management process using "MS project 2000" to meet the demand of global competition in business.

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

- track the progress of a project
- manage resources more effectively, efficiently and economically
- manage multiple projects with varieties of resources and constraints

Course Outline

- Introduction to project management
- Understanding projects
- Understanding project management tasks
- Responsibilities of a project manager
- Finding critical activities & path
- CPM & PERT
- Time-cost trade-off
- Introduction to Microsoft Project 2000
- Creating a project from start to finish
- Evaluating and analyzing project data
- Customizing and automating project 2000

Who Should Attend

The course is designed for the 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, NGOs, consulting firms, as well as, for private investors and entrepreneurs.

Training Methods	:	Lecture, Discussion, Case Study, Exercise and Practical demonstration in the computer lab.
Duration	:	08-18 August , 2004
Timing	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinators	:	A.N.M. Shahidullah & Md. Mamunur Rashid
Fee	:	Tk. 5,000/-

TOTAL QUALITY MANAGEMENT (TQM)

Course Objective

The objective of the course is to develop the knowledge and skills of the participants in respect of total quality management techniques.

Course Outline

- Development of concept of Total Quality Management
- Quality control 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
- 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. The course is equally important for non-technical corporate level managers and executives. No prior knowledge on Quality Management is necessary.

Training Method	:	Lectures, Games, Exercise, Case Studies etc.
Duration	:	11 - 21 September , 2004
Timing	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	A.N.M. Shahidullah
Fee	:	Tk. 4,000/-

CREATIVE AND INNOVATIVE WAYS OF SOLVING MANAGERIAL PROBLEMS

Course Objectives

The major objectives of the course are—

- (1) to demonstrate how and why people are blocked in their thinking and creativity & how this impairs the creative managerial problem solving process.
- (2) to analyse critically & realistically the theories of creative thinking and to justify the variety of techniques which can be employed to discover insights into difficult management problems
- (3) to develop and utilize the mind and brainpower

Course Outline

- Fundamentals of Creativity, Innovation & Problem Solving
- Theories of creativity and creative problem solving process
- Lateral thinking and associated methods
- Overcoming blocks to creativity & Innovation
- Managing the brainpower
- Creativity and mind control
- Brainstorming and its variants
- Techniques of Innovation
- Synectics
- Tools & techniques for solving managerial problems in a creative & innovative way.

Who Should Attend

Managers, Engineers, Executives and Business People of all disciplines from any level and any type of Organisation. Corporate leaders, CEO of the organizations are specially encouraged to participate in this programme.

Training Methods	:	Lectures, Exercises, Case Studies etc.
Duration	:	04-08 December, 2004
Timing	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	A.N.M. Shahidullah
Fee	:	Tk. 2,500/-

IMPLEMENTING ISO 9000 : 2000 VERSION QUALITY MANAGEMENT SYSTEM

Course Objective

The objective of the programme is to familiarize the participants with ISO 9000:2000 series and International Quality Standards with a view to implement it successfully in the organization.

Course Contents

- Evolution of Quality Activities
- Total Quality Management and ISO 9000
- Components of new ISO 9001 standard
- ISO 9000 certification process
- Difference between 2000 version and earlier version
- Implementing ISO 9000 : 2000 version
- Assessment of Quality System and Rating of organization
- 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 9000, this course could be a route map for them. Again, if organizations are not thinking about ISO 9000 or any International Standards but thinking about a documented and accountable management system this course could be a guideline for them.

Training Methods : Lectures, Exercises, Case Studies etc.

Duration : 05-09 March, 2005

Timing : 16 : 30 - 21 : 00

Venue : BIM, Dhaka

Co-ordinator : A.N.M. Shahidullah

Fee : Tk. 2,500/-

PRODUCTIVITY AND COMPETITIVENESS

Course Objective

After successfully completing this training program the participants will be able to develop a comprehensive understanding of the knowledge and skills in respect to productivity and competitiveness with a view of restructuring the organizational functions to create a productivity movement in the organization.

Course Outline

- Production and operations strategy-a competitive perspective
- Productivity & competitiveness-national & global dimension
- Organizational excellence and productivity culture
- Productivity measurement
- Approaches to productivity improvement
- Organizing a company's productivity and quality improvement process

Who Should Attend

The course is suitable for the senior to junior level executives from any type of organizations like industrial enterprises and other organizations in public, private, NGO & multinational sectors. The course will also be suitable and effective for the corporate leaders of different organizations.

Training Methods	:	Lectures, Discussion and Case Study etc.
Duration	:	18-22 December, 2004
Timing	:	09 : 00 - 13 : 30
Venue	:	BIM, Dhaka
Co-ordinators	:	A. N. M. Shahidullah Md. Mamunur Rashid
Fee	:	Tk. 2,500/-

PRODUCTIVITY IMPROVEMENT TECHNIQUES

Course Objectives

After successfully completing this training program the participants will be able to develop a comprehensive understanding of productivity and can expose themselves to different management and industrial engineering techniques, which will enable them to identify areas where improvement in productivity can actually be implemented in their own field of activities.

Course Outline

- Productivity culture in organizations
- Developing a company's productivity and quality movement
- Designing a company's productivity improvement program (PIP)
- Implementing PIP
- Productivity improvement techniques :
 - Work Simplification
 - Method Improvement
 - Motion Economy
 - Work Study
 - 5 S
 - Kaizen

Who Should Attend

The course is suitable for the senior to junior level executives from different production & service oriented organizations in NGO, SMEs, and also govt. & public sector enterprises.

Training Methods :	Lecture, Discussion, Case Study, Exercise and Practical demonstration etc.
Duration :	19-23 March, 2005
Timing :	16 : 30 - 21 : 00
Venue :	BIM, Dhaka
Co-ordinator (s) :	A. N. M. Shahidullah Md. Mamunur Rashid
Fee :	Tk. 2,500/-

PRODUCTIVITY MEASUREMENT AT ENTERPRISE LEVEL

Objectives

After successfully completing this training program the participants will be able to understand the concept of productivity measurement and its impact at enterprise level and can develop a comprehensive productivity measuring system and can formulate an action plan for the enterprise.

Course Outline

- Organizational excellence and productivity culture
- Productivity measurement and analysis
- Approaches to productivity measurement at enterprise level
- Managing organizational culture change
- Innovation management, quality & productivity improvements at enterprise level Material, energy, labor and capital productivity

Who Should Attend

The course is suitable for the senior to junior level executives from any type of organizations like industrial enterprises and other organizations in public, private, NGO & multinational sectors. The course will also be suitable and effective for the corporate leaders of different organizations.

Training Methods	:	Lecture, Discussion, Case Study, Exercise and Field Visit.
Duration	:	08 - 13 April, 2005
Timing	:	09 : 30 - 13 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	A.N.M. Shahidullah Md. Mamunur Rashid
Fee	:	Tk. 2,500/-

PROJECT APPRAISAL AND EVALUATION

Course Objectives

This course is intended to provide a practical guide and rational basis for choice between alternative projects by examining prospective performance of each alternative and by seeking answers to various vital aspects of a project.

Course Outline

Concept, nature, objectives and elements of project appraisal; market appraisal; technical appraisal; environmental impact analysis; managerial soundness; financial appraisal; socio-economic appraisal of projects.

Who Should Attend

The course is designed for the executives of industrial development banks and allied financial institutions, commercial banks, sector corporations, government agencies, consulting firms, as well as, investors and entrepreneurs. This course would be specially useful to those who are engaged in:

- acquiring knowledge on different techniques of project appraisal
- decision making process of project approval
- the process of thorough examination of project viability and
- the process of seeking project approval from financial institutions

Duration	:	12 - 23 September, 2004
Time	:	16 : 30 - 21 : 30
Venue	:	BIM, Dhaka
Co-ordinator	:	A. B. M. Sayedul Kawnine
Fee	:	Tk. 4,000/-

WORKSHOP ON GOAL ORIENTED PROJECT PLANNING

Objectives of the workshop

By attending the workshop, the participants will be able to :

- learn a set of analytical techniques and apply them in analyzing the major steps of objective oriented project planning
- identify resources and prepare performance/activity budget that would help the project manager to carry out project activities effectively
- develop a draft project plan which can serve as a model
- develop project activity plans that are necessary to accomplish a project
- identify and clarify roles and responsibilities of a project implementation team.

Workshop Outline

The workshop will focus on developing knowledge and skill in the following areas :

- Steps for Analysis of Project Planning
- Project Framework (Project Planning Matrix)
- Project Activity Planning
- Co-ordination Chart

Who Should Attend

Participants will be expected to have a Bachelor's degree at the minimum and should be engaged in development activities with responsibilities in project planning and implementation. The workshop is suitable for practising managers / officers of:

- Planning cell of different ministries, government departments and divisions
- Banks engaged in development activities
- Autonomous and semi-autonomous development projects
- All national and international Non-Government Organizations (NGOs) engaged in development activities

Duration : **19 - 23 December , 2004**

Time : **09 : 00 - 16 : 30**

Venue : **BIM, Dhaka**

Co-ordinator : **A.B.M. Sayedul Kawnine**

Fee : **Tk. 3,000/-**

**WORKSHOP ON MONITORING AND EVALUATION
TECHNIQUES FOR CREDIT MANAGEMENT**

Workshop outline will be announced later on.

Who should attend : Mid Level Executives.
Duration : 17 - 18 April, 2005
Time : 09 : 30 - 17 : 00
Venue : BIM, Dhaka
Co-ordinator : ABM Shamsuddin
Fee : Tk. 2,500/-

**SEMINAR ON ROLE OF AGRICULTURE IN
ECONOMIC DEVELOPMENT**

Seminar outline will be announced later on.

Who should attend : Mid Level Executives.
Duration : 15 - 16 May, 2005
Time : 09 : 30 - 17 : 00
Venue : BIM, Dhaka
Co-ordinator : ABM Shamsuddin
Fee : Tk. 2,500/-

RESEARCH METHODOLOGY WITH THE APPLICATION OF SPSS/WINDOWS

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-career and junior level researchers in any organisation: government, public, private and NGOs. Private researchers in educational institutions like colleges, universities, training institutes, etc., are also welcome.

Duration	:	01 - 12 August , 2004
Time	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Mahbub-ul-Alam
Fee	:	Tk. 5,000/-
Duration	:	03 - 14 October, 2004
Time	:	16 : 30 - 21 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	Md. Mahbub-ul-Alam
Fee	:	Tk. 5,000/-

TRAINING OF TRAINERS

Course Objectives

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

- Explain the concept and process of training.
- Describe the theories and principles of learning.
- Design a need-based training program.
- Implement a training program through the use of modern training methods and media.

Course Outline

- Training Concept and Process
- Learning Theories and Principles
- TQM and Quality Assurance in Training Function

Training System

- Assessment of Training Needs
- Objective Setting
- Program Designing
- Training Evaluation
- Training Management

Training Methodology

- Training Methods
- Principles for selection of a training method
- Instructional Presentation, Discussion, Case Study, Role Playing, Games & Simulations, Brain storming VIPP and other participatory methods of training

Audio-Visual Aids

- Audio-Visual aids in training
- Use of effective visual aids
- Preparation of visual aids
- Use of Power Point

Who Should Attend

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

Duration : **18 - 29 July, 2004**

Time : **17 : 00 - 21 : 00**

Venue : **BIM, Dhaka**

Co-ordinator : **Sonia Sharif**

Course Fee : **Tk. 4,000/-**

Duration : **17 - 28 April , 2005**
Time : **17 : 00 - 21 : 00**
Venue : **BIM, Dhaka**
Co-ordinator : **Zahangir Alam Khan**
Course Fee : **Tk. 4,000/-**

COURSE DESIGN AND METHODOLOGY

Course Objectives

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

- Describe the principles of learning and adopt appropriate training strategy.
- Identify training needs for different levels of participants for designing a training program
- Explain participatory & non-participatory methods of training.
- Select appropriate training methods for a training program and for each specific topic.
- Explain the process involved in designing a training program on the basis of the assessed training needs and cited objectives.

Course Outline

- Concept of training
- Principles of learning
- Training needs assessment
- Determining objectives
- Non participatory & participatory training methods
- Program designing
- Lesson-plan
- Evaluation and Feedback

Who Should Attend

Trainers from Government, Non-Government Organizations, Banks, and those who desire to develop themselves as trainers will be benefited from this course.

Training Methods : **Lecture, Discussion, Case study, Exercise, Role-play, Business games and Brain storming.**

Duration : **16 - 19 August, 2004**

Time : **09 : 30 - 16 : 00**

Venue : **BIM, Dhaka**

Co-ordinator : **Sonia Sharif**

Course Fee : **Tk. 3,000/-**

HUMAN RESOURCE DEVELOPMENT FOR EFFECTIVE PERFORMANCE

Course Objectives

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

- Explain the concept and importance of Human Resource Development (HRD)
- Identify the basic components involved in HRD system
- Describe the principles of learning and HRD
- Distinguish between various types of training along with the methods and approaches involved in every type of training to develop human resources in an organization
- Identify the approaches and methods to develop people through management development
- Acknowledge the importance of organization climate responsible for human resource development
- Plan the career of the employees of their organizations to the mutual benefit of both employees and organizations.

Course Outline

- Human Resource Development (HRD) : Concept and process
- Assessment of the need of Human Resource Development
- Training : Concept, Process and Types
- Methods of developing employees through on-the-job training
- Methods of developing employees through off-the-job training.
- Management Development : Concept and Methods
- Organizational development and HRD
- Career planning
- Role of a HRD department to develop the employees of the organizations

Who Should Attend

The course is suitable for managers employed in NGOs, Private and Public sector 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.

Training Methods : **Lecture, Discussion, Exercise, Case study, Brain storming etc.**

Duration : **12 - 16 September, 2004.**

Time : **09 : 30 - 14 : 00**

Venue : **BIM, Dhaka**

Co-ordinator : **Zahangir Alam Khan**

Course Fee : **Tk. 2,500/-**

LEADERSHIP AND SUPERVISION

Course Objectives

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

- Explain various leadership styles and approaches
- Adapt appropriate leadership styles to lead people under them.
- Explain principles and apply techniques of effective supervision.

Course Outline

- Leadership : Concept and Styles
- Time Management
- Motivation : Concept and theory
- Communication : Concept and process
- Problem solving and decision-making
- Principles and techniques of supervision
- Human relation and grievance handling

Training Methods : **Lecture, Discussion, Case-study, Exercise, Role-play, Games, Brain storming etc.**

Who Should Attend

The course is suitable for junior and mid-level executives such as Managers, Assistant Managers, Labour Officers, Administrative Officers, Marketing Officers and other Line Executives of private and public sector organizations.

Duration : **13 - 17 February , 2005**

Time : **09 : 30 - 16 : 00**

Venue : **BIM, Dhaka**

Co-ordinator : **Zahangir Alam Khan**

Course Fee : **Tk. 3,000/-**

MANAGERIAL NEGOTIATION

Course Objectives

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

- Explain the concept and process of negotiation.
- Assess their own skills for negotiation and describe the personal skills of a good negotiator.
- Identify the sources of conflict and resolve the identified conflict.
- Explain the techniques of negotiation and adopt appropriate technique depending on the situation.
- Develop the strategies for negotiation.
- Describe the importance of communication and communicate effectively during the process of negotiation.

Course Outline

- Concept of Negotiation
- Assessment of own negotiation skill
- Conflict : Concept, Sources & ways of resolving the conflict
- Techniques of negotiation
- Negotiation strategy
- Communication

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

Who Should Attend

Senior and mid level executives of NGOs, Private and Public sector organizations. The course is also suitable for any self-employed individuals.

Duration : **08 - 12 May, 2005**

Time : **16 : 30 - 21: 00**

Venue : **BIM, Dhaka**

Co-ordinator : **Zahangir Alam Khan**

Course Fee : **Tk. 2,500/-**

CONFLICT MANAGEMENT

Course Objectives

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

- explain the concept and nature of conflict
- identify the sources of organizational conflict
- manage organizational conflict for better interpersonal relations leading to improved performance.

Course Outline

- Concept of conflict management
- Sources of organizational conflict
- Different managerial styles of conflict resolution
- Different techniques & approaches of conflict resolution.

Who Should Attend

Mid level Executives of Government, multi-national/Banks & Non-governmental organizations and those who want to learn the skills to resolve conflict effectively.

Training Methods : Lecture, Discussion, Case study, Exercise, Role-play, Games, Brain storming etc.

Duration : 21 - 26 May, 2005

Time : 16 : 30 - 21 : 00

Venue : BIM, Dhaka

Co-ordinator : Sonia Sharif

Course Fee : Tk. 2,500/-

DEVELOPING EFFECTIVE COMMUNICATION SKILLS

Course Objectives

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

- describe the concept and process of communication
- generate team-spirit through interpersonal communication
- improve listening ability to communicate effectively
- demonstrate presentation skills by using various communication media
- identify the communication problems and gateways to overcome those barriers

Course Outline

- Communication : concept, process & importance
- Interpersonal Communication
- Transactional Analysis
- Effective listening
- Conducting meeting
- Effective written communication - Letters, Memos, Forms and Reports.
- Effective presentation of self
- Common barriers of communication
- Gateways to overcome the barriers of communication

Who Should Attend

The course is suitable for junior & mid level officers of government, non-government, Private, Multinationals, Banks and other organizations.

Training Methods	:	Lecture, Discussion, Case study, Exercises, Role-play, Games, Brain storming etc.
Duration	:	11 - 16 June, 2005
Time	:	09 : 30 - 16 : 00
Venue	:	BIM, Dhaka
Co-ordinator	:	Sonia Sharif
Course Fee	:	Tk. 3,000/-

OFFICE MANAGEMENT

Objectives

The major objectives of the course are :

- To acquaint the participants with the modern tools and techniques of office management.
- To help develop their knowledge, skill and attitudes so that they can perform their duties with greater confidence and proficiency.

Course Outline

- Introduction to Office Activities
- Office Administration
- Role of Office Staff
- Business Communication
- Effective Writing
- Guideline for writing letters and correspondence
- Receipts & Despatch
- Noting, Drafting and Reporting
- Job Description
- Office Layout
- Recording and Filing
- Inter-personal Relations
- Methods of Instruction
- Work Simplification
- Time Management
- Safety and Security of Office
- Employee Relations
- Finance and Accounts
- Human Relations : Motivation, Morale & Discipline.

Who Should Attend

Office Managers, Executives, Office Superintendents, Office Assistants, Store Keepers, Assistants to the Director/Chairman of both public and private sector organizations.

Training Methods	:	Lecture, Group Discussion and Case Studies, etc.
Duration	:	03 - 15 July , 2004
Time	:	09 : 00 - 13 : 30
Venue	:	BIM, Chittagong
Co-ordinator	:	Salahuddin Ahmed
Fee	:	Tk. 4,000/-

SUPERVISORY SKILLS & LEADERSHIP DEVELOPMENT

Objectives

The objectives of the course is to update 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 & functions of a supervisor
- Supervisors' responsibility
- Principles & techniques of supervision
- Job Analysis
- Communication
- Motivation
- Grievance Handling
- Leadership theories
- Leadership qualities
- Leadership Development
- Using time effectively
- Team spirit & co-operation
- 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 : 14 - 26 August , 2004

Time : 17 : 00 - 21 : 30

Venue : BIM, Chittagong

Co-ordinator : Salahuddin Ahmed

Fee : Tk. 4,000/-

FINANCIAL DIAGNOSIS

Objectives

The course is designed to develop the knowledge and skill of trainees in analyzing and interpreting financial statements of an organization to find out the strengths and weaknesses for proper planning and appropriate decision making.

Course Outline

- Accounting Principles, Concepts & Conventions
- Recording system of Financial Transactions
- Reporting system of Financial Results (Financial Statements)
- Financial Statement Analysis Techniques
- Planning & Decision making on the basis of Findings

Who Should Attend

The course is suitable for mid and junior level executives from all areas of management working in private and public sector. The course is also suitable for the people who are engaged in share trading and marketing as well as for the potential investors in the share market.

Training Methods	:	Lecture, Group Discussion, Case Studies & Exercise.
Duration	:	11 - 16 September , 2004
Time	:	17 : 00 - 21 : 30
Venue	:	BIM, Chittagong
Co-ordinator	:	Indrajit Chandra Bardhan
Fee	:	Tk. 2,500/-

**CERTIFICATE COURSE ON
HUMAN RESOURCE MANAGEMENT, LABOUR LAWS &
CONDUCTING DOMESTIC ENQUIRY**

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. The course will enhance the professional competence and skills to improve the quality of service provided by the human element 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
- Selection & Recruitment
- Wages and Incentives
- Human Resource Development
- Motivating Human Resources
- Communication
- Time Management
- Conflict management
- Leadership Skills Development
- Appraising Employee Performance
- Dealing with problems of workers
- Employee Grievance Handling
- Maintaining healthy and harmonious Industrial Relations
- Welfare, Health & Safety provisions of Bangladesh Factories Act, 1965 and Bangladesh Shops & Establishment Act, 1965
- Industrial Relations Ordinance, '69
- Collective Bargaining and techniques of negotiation with CBA
- Companies Profit (W.P) Act, 1968
- Maternity Benefit Act, 1939 & Rules, '53
- Concept and Principles of Employee Discipline
- Conducting Departmental Enquiry
- Principles of Natural Justice
- Principles of Disciplinary Action
- Misconduct & Punishment
- Conducting preliminary enquiry
- Framing of Charge Sheet
- Framing of Enquiry Notice
- Preparation of Enquiry Report
- Awarding Punishment
- Bangladesh Employment of Labour (S.O) Act, '65
- Govt. Servants (Disc. & Appeal) Rules, '85
- Govt. Service Conduct Rules, '79

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 Methods	:	Lecture, Group Discussion, Case Studies, Exercise, Role Play, etc.
Duration	:	September 18 - October 07, 2004
Time	:	16 : 30 - 21 : 30
Venue	:	BIM, Chittagong
Co-ordinator	:	Salma Sultana Saleh Ejaz
Fee	:	Tk. 5,000/-

FINANCIAL MANAGEMENT FOR NON-FINANCIAL EXECUTIVES

Objectives

The course is designed for the executive to acquire knowledge and understanding of financial management so that they can make better decision for the improvement of overall productivity and profitability of the enterprise.

Course Outline

- Introduction to Financial Management and Functional Areas
- Management Roles & Skills
- Financial Management in Planning and Decision Making
- Reading of Financial Statements
- Analysis and Interpretation of Financial Statements for Decision Making
- Working Capital Management
- Inventory Management
- Investment Decisions
- Costing Techniques and Pricing Decisions
- Cost-Volume-Analysis for Profit Planning
- Budget Preparation and Budget Variance Analysis
- Human Relations in the Organization
- Employees Motivation for greater Productivity and Cost Control

Who Should Attend

The course is suitable for mid level executives working in any department in Public, Private and NGOs.

Training Methods : **Lecture, Group Discussion, Case Studies & Exercise, etc.**

Duration : **11 - 23 December , 2004**

Time : **17 : 00 - 21 : 30**

Venue : **BIM, Chittagong**

Co-ordinator : **Indrajit Chandra Bardhan**

Fee : **Tk. 4,000/-**

HUMAN RESOURCE DEVELOPMENT & INDUSTRIAL RELATIONS

Objectives

The course will help to identify the problem areas of HRD scheme & IR activities and enable the participants to overcome these and acquaint them with the recent tools, techniques & models of HRD & IR in organizations, which will ultimately help to improve both the organizational & psychological climate and thus establish peace & harmony in the organizations.

Course Outline

Human Resource Development (HRD) :

- HRD : Concept, Functions, Programs & Schemes
- HRM : Concept, Importance, Functions & Scope
- Knowledge and Skills in managing people at work
- Human Resource Planning
- Managing Problem People
- HR Challenges
- HR Audit
- Management Development Programs
- Self Development & Assessment
- Crisis Management
- Organizational Development
- Transactional Analysis
- Human Relations & Psychological Climate
- Motivating Employees for Greater Productivity
- Effective Communication
- Leadership Development
- Team Building & Team Spirit
- Performance Appraisal
- Time Management
- Conducting Meeting
- Training & Development : Concept of Training, Training Cycle, Training Need Assessment (TNA), Training Methodologies, Use of Audio visual Aids, Training Evaluation & Training Management.
- Administrative & Legal Aspects of HRD
- Main Provisions of Employment of Labour (S.O.) Act,1965 & Rules thereof
- Main Provisions of Factories Act , 1965 & Rules thereof
- Disciplining Employees
- Conducting Departmental Enquiry
- Service Rules
- Financial Aspects of HRD
- BEPZA Act, Instructions & HRD

Industrial Relations (IR) :

- Industrial Relations : Concept, Development, Changing Pattern & IR Challenges

- Trade Union - Nature, Objective, Types & Impact on Organization
- Labour Policy in Bangladesh
- IRO 1969 and IR Rules 1977
- Industrial Disputes : Nature & Effects
- Methods of Settling Industrial Disputes
- Collective Bargaining : Nature, Objectives, Features and Bargaining Structure
- Economic & Non-Economic Issues in Collective Bargaining
- Contract Negotiation and Contract Administration
- Challenges to Collective Bargaining
- Strike, Lockout & Closure : Ways of facing the situations
- Industrial Relations Systems in Developing Countries
- Industrial Welfare, Welfare Activities, Roles of Welfare Committee
- Workers' Participation in Management
- BEPZA Act, Instructions and Industrial Relations

Who Should Attend

The course is suitable for HRD & IR Managers, Executives and Supervisors including Welfare Committee Executives of Public and Private Sector Organizations, NGO's and the Multi-National Companies. The course is also suitable for the fresh university graduates and others who want to develop career in this discipline.

Training Methods	:	Lecture, Group Discussion, Case Studies, etc.
Duration	:	08 - 20 January , 2005
Time	:	17 : 00 - 21 : 30
Venue	:	BIM, Chittagong
Co-ordinator	:	Salahuddin Ahmed
Fee	:	Tk. 4,000/-

FREIGHT FORWARDING AND MULTIMODAL TRANSPORT

Objectives

The course has been designed to cater to the needs of those involved in this business so as to develop their professional competence leading to improved quality of their services to the clients.

Course Outline :

- Concept of Freight Forwarding
- Role and Scope of Freight Forwarding Services
- International Sales Contract
- Packaging and Warehousing
- Carriage of Goods by Sea, Air, Roads and Rails
- Integration of Carrier Services with Supply Chain Management - a future trend in Logistic Planning
- Multimodal Transport
- Customs & Port Procedures
- Consolidation & VNOCC
- Freight Forwarding Documents
- Incoterms
- Documentary Credits
- Cargo Insurance - Legal Insurance
- Liability Insurance

Who Should Attend

Mid and Junior level officers of Govt. and Private Organizations engaged in such business. Owners of private business firms and Fresh University Graduates who like to develop career in these fields of business may also be benefited from the course.

Training Methods	:	Lecture, Group Discussion, Case Studies & Field Visit.
Duration	:	05 - 17 March, 2005
Time	:	17 : 00 - 21 : 30
Venue	:	BIM, Chittagong
Co-ordinator	:	Salahuddin Ahmed
Fee	:	Tk. 4,000/-

BUDGET AND BUDGETARY CONTROL

Objectives

The course is designed to enable the participants to acquire a thorough knowledge and better understanding of budget and budgetary process, preparation of different types of budgets, modern techniques of budget preparation and analysis of budget report for controlling.

Course Outline

- Concept of Planning and Controlling
- Budget and Budgetary Control in Management
- Preparation of Budgets
- Sales Budget
- Production Budget
- Stock Budget
- Labour Budget
- Expense Budget
- Capital Expenditure Budget
- Cash Budget
- Master Budget
- Flexible Budgetary System
- Cost-Volume-Profit Analysis
- Human Relations in Budgeting
- Budget Report and Variance Analysis

Who Should Attend

The course is suitable for mid and junior level executives from all areas of management of both public and private organizations.

Training Methods	:	Lecture, Group Discussion, Case Studies & Exercise etc.
Duration	:	12 - 24 March , 2005
Time	:	09:00 - 13:30
Venue	:	BIM, Chittagong
Co-ordinator	:	Indrajit Chandra Bardhan
Fee	:	Tk. 4,000/-

PERSONNEL MANAGEMENT, LABOUR LAWS, & INDUSTRIAL RELATIONS

Objectives

The course is designed to develop skill and update knowledge of the executives engaged in Human Resource Management & Administration with regard to the following areas :

- Basic theories, principles and techniques of Personnel Management, Labour Laws & Industrial Relations.
- Ways & means to perform personnel functions more efficiently.
- Effective methods of handling Labour Disputes and Disciplining Employees
- Ways of building better relationship between Management and Employees to accomplish organization's objectives more effectively and efficiently.

Course Outline

- Personnel Management : Concept, Functions
- Job Analysis, Description and Specification
- Selection & Recruitment, Interview & Test, Induction and Placement
- Training & Development
- Job changes : Transfer, Promotion, Demotion
- Motivation theories & its implications
- Human Relation, Communication
- Grievance Handling
- Leadership theories and Qualities
- Performance Appraisal
- Employee Discipline
- Absenteeism & Labour Turnover
- Employment of Labour (S.O.) Act, '65
- Industrial Relations, Concept & Importance
- Industrial Relations Ordinance, '65
- Collective Bargaining
- Govt. Servants (Disc. & Appeal) Rules, '85
- Govt. Service Conduct Rules, '79
- Factories Act, '65 & Shops & Establishment Act, '65
- Payment of Wages Act, 1936
- Company's Profit (Workers Participation) Act, '68
- Maternity Benefit Act, 1939 & Rules, '53

Who Should Attend

The course is designed for Managers, Administrative Officers, Labour Welfare Officers, Personnel Managers and other executives engaged in Human Resource Management. Labour Leaders are also encouraged to apply.

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

Duration : **12 - 24 March, 2005**

Time : **16 : 30 - 21 : 30**

Venue : **BIM, Chittagong**
Co-ordinator : **Salma Sultana Saleh Ejaz**
Fee : **Tk. 4,000/-**

MANAGEMENT TECHNIQUES 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

- Role of Women in Management
- Gender issues in Management
- Concept of Management
- Human Resource Management
- Concept of Financial Management
- Job Analysis
- Recruitment and Selection
- Induction and Placement
- Performance and Appraisal
- Job Changes
- Leadership Development
- Motivation and Human Relations
- Communication Process
- Control Techniques
- Grievance Handling
- Employee Discipline
- Industrial Welfare

Labour Laws

- Factories Act, 1965
- Shops & Establishment Act, 1965
- Maternity Benefit Act, 1939 and Rules, 1953

Who Should Attend

The course is specially designed for the women employees of any organization : Government, Semi-govt., Public Sector, Multinational Company, Private Sector and NGO. Graduate women are also encouraged to apply.

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

Duration : **14 - 19 May , 2005**

Time : **09 : 00 - 14 : 00**

Venue : **BIM, Chittagong**

Co-ordinator : **Salma Sultana Saleh Ejaz**

Fee : Tk. 2,500/-

COSTING TECHNIQUES & PRICING DECISIONS

Objectives

The course is designed for the executives to acquire knowledge and understanding of different techniques of costing and making appropriate pricing decisions in different market situations. On successful completion of the course the participants will be able —

- to find out the cost of product or service
- to apply cost information for making pricing decisions

Course Outline

- Introduction to Cost Accounting
- Cost Elements, Cost Behaviour and Importance of Cost Information in Management
- Cost Ascertainment
- Techniques & System of Cost Ascertainment
- Cost-Volume-Profit Analysis
- Pricing of Product or Service
- Human Relation & Motivation for Cost Efficiency

Who Should Attend

The course is suitable for mid and junior level executives from all areas of management and in particular from cost, accounts, marketing, planning and production working in public, private and NGO enterprises.

Training Methods	:	Lecture, Group Discussion, Case Studies & Exercise.
Duration	:	14 - 19 May , 2005
Time	:	17 : 00 - 21 : 30
Venue	:	BIM, Chittagong
Co-ordinator	:	Indrajit Chandra Bardhan
Fee	:	Tk. 2,500/-

PROFESSIONAL SHIPPING MANAGEMENT

Objectives

The course is designed to cater to the needs of the participants by acquainting them with the modern tools and techniques of shipping management along with the recent changes, development and trend in such areas of business, so that they can perform with greater professional competence.

Course Outline

- Shipping business - its nature & importance
- Managing Shipping Agency Business
- Ship Transport System
- Shipping Line & Conference Line
- Recent changes in shipping business
- Shipping Formalities
- Export Cargo Preparation
- Types of Vessels
- Cargo Handling & Stowage Planning
- Stevedoring
- Ship Transport Regulations
- Marine Insurance, P & I Insurance
- Risk Protection
- Claims and Accident Handling
- Port Formalities
- Maritime Law
- Chartering
- Container Handling
- Ship Classification
- Laws relating to the carriage of goods
- Custom formalities, clearing & forwarding and other allied areas.

Who Should Attend

The course is design for mid and junior level executives of public & private organization involved in shipping business, owners of shipping companies, shipping agents, executives of banks, insurance and clearing & forwarding agents. Fresh university graduates and others who like to develop career in this areas will also be benefited.

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

Duration : May 21 - June 02, 2005.

Time : 17 : 00 - 21 : 30

Venue : BIM, Chittagong

Co-ordinator : Salahuddin Ahmed

Fee : Tk. 4,000/-

COMPUTER APPLICATION USING MSWORD, EXCEL, ACCESS & INTERNET

Course Objectives

The course will serve as a foundation for those who really want to develop their career in computer. The objective is to help different government, semi-government, autonomous-bodies, public or private sector enterprises to develop computer literate people.

Course Outline

- Computer Fundamentals
- Operating Systems : MS DOS, WINDOW

MS word

- Starting MS Word
- Word Control Panel
- Creating, Saving, Opening & Inserting Files
- Spell Checking and Page Setup
- Formatting documents, Applying Fonts and Style
- Working with Tables & Column
- Inserting Page Break, Page Number, Date and Time
- Inserting Symbols, Frame & Picture
- Print Preview & Printing

MS Excel

- Starting Excel
- Excel Control Panel
- Worksheet Overview
- Creating Worksheet
- Formatting Worksheet
- Printing Worksheet
- Creating and Printing Graphs
- Special Applications

MS Access

- Data, Database & Database Management
- Database Management System & MS Access
- Creating and Updating Database
- Indexing and Sorting
- Query Formation and Searching
- Screen Design
- Report Preparation

Who Should Attend

Persons who are interested to develop career in the field of computer. This course will serve as a gateway to more advanced use of computers. Those who are involved in research or other analytical works in document preparation will be benefited immensely. 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 : 14 - 26 August , 2004
Time : 09 : 00 - 14 : 00
Venue : BIM, Khulna
Co-ordinator : M. Abdur Rahman
Fee : Tk. 3,000/-

Duration : Nov. 27 - Dec. 09, 2004
Time : 09 : 00 - 14 : 00
Venue : BIM, Khulna
Co-ordinator : M. Abdur Rahman
Fee : Tk. 3,000/-

Duration : 11 - 24 February, 2005
Time : 09 : 00 - 14 : 00
Venue : BIM, Khulna
Co-ordinator : M. Abdur Rahman
Fee : Tk. 3,000/-

ADVANCED DATA ANALYSIS WITH THE APPLICATION OF STATISTICAL SOFTWARE “SPSS”

Course Objective

- To expose participants to a selected set of statistical tools, which would help them practice advanced data analysis techniques in their day-to-day activities.
- To provide participants an opportunity to gain experience in using latest PC based statistical software “SPSS” in concrete situations and thereby enabling them to undertake research projects independently.

Contents

- Applied Statistics : The Sources and Collection of Data, Analysis and Presentation of Data, Sampling and Sampling Distribution, Measurement Scale and Scaling Design, Parametric and Non-Parametric Test, and Test of Hypothesis.
- Tools for Analyses : Measures of Central Tendency, Measures of Dispersion, Measures of Association, Spearman Rank Correlation, Multiple Regression, Analysis of Variance (ANOVA), Chi-Square Test, Kruskal Wallis Test, Mann-Whitney U-Test, Time Series Analysis, Paired T-Test, Z-Test, F-Test.

Who Should Attend

The course is suitable for mid-career and junior level researchers engaged in private, public and NGOs. It will also be suitable for fresh graduates who want to build their career as researcher.

Project

A major component of the programme is data analyses project which the participants would undertake in small groups. The project would generally be based on the data to be brought by the participants.

Methodology

Class sessions would involve discussions of cases and concepts, and sharing of experiences. Working on a project with fellow participants would enhance the classroom learning and help in acquiring skills to use statistical software for data analysis and use the results for research projects.

Participants are requested to bring the raw data collected, through surveys, for making decisions. These would be used for projects. In case sufficient data sets are not forthcoming from the participants, the programme coordinator would provide data sets for the projects.

Duration	:	19 - 23 September, 2004
Time	:	16 : 30 - 21 : 00
Venue	:	BIM, Khulna.
Co-ordinator	:	A.A. Shamsul Alam

Fee : Tk. 2,000/-

OFFICE ADMINISTRATION AND MANAGEMENT

Course Objective

This course is designed to improve the competence of the office staff, officers, managers/administrators for running their offices smoothly and handling problems successfully.

Course Outlines

- Concept of Office Administration and Management
- Office Procedures and Practices
- Office Correspondences, Noting and Report
- Office Recording, Indexing & Layout
- Mail Services, Office Manual & Motivation.

Who Should Attend

The course is suitable for Office Administrators, Office Assistants and Superintendents, Administrative Officers, Office Executives and all officers working as Head of Sections.

Training Methodology :

Class lecture, Case study, Group discussion, Exercises and field task.

Duration : **19 - 30 September, 2004**

Time : **09 : 30 - 14 : 00**

Venue : **BIM, Khulna.**

Co-ordinator : **M. Abdur Rahman**

Fee : **Tk. 2,700/-**

FINANCIAL MANAGEMENT

Course Objective

The program is designed for the top and mid level executives to develop and update the knowledge and skill of managing, reporting and recording financial information and data for taking management decision.

Course Outlines

- Concept of Financial Accounting and Finance functions
- Recording and compilation of financial transactions under Double Entry and Integrated Accounting methods
- Preparation of Financial Statements
- Interpretation of Financial Statements and Ratio Analysis
- Profit planning and BEP analysis
- Fund flow analysis
- Case Study of FACT method.

Who Should Attend

The course is suitable for top and mid level Officers, of Accounts Department of public and private enterprises and NGO officials.

Training Methodology :

Class lecture, Case study, Exercises and field Visit etc.

Duration	:	26 December, 2004 - 06 January, 2005
Time	:	09 : 30 - 14 : 00
Venue	:	BIM, Khulna.
Co-ordinator	:	M. Abdur Rahman
Fee	:	Tk. 2,700/-

PERSONNEL MANAGEMENT

Course Objectives

The programme is designed with a view to helping the executives to develop :

- Conceptual knowledge of the basic principles and techniques of Personnel Management.
- Operational skill for smooth functioning of day-to-day personnel operations.
- Understanding people and art of supervision.

Course Outlines

- Job Design and Job Analysis
- Human Resource Planning
- Employment functions
- Performance Appraisal
- Compensation
- Human Resource Development
- Counselling
- Handling Trade Unions
- Disciplining Employees

Who Should Attend

This course is suitable for executives of government, semi-government, commercial enterprises and NGOs. This programme is also suitable for the fresh graduates who are interested to build up their career as personnel executives.

Training Methodology :

Class lecture, Exercises, Case study, Group discussion, Field visit etc.

Duration	:	03 - 14 April, 2005
Time	:	09 : 30 - 14 : 00
Venue	:	BIM, Khulna
Co-ordinator	:	M. Abdur Rahman
Fee	:	Tk. 2,700/-

POST GRADUATE 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 :

- Diploma in Personnel Management
- Diploma in Business Management
- Diploma in Financial Management
- Diploma in Marketing Management
- Diploma in Computer Science

Post Graduate Diploma in Personnel Management

The diploma course in Personnel Management is designed to suit the requirements of labour and social welfare officers, personnel managers and similar officers/executives engaged in the personnel management/ human resources development functions and those desirous to make a career in personnel management. BIM has been offering this course since 1966-67. The public sector corporations offer special salary, increments and other service benefits to their officers/executives for qualifying in the course.

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 the functions and practices of financial management, viz. Finance, Accounts, Audit, MIS, Cost and Budget etc. 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 programme 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 the relatively newer computer related corporate positions, e.g., Systems Analyst, Information Manager, Database Administrator, etc. The programme 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.

Curriculum

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

POST GRADUATE DIPLOMA IN PERSONNEL MANAGEMENT

	PART-I	Marks
1.	Personnel Management-I	100
2.	Management	100
3.	Labour Economics	100
4.	Organizational Behaviour	100
5.	Statistics	100
		500

	PART-II	Marks
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
		700

POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

	PART-I	Marks
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
		500

	PART-II	Marks
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
		700

POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT

PART-I		Marks
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
		500

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
		700

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
		500

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
		700

POST GRADUATE DIPLOMA IN COMPUTER SCIENCE

PART-I	Marks
1. Computer Fundamentals	100
2. Computational Mathematics	100
3. Programming C/C++	100
4. Data Based Management with Oracle/Visual Basic	100
5. Management Information Systems	100
	500

PART-II	Marks
1. Data Communication & Networks	100
2. Data Structure and Algorithm	100
3. Webpage Development	100
4. Java Programming	100
5. Computer Architecture and Operating System	100
6. Internship (Field Work & Term Paper)	100
7. Viva Voce	100
	700

The classes are conducted in the evening from 5.30 to 9.05 p.m., three days a week. On successful completion of the first part examination, 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 :

	Weeks
a. Classes for Part-I	15
Preparatory Leave	2
Examination	3
	20

	Weeks
b. Classes for Part-II	15
Preparatory Leave	2
Examination	3
	20

	Weeks
c. Internship Report	6
d. Others	2
	8
Total =	48

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 Personnel Management is offered at Dhaka, Chittagong and Khulna Campuses of BIM. Other four diplomas are offered at Dhaka Campus only.

Examination

The Examinations of all diploma courses shall be held in two parts. Student must have at least 70% attendance in every course/paper in order to be eligible to sit for the final examination in each part. Students will be given grades for their performance in each course/paper. To be conferred with a diploma, a student shall have to earn at least D grades in all course/papers and maintain a minimum Cumulative Grade Point Average (CGPA) of 1.50.

Grading system shall be as follows :

Marks	Grade	Grade Point
80- Above	A	4
70-79	B	3
60-69	C	2
50-59	D	1
below 50	F (Fail)	0

Fees

(a) Bangladeshi Nationals

- (i) For the Post Graduate Diploma Courses in Personnel Management, Business Management, Financial Management and Marketing Management the course fee is Tk. 12,000/- (Taka Twelve 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. 25,000 (Taka Twenty-Five thousand) only per participant payable at one time.

(b) Foreign Nationals

For the foreign nationals, the course fees for the Post Graduate Diploma in Personnel 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 fee covers 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 an attached bathroom. The charges are currently Tk. 50 per day payable in advance.

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	Indrajit Chandra Bardhan	Senior Management Counsellor
2. Khulna	Md. Abdur Rahman	Management Counsellor
3. Dhaka	Md. Sanaullah	Assistant Co-ordination Officer
	K. M. Mizanur Rahman	Assistant Co-ordination Officer
	Md. Shafiqul Islam	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

DHAKA CAMPUS

Director General (In-charge)

Md. Nizamuddin
B. Sc. Engg. (Mech)
M.E.Mgt. (New Zealand)
Dip. in. Ind. Engg & Mgt. (Bangkok)

Director (Additional Charge)

Mohammad Salek
Senior Management Counsellor
B.B.A. (U.S.A.)
M.B.A. (Bangkok)
Dip. in Marketing (Holland)

Director (Additional Charge)

Sakhawat Hossain
Senior Management Counsellor
B. A. (Hons)
M. A. (Pub.) Admn.) M.B.A. (U.S.A.)
P.G. Dip in Per. Mgt.

Accounting and Financial Management Division

Md. Shamim
Senior Management Counsellor
B. Com. (Hons.)
M. Com. (Accounting)
M.B.A. (U.K.)

Md. Manzur Hossain
Management Counsellor
B. Com. (Hons.)
M. Com. (Accounting)

Computer Services Division

A.B.M. Shamsuddin
Senior Management Counsellor
B.Sc. Ag. Econ. (Hons)
M. Sc. Ag. (Econ.)

Md. Tariqul Islam
Management Counsellor
B. Sc. Engg. (Electrical & Electronics)
P. G. Dip. in Computer Science

S M Ariful Islam
Management Counsellor
B.Sc. in Urban and Rural Planning

General Management Division

A.H.Mostafa Kamal Khan
Senior Management Counsellor
B.S.S. (Hons.)
M. S. S. (Econ.)
M.B.A. (U.S.A.)

A.B.M. Rashedul Hassan
Management Counsellor
M. Com. (Management) (on deputation)

Parveen Agaz
Management Counsellor
B.S.S. (Hons.)
M.S.S. (Pub. Admn.)
M. Phil (Pub. Admn.)

Mohammad Nazmi Newaz
Associate Management Counsellor
BBA (Management)
MBA

Marketing Management Division

Md. Abdus Samad Chowdhury
Management Counsellor
M. Com. (Marketing)

Farhana Ahmed
Management Counsellor
B.Com. (Hons.)
M.Com. (Marketing)

Uttam Kumar Datta
Management Counsellor
B.Com. (Hons.)
M. Com. (Marketing)
M. Phil

Personnel Management Division

Md. Mamunur Rashid
Management Counsellor
B.Com. (Hons.)
M. Com. (Management)
M.B.A. (U.K.)
P.G. Dip. in Per. Mgt.

Akhund A. Shamsul Alam
Management Counsellor
B.Com. (Hons.)
M. Com. (Accounting)
P.G.Dip. in Per. Mgt.

Mohammad Mainul Islam
Associate Management Counsellor
BSS (Hons.) (Aligarh)
MSS (DU)

Project and Social Service Sector Division

A.B.M. Sayedul Kawnine
Senior Management Counsellor
M.A. (Econ.)
M.A. (Admn. Sc.) U.S.A.

Productivity and Consultancy Division

Selima Khatun
Management Counsellor
B. A. (Hons.)
M.A. (Econ.)

Md. Mehboob Hasan Kallol
Management Counsellor
M. Sc. Engg. (Electrical),
P.G. Dip. in Computer Science

Shah Md. Nurul Islam
Associate Management Counsellor
B. Sc. Engg. (EEE) (IUT)
P.G. Dip. in Technical Education

Production Management Division

Deena Huq
Senior Management Counsellor
B. A. (Hons)
M. A. (Pub. Admn)
P.G. Dip. in Per. Mgt.

Abu Naser Md. Shahidullah
Management Counsellor
B.Sc. Engg. (Mechanical)

Md. Mamunur Rashid
Management Counsellor
B. Sc. Engg. (Mechanical),
M. Sc. Engg. (Mechanical)
MBA

A.S.M. Mahmudur Rahman
Associate Management Counsellor
B. Sc. Engg. (Mechanical), (BUET)

Research, Evaluation and Publication Division

Yusuff Hasan
Senior Management Counsellor
M.B.A. (U.S.A)

Md. Mahbub-ul-Alam
Management Counsellor
M.S.S. (Political Science)
P.G.Dip. in Per. Mgt.

Training of Trainers and Behavioural Management Division

Md. Zahangir Alam Khan
Senior Management Counsellor

B.A. (Hons.)
M.A. (History)
LL.B.
P.G. Dip. in Per. Mgt.

Sonia Sharif
Management Counsellor
M.Sc. (Home Econ.)

CHITTAGONG CAMPUS

Indrajit Chandra Bardhan
Senior Management Counsellor and Deputy Director
B.Com. (Hons.)
M. Com. (Accounting)

Abdul Quader
Management Counsellor
B.Sc. Engg. (Mechanical)
P.G. Dip. in Per. Mgt.

Salahuddin Ahmed
Management Counsellor
B.S.S. (Hons.)
M.S.S. (Pub. Admn.)

Salma Sultana Saleh Ejaj
Management Counsellor
B.S.S. (Hons.)
M.S.S. (Political Science)
P.G.Dip. in Per. Mgt.

KHULNA CAMPUS

Md. Abdur Rahman
Management Counsellor
B. Com. (Hons.)
M. Com. (Accounting)

Other Officers

Nur Mohammad
M. Com.

Senior Accounts and Budget Officer

K. M. Mizanur Rahman
B. Com.
Senior Administrative Officer

Md. Aftabuddin
Senior Librarian
M. A. in Library Science.
P.G. Dip. in Ind. Mgt.

Md. Sanauallah
M. A. (Islamic Studies)
P. G. Dip in Per. Mgt.
Planning and Program Co-ordination Officer (in-charge)

Md. Humayun Kabir
Maintenance In-Charge
Dip. in Civil Engg

Md. Shamsul Hoque
Assistant Co-ordination Officer