

**Proposed Training Courses: July 2008-June 2009**

<b>JULY, 2008</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	MS Office and Internet for Professional Excellence	July 06-16 2008	17:00 - 21:00	BIM Dhaka	S. M. Ariful Islam	4,250/-	

<b>AUGUST, 2008</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Executive Development	August 03-14, 2008	17:00 - 21:30	BIM Dhaka	A.H. Mostafa Kamal Khan	5,500/-	
02.	Project Management	August 03-21, 2008	17:00 - 21:30	BIM Dhaka	A.B.M. Shamsuddin	7,200/-	
03.	Research Methodology with the Application of SPSS	August 03-14, 2008	17:00 - 21:30	BIM Dhaka	Md. Mahbub ul Alam & A A Shamsul Alam	6,600/-	
04.	Supervisory Skills and Leadership Development	August 03-14, 2008	17:30 - 21:30	BIM Ctg.	Salahuddin Ahmed	5,500/-	
05.	Personnel Management, Labour Laws & Industrial Relations	August 03-14, 2008	17:00 - 21:30	BIM Ctg.	Salma Sultana Saleh Ejaz	5,500/-	
06.	Management Development for Executives	August 03-14, 2008	17:00 - 21:30	BIM Dhaka	Dr. Parveen Agaz	5,500/-	
07.	Marketing, Sales Management and Salesmanship	August 03-21, 2008	17:30 - 22:00	BIM Dhaka	Abdus Samad Chowdhury	7,500/-	
08.	Safety, Health & Engineering	August 10-14, 2008	Half Day	BIM Khulna	Engr. Abdul Quader	2,500/-	
09.	Management Information Systems (MIS)	August 17-28, , 2008	17:00 - 21:30	BIM Dhaka	Mohammad Nazmi Newaz	5,500/-	
10.	The Heart of Accounting	August 18-28, 2008	17:30 - 21:30	BIM Dhaka	Indrajit Chandra Bardhan	5,500/-	
11.	Leadership and Supervision	August 17-28, 2008	17:00 - 21:30	BIM Dhaka	Zahangir Alam Khan & Khan Sarfaraz Ali	5,500/-	
12.	Management Information Systems (MIS)	August 17-28, , 2008	17:00 - 21:30	BIM Dhaka	Mohammad Nazmi Newaz	5,500/-	

**Proposed Training Courses: July 2008-June 2009**

<b>SEPTEMBER, 2008</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Time Management	Sept.29, 2008	Full Day	BIM Dhaka	A.H. Mostafa Kamal Khan	1,200/-	

<b>OCTOBER, 2008</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Certificate Course on "Human Resource Development for Effective Performance"	Oct. 05 – Nov. 30, 2008	17:30 – 21:30	BIM Dhaka	Sonia Sharif & Khan Sarfaraz Ali	8,000/-	
02.	Safety, Health & Engineering	Oct. 18-23, 2008	Half Day	BIM Chittagong	Engr. Abdul Quader	3,300/-	
03.	Customer Services and Effective Customer Relations	Oct.19-23, 2008	09:00 – 13:30	BIM Dhaka	Abdus Samad Chowdhury	3,300/-	
04.	Financial Management for Accounts Personnel	Oct. 19-30, 2008	17:30 – 21:30	BIM Dhaka	Indrajit Chandra Bardhan	5,500/-	
05.	Project Management using Computer Applications	Oct.19-30, 2008	17:30 – 21:30	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	6,600/-	
06.	Customer Services and Effective Customer Relations	Oct. 26-30, 2008	09:00 – 13:30	BIM Chittagong	Abdus Samad Chowdhury	3,300/-	
07.	PC Maintenance and Trouble Shooting	Oct. 26 – Nov. 06, 2008	17:30 – 21:30	BIM Dhaka	Md. Tariqul Islam	4,750/-	

<b>NOVEMBER, 2008</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Certificate Course on "Marketing and Sales Management"	Nov. 02, 2008 – Jan. 22, 2009	17:30 – 22:00	BIM Dhaka	Dr. Uttam Kumar Datta	9,500/-	
02.	Managing Human Capital for Better Organization	Nov. 09-20, 2008	17:30 – 21:00	BIM Dhaka	Farhana Ahmed	5,500/-	
03.	Professional Shipping Management	Nov. 09-20, 2008	17:30 – 21:30	BIM Chittagong	Salahuddin Ahmed	5,500/-	

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<b>NOVEMBER, 2008</b>							
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04.	Human Resource Management, Labour Laws & Conducting Departmental Enquiry	Nov. 09-27, 2008	17:30 – 21:30	BIM Chittagong	Salma Sultana Saleh Ejaz	7,500/-	
05.	Feasibility Analysis	Nov. 16-27, 2008	17:00 – 21:30	BIM Dhaka	A.B.M. Shamsuddin	5,500/-	
06.	Certificate Course on “Management Information Systems (MIS)”	Nov.16, 2008 – Feb. 05, 2009	17:00 – 21:30	BIM Dhaka	Mohammad Nazmi Newaz	9,500/-	
07.	Financial Analysis for Decision-Making	Nov. 23 – Dec. 04, 2008	17:00 – 21:30	BIM Dhaka	Md. Manzur Hossain	5,500/-	
08.	Human Resource Management for Executives	Nov. 23 – Dec. 04, 2008	17:00 – 21:30	BIM Dhaka	Akhund A Shamsul Alam	5,500/-	
09.	Time Management	Nov. 29, 2008	Full Day	BIM Dhaka	A.H. Mostafa Kamal Khan	1,200/-	

<b>DECEMBER, 2008</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Managing Stress for Better Life	Dec. 29-30, 2008	17:30 - 21:30	BIM Dhaka	Sonia Sharif	2,000/-	
02.	Certificate Course on “Computer Aided Project Management”	Dec. 21, 2008 Jan. 29, 2009	17:30 - 21:30	BIM Dhaka	Engr. Mamunur Rashid	8,500/-	

<b>JANUARY, 2009</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Economic and Financial Analysis for Business Decision Making	Jan. 04-22, 2009	16:30 - 21:30	BIM Dhaka	Engr. Abdul Quader	7,200/-	
02.	The PPR 2003, The Public Procurement Act. 2006 and Annual Procurement Planning	Jan. 11-22, 2009	17:30 - 21:30	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	6,000/-	
03.	Human Resource Development	Jan. 13-24, 2009	17:30 - 21:30	BIM Chittagong	Salahuddin Ahmed	5,500/-	
04.	Social Compliance in Relation to Labour Laws	Jan. 13-24, 2009	17:00 - 21:30	BIM Dhaka	Md. Mahbub ul Alam & A A Shamsul Alam	5,500/-	

**Proposed Training Courses: July 2008-June 2009**

<b>JANUARY, 2009</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
05.	Training of Trainers	Jan. 18-29, 2009	17:00 - 21:30	BIM Dhaka	Sonia Sharif	5,500/-	
06.	Productivity Improvement Techniques	Jan. 21-28, 2009	09:30 – 13:30	BIM Dhaka	Dr. Parveen Agaz & Engr. Mamunur Rashid	3,300/-	

<b>FEBRUARY, 2009</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Customer Relations Management for Marketing Success	Feb. 01-05, 2009	17:30 - 21:00	BIM Dhaka	Farhana Ahmed	3,900/-	
02.	Total Quality Management (TQM)	01-12 Feb. 2009	17:30 - 21:30	BIM Dhaka	Engr. A.N.M. Shahidullah	5,500/-	
03.	Basic Management for Managers and Executives	Feb. 01-12, 2009	17:30 - 21:30	BIM Dhaka	Dr. Parveen Agaz	5,500/-	
04.	Developing Human Relation Skills for Better Performance	Feb. 08-12 ,2009	17:30 - 21:30	BIM Dhaka	Khan Sarfaraz Ali	4,000/-	
05.	Labour Laws for Managers and Executives	Feb. 08-19, 2009	17:30 - 21:30	BIM Dhaka	Akhund A Shamsul Alam	5,500/-	
06.	Certificate course on “Total Quality Control through ISO 9000:200 (TQM)”	Feb. 08 – Mar. 19, 2009	17:30 - 21:30	BIM Dhaka	Engr. Md. Mamunur Rashid	7,500/-	
07.	Developing Selling Skills	Feb. 15-19, 2009	Half Day	BIM Dhaka	Abdus Samad Chowdhury	3,300/-	
08.	Internal Audit	22 Feb.-05 Mar., 2009	17:30 - 21:30	BIM Dhaka	Md. Manzur Hossain	5,500/-	

<b>MARCH, 2009</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Leadership Development	Mar. 08-12 2009	Half Day	BIM Dhaka	A.H. Mostafa Kamal Khan	3,500/-	
02.	Marketing Techniques for Executives	Mar. 08-19 2009	17:30 - 21:00	BIM Dhaka	Farhana Ahmed	5,500/-	
03.	Supervisory Skills and Leadership Development	Mar. 08-19, 2009	17:30 - 21:30	BIM Chittagong	Salahuddin Ahmed	5,500/-	

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<b>MARCH, 2009</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
05.	Brain Capital Creation for Managers & Executives <b>First Time in Bangladesh</b>	Mar. 15 -19, 2009	17:30 - 21:30	BIM Dhaka	Engr. A.N.M. Shahidullah	5,500/-	
06.	Brand Management and Setting the Product in a Competitive Market	Mar. 15-26, 2009	17:30 - 21:30	BIM Dhaka	Dr. Uttam Kumar Datta	5,500/-	
07.	Computer Application Foundation	Mar. 15-29, 2009	17:30 - 21:30	BIM Dhaka	Md. Tariqul Islam	4,750/-	
08.	Developing Management Skills and Techniques	Mar. 22 - April 02, 2009	17:30 - 21:30	BIM Dhaka	Mohammad Nazmi Newaz	5,500/-	
09.	Implementing TQM and ISO-9000 : 2000 Version	Mar. 22 - April 02, 2009	16:30 - 2130	BIM Khulna	Engr. Abdul Quader	4,000/-	

<b>APRIL, 2009</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Social Compliance in Relation to Labour Laws	April, 05-09, 2009	17:00 - 21:30	BIM Dhaka	Md. Mahbub ul Alam & A A Shamsul Alam	3,900/-	
02.	Winning Customer Through Effective Sales Team	April 05-16, 2009	17:30 - 21:30	BIM Dhaka	Farhana Ahmed	5,500/-	
03.	Office Management with Computer Application	05-16 April, 2009	17:30 - 21:30	BIM Dhaka	Dr. Parveen Agaz	6,600/-	
04.	Performance Improvement Programming	April 12-16, 2009	Half Day	BIM Dhaka	A.H. Mostafa Kamal Khan	3,500/-	
05.	Managing E- Information: Tools & Techniques	April 13-27, 2009	17:30 - 21:30	BIM Dhaka	S. M. Ariful Islam	6,000/-	
06.	Effective Human Relations for Better Management	April, 19-23, 2009	17:00 - 21:30	BIM Dhaka	Md. Mahbub ul Alam	3,900/-	
07.	Implementing TQM and ISO-9000 : 2000 Version	19-30 April, 2009	16:30 - 2130	BIM Chittagong	Engr. Abdul Quader	5,500/-	

<b>MAY, 2009</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee ((Tk.)</b>	<b>Remarks</b>
01.	Human Resource Management for Executives	May 03-14, 2009	17:30 - 21:30	BIM Dhaka	Akhund A Shamsul Alam	5,500/-	

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<b>MAY, 2009</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee ((Tk.)</b>	<b>Remarks</b>
02.	MS Office and Internet for Professional Excellence	May 04-15, 2009	17:30 - 21:30	BIM Dhaka	S. M. Ariful Islam	4,250/-	
04.	Management Techniques and Gender Issues for Women	May 10-14, 2009	Half Day	BIM Chittagong	Salma Sultana Saleh Ejaz	3,300/-	
05.	Salesmanship for the Sales Representatives and Sales Officers	May 17-28, 2009	17:30 - 22:00	BIM Dhaka	Dr. Uttam Kumar Datta	5,500/-	
06.	Office Management with Computer Applications	May 17 - June 04, 2009	17:00 - 21:30	BIM Dhaka	Mohammad Nazmi Newaz	8500	
03.	Practical Income Tax	May 24 - June 11, 2009	17:00 - 21:30	BIM Dhaka	Md. Manzur Hossain	7,500/-	
07.	Research Methodology with the Application of SPSS	May 24 - June 04, 2009	17:00 - 21:30	BIM Dhaka	Md. Mahbub ul Alam & A A Shamsul Alam	6,600/-	

<b>JUNE, 2009</b>							
<b>SL No</b>	<b>Title of the Course</b>	<b>Duration</b>	<b>Timing</b>	<b>Venue</b>	<b>Name of the Coordinator</b>	<b>Fee (Tk.)</b>	<b>Remarks</b>
01.	Basic Production Management	June 07-11, 2009	17:00 - 21:30	BIM Dhaka	Indrajit Chandra Bardhan Engr. A.N.M. Shahidullah	3,900/-	
02.	Developing Management Information Systems (MIS)	June 14-18, 2009	Full Day	BIM Dhaka	Mohammad Nazmi Newaz	3,000/-	
04.	PC Maintenance and Trouble Shooting	June 14-25, 2009	17:30 - 21:30	BIM Dhaka	Md. Tariqul Islam	4,750/-	
05.	Human Resource Management: Basic Issues	June 21 - July 02, 2009	17:30 - 21:30	BIM Dhaka	Mohammad Mainul Islam	5,500/-	
4	Social Compliance in Relation to Labour Laws	June 14-18, 2008	17:30 - 21:30	BIM Dhaka	Md. Mahbub ul Alam & A A Shamsul Alam	3,900/-	

**For Course details please download our previous Annual Program from the link shown below or contact the Course Coordinator:**

<http://bim.org.bd/html/annual.html>

**Contact us:**

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