

Proposed Training Courses: July 2008-June 2009

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

AUGUST, 2008							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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/-	

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

OCTOBER, 2008							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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/-	

NOVEMBER, 2008							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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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NOVEMBER, 2008							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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/-	

DECEMBER, 2008							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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/-	

JANUARY, 2009							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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/-	

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JANUARY, 2009							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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/-	

FEBRUARY, 2009							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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/-	

MARCH, 2009							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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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MARCH, 2009							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
05.	Brain Capital Creation for Managers & Executives First Time in Bangladesh	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/-	

APRIL, 2009							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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/-	

MAY, 2009							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee ((Tk.)	Remarks
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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MAY, 2009							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee ((Tk.)	Remarks
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/-	

JUNE, 2009							
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)	Remarks
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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