



Golden Jubilee
of BIM,
Serving the
Knowledge Economy
Since 1961

TRAINING CALENDER

2011-2012



**BANGLADESH INSTITUTE OF
MANAGEMENT (BIM)**

Dhaka • Chittagong • Khulna

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

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

After the liberation of the country in 1971, the institute was vested with the responsibility of building up human resources of the newly independent country. Between 1972—75, the public sector was the predominant sector of the economy and the majority of the clients of the institute were drawn from the public sector enterprises. During the late 70's to mid 80's, the institute was recipient of major Technical Assistance projects, which resulted in a major transformation of the institute. It became a hub of management training with participants being drawn from public, private and NGO sectors. In the year 1981, another year long, Post Graduate Diploma in Industrial Management was introduced.

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.

MISSION STATEMENT

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

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

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

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

BIM's Offerings of the Training Courses in 2011-12

DHAKA CAMPUS:

ACCOUNTING AND FINANCIAL MANAGEMENT

<i>Title of the Training</i>	<i>Month</i>
• Financial Analysis for Decision-Making	October, 2011
• Internal Audit	February, 2012
• Practical Income Tax	May, 2012

COMPUTING AND INFORMATION TECHNOLOGY

<i>Title of the Training</i>	<i>Month</i>
• PC Maintenance and Trouble Shooting	Sept., 2011 & June, 2012
• Computer Application Foundation	January, 2012 & March, 2012
• E- Governance and ICT Infrastructure for Implementation of digital Bangladesh	July, 2011 & October, 2011 & February, 2012

DISASTER MANAGEMENT

<i>Title of the Training</i>	<i>Month</i>
• Disaster Management	July, 2011

GENERAL MANAGEMENT

<i>Title of the Training</i>	<i>Month</i>
• Time Management	October, 2011
• Strategic Management	November, 2011
• Basic Management for Managers and Executives	May, 2012
• Leadership Development	June, 2012
• Developing Management Skills and Techniques	October, 2011
• Management Development	July, 2011
• Management Information Systems (MIS)	January, 2012
• Office Management with Computer Applications	February, 2012 & May, 2012

MARKETING MANAGEMENT

<i>Title of the Training</i>	<i>Month</i>
• Marketing, Sales Management and Salesmanship	September, 2011
• Customer Services and Effective Customer Relations	November, 2011
• Developing Selling Skills	February, 2012
• Marketing and Sales Management to the New Economy	July, 2011
• Strategic Marketing for Non-profit Organizations	March, 2012
• Building, Measuring & Managing Brand Equity to the Competitive Market	September, 2011
• Customer Relations Management for Marketing Success	October, 2011 & March, 2012
• Developing Marketing Skills & Techniques	May, 2012
• Customer Service Excellence	January, 2012

HUMAN RESOURCE MANAGEMENT

<i>Title of the Training</i>	<i>Month</i>
• Human Resource Management for Executives	October, 2011
• Human Resource Strategies and Policies	March, 2012 & April, 2012
• Labour Laws for Managers and Executives	March, 2012 & May, 2012 & June, 2012
• Human Resource Management: Basic Issues	April, 2012
• Human Resource Management: Practical Issues	December, 2011
• Human Resource Management	February, 2012 & April, 2012
• Advanced Human Resource Management	September, 2011
• Basic Management & Human Resource Development	January, 2012 & May, 2012
• Social Compliance: in Relation to Labour laws	January, 2012

QUALITY MANAGEMENT

<i>Title of the Training</i>	<i>Month</i>
• Total Quality Management (TQM)	December, 2011
• Implementing ISO 9001 Quality Management System	February, 2012

PROJECT MANAGEMENT

<i>Title of the Training</i>	<i>Month</i>
• Project Management: Basic Issues	September, 2011
• Project Management using Computer Applications	January, 2012

PURCHASE & PROCUREMENT MANAGEMENT

<i>Title of the Training</i>	<i>Month</i>
• Purchase and Stores Management	October, 2011
• PPR 2008 and Annual Procurement Planning	September, 2011 & October, 2011
• Effect of e-Tendering for Ensuring Good Governance	April, 2012
• Risk Mitigation Strategies in Procurement Activities	January, 2012
• Public Procurement Management	May, 2012
• Supply Chain Management	January, 2012

RESEARCH METHODOLOGY

<i>Title of the Training</i>	<i>Month</i>
• Research Methodology with the Application of SPSS	November, 2011
• Qualitative Research Methodology	January, 2012

MEDIA AND COMMUNICATION

<i>Title of the Training</i>	<i>Month</i>
• English for Business Communication	September, 2011
• Media Management: Public Relation & Event	May, 2012

TOT AND BEHAVIOURAL MANAGEMENT

<i>Title of the Training</i>	<i>Month</i>
• Training of Trainers (TOT)	February, 2012
• Organizational Development & Training Management	November, 2011

CHITTAGONG CAMPUS

<i>Title of the Training</i>	<i>Month</i>
• Customer Services and Effective Customer Relations	November, 2011
• Supervisory Skills and Leadership Development	July, 2011 & January, 2012
• Human Resource Management, Labour Laws & Industrial Relations	September, 2011
• Human Resource Development	October, 2011 & March, 2012
• Human Resource Management, Labour Laws & Conducting Domestic Enquiry	November, 2011
• Management Techniques and Gender Issues for Women	May, 2012

KHULNA CAMPUS

<i>Title of the Training</i>	<i>Month</i>
• Customer Services and Effective Customer Relations	October, 2011
• Salesmanship for the Sales Representatives and Sales Officers	November, 2011
• Human Resource Management for Executives	December, 2011
• Basic Management for Managers & Executives	March, 2012

Program at a Glance (Month wise)

JULY, 2011						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Supervisory Skills and Leadership Development	July 01-14, 2011	09:00-13:30	BIM Ctg.	Salahuddin Ahmed	5,000/-
02.	e-Governance and ICT Infrastructure for Implementation of Digital Bangladesh	July 03-14, 2011	17:00 - 21:30	BIM Dhaka	S.M. Ariful Islam	12,000/-
03.	Marketing and Sales Management to the New Economy	July 03-14, 2011	17:00 - 21:30	BIM Dhaka	Dr. Uttam Kumar Datta	6,600/-
04.	Management Development	July 10-21, 2011	17:00 - 21:30	BIM Dhaka	Dr. Parveen Agaz	6,600/-
05.	Disaster Management	July 23-23, 2011	17:00 - 21:30	BIM Dhaka	Md. Sayeedur Rahman & Md. Samiul Islam	4,500/-

SEPTEMBER, 2011						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Marketing Sales management and Salesmanship	September 11-19, 2011	17:00 - 22:00	BIM Dhaka	Abdus Samad Chowdhury	7,500/-
02.	PC Maintenance & Trouble Shooting	September 18-29, 2011	17:00 - 21:30	BIM Dhaka	Engr. Md. Tariqul Islam	5,700/-
03.	Building, Measuring and Managing Brand Equity to the Competitive Market	September 18-29, 2011	17:00 - 21:30	BIM Dhaka	Dr. Uttam Kumar Datta	6,600/-
04.	PPR 2008 and Annual Procurement Planning	September 18-29, 2011	17:00 - 21:30	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	6,600/-
05.	Advanced Human Resource Management	September 17-21, 2011	17:00 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman & Rashedul Haq Chowdhury	4,500/-
06.	Human Resource Management, Labour Laws and Industrial Relations	September 18-29, 2011	17:00-21:30	BIM Chittagong	Salma Sultana Saleh Ejaz	6,600/-
07.	English for Business Communication	September 24-28, 2011	17:00 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman	4,500/-
08.	Project Management : Basic Issues	September 24-28, 2011	17:00 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman	4,500/-

OCTOBER, 2011						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Purchase and Stores Management	October 04-15, 2011	17:00 - 21:30	BIM Dhaka	Engr. A.N.M. Shahidullah	6,600/-
02.	Financial Analysis for Decision-Making	October 16-27, 2011	17:00 - 21:30	BIM Dhaka	Md. Manzur Hossain	6,600/-
03.	Time Management	October 18, 2011	09:30- 17:00	BIM Dhaka	A.H. Mostafa Kamal Khan	1,600/-
04.	Developing Management Skills and Techniques	October 09-20, 2011	09:30- 14:00	BIM Dhaka	Mohammad Nazmi Newaz	6,000/-
05.	Customer Services and Effective Customer Relations	October 09-13, 2011	09:00 - 13:30	BIM Khulna	Abdus Samad Chowdhury	3,600/-
06.	e-Governance and ICT Infrastructure for Implementation of Digital Bangladesh	October 09-20, 2011	17:00 - 21:30	BIM Dhaka	S.M. Ariful Islam	12,000/-
07.	Human Resource Development (HRD)	October 09-20, 2011	17:00- 21:30	BIM Chittagong	Salahuddin Ahmed	6,600/-
08.	Human Resource Management for Executives	Oct. 23- Nov. 03, 2011	17:00 - 21:30	BIM Dhaka	Akhund A. Shamsul Alam	6,600/-
09.	PPR 2008 and Annual Procurement Planning	Oct.23- Nov. 03, 2011	17:00 - 21:30	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	6,600/-
10.	Customer Relations Management for Marketing Success	October 28, 2011	09:30 - 17:30	BIM Dhaka	Farhana Ahmed	1,600/-

NOVEMBER, 2011						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Salesmanship for the Sales Representatives and Sales Officers	August 07-11, 2011	17:30 - 21:30	BIM Khulna	Dr. Uttam Kumar Datta	3,300/-
02.	Strategic Management	November 22, 2011	09:30- 17:00	BIM Dhaka	A. H. Mostafa Kamal Khan	1,600/-
03.	Customer Services and Effective Customer Relations	November 20-24, 2011	09:00 - 13:30	BIM Dhaka	Abdus Samad Chowdhury	4,000/-
04.	Organizational Development and Training Management	November 20-24, 2011	17:00 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman & Md. Samiul Islam	4,500/-
05.	Research Methodology with the Application of SPSS	Nov. 20- Dec.01, 2011	17:00 - 21:30	BIM Dhaka	Md. Mahbub-ul-Alam & Akhund A. Shamsul Alam	8,000/-
06.	Customer Services and Effective Customer Relations	Nov. 27- Dec. 01, 2011	09:00 - 13:30	BIM Ctg.	Abdus Samad Chowdhury	3,600/-

NOVEMBER, 2011						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
07.	Human Resource Management, Labour Laws and Conducting Domestic Enquiry	Nov. 27-December 15, 2011	17:00-21:30	BIM Ctg.	Salma Sultana Saleh Ejaz	8,000/-

DECEMBER, 2011						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Total Quality Management (TQM)	December 11-15, 2011	17:00 - 21:30	BIM Dhaka	Engr. A.N.M. Shahidullah	4,500/-
02.	Human Resource Management : Practical Issues	December 11-15, 2012	17:00 - 21:30	BIM Dhaka	Mohammad Mainul Islam	4,500/-
03.	Human Resource Management for Executives	December 11-22, 2011	17:00-21:30	BIM Khulna	Engr. Abdul Quader	6,000/-

JANUARY, 2012						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Social Compliance : in Relation to Labour Laws	January 08-12, 2012	17:00 - 21:30	BIM Dhaka	Md. Mahub-ul-Alam & Akhund A. Shamsul Alam	4,500/-
02.	Disaster Management	January 08-12, 2012	17:00 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman & Md. Samiul Islam	4,500/-
03.	Qualitative Research Methodology	January 08-12, 2012	17:00 - 21:30	BIM Dhaka	Md. Samiul Islam	4,500/-
04.	Project Management Using Computer Applications	January 08-19, 2012	17:00 - 21:30	BIM Dhaka	Engr. Md. Mehboob Hasan Kallol	8,000/-
05.	Computer Application Foundation	January 15-26, 2012	17:00 - 21:30	BIM Dhaka	Engr. Md. Tariqul Islam	5,500/-
06.	Management Information Systems (MIS)	January 15-26, 2012	17:00 - 21:30	BIM Dhaka	Mohammad Nazmi Newaz	8,000/-
07.	Basic Management and Human Resource Development	January 22-26, 2012	17:00 - 21:30	BIM Dhaka	Md. Zafar Ali	4,500/-
08.	Risk Mitigation Strategies in Procurement Activities	January 22-26, 2012	17:00 - 21:30	BIM Dhaka	Md. Aminul Islam	4,500/-
09.	Supply Chain Management	January 22-26, 2012	17:00 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman	4,500/-
010.	Customer Service Excellence	January 28, 2012	09:30 - 17:00	BIM Dhaka	Farhana Ahmed	1,600/-
011.	Supervisory Skills and Leadership Development	January 29-February 09, 2012	17:00-21:30	BIM Chittagong	Salahuddin Ahmed	6,600/-

FEBRUARY, 2012						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Implementing ISO-9001 Quality Management System	February 05-09, 2012	17:00 - 21:30	BIM Dhaka	Engr. A.N.M. Shahidullah	4,500/-
02.	Human Resource Management	February 05-16, 2012	17:00 - 21:30	BIM Dhaka	Mohammad Mainul Islam	6,600/-
03.	Office Management with Computer Applications	February 05-16, 2012	17:00 - 21:30	BIM Dhaka	Dr. Parveen Agaz	8,000/-
04.	e-Governance and ICT Infrastructure for Implementation of Digital Bangladesh	February 12-23, 2012	17:00 - 21:30	BIM Dhaka	S.M. Ariful Islam	12,000/-
05.	Developing Selling Skills	February 14-18, 2012	09:00 - 13:30	BIM Dhaka	Abdus Samad Chowdhury	4,000/-
06.	Training of Trainers (ToT)	February 25-29, 2012	17:00 - 21:30	BIM Dhaka	Farhana Ahmed	4,500/-
07.	Internal Audit	February 26-March 8, 2011	17:00 - 21:30	BIM Ctg.	Md. Manzur Hossain	6,600/-

MARCH, 2012						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Labour Laws for Managers and Executives	March 04-08, 2012	17:00 - 21:00	BIM Dhaka	Akhund A. Shamsul Alam	4,500/-
02.	Computer Application Foundation	March 04-15, 2011	17:00 - 21:30	BIM Dhaka	S.M. Ariful Islam	5,500/-
03.	Strategic Marketing for Nonprofit Organizations	March 04-15, 2012	17:00 - 21:30	BIM Dhaka	Dr. Uttam Kumar Datta	6,600/-
04.	Human Resources Strategies and Policies	March 09-10, 2012	09:00 - 19:00	BIM Dhaka	Mohammad Nazmi Newaz	2,500/-
05.	Basic management for Managers and Executives	March 11-15, 2012	17:00- 21:30	BIM Khulna	Md. Mahbub-ul-Alam	4,000/-
06.	Training of Trainers (ToT)	March 11-22, 2012	17:00- 21:30	BIM Dhaka	Khan Sarfaraz Ali	6,600/-
07.	Human Resource Development (HRD)	March 11-22, 2012	17:00- 21:30	BIM Chittago ng	Salahuddin Ahmed	6,600/-
08.	Human Resources Strategies and Policies	March 13-14, 2012	09:00 - 19:00	BIM Dhaka	Mohammad Nazmi Newaz	2,500/-
09.	Customer Relations Management for Marketing Success	March 25-29, 2012	17:00 - 21:30	BIM Dhaka	Farhana Ahmed	4,500/-

APRIL, 2012						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Human Resource Management : Basic Issues	April 01-05, 2012	09:30 - 14:00	BIM Dhaka	Mohammad Mainul Islam	4,000/-
02.	Certificate Course on HRD	April 01- June 07, 2012	09:30 - 17:00	BIM Dhaka	Khan Sarfaraz Ali	8,000/-
03.	Human Resource Management	April 06-07, 2012	09:30 - 17:00	BIM Dhaka	Farhana Ahmed	2,500/-
04.	Effect of e-Tendering for Ensuring Good Governance	April 25-29, 2012	17:00 - 21:30	BIM Dhaka	Md. Aminul Islam	4,500/-

MAY, 2012						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Management Techniques and Gender Issues for Women	May 06-10, 2012	09:00- 13:30	BIM Chittagong	Salma Sultana Saleh Ejaz	4,000/-
02.	Media Management: Public Relation & Event	May 08-12, 2012	17:00 - 21:00	BIM Dhaka	S. M. Ashraful Alam	4,500/-
03.	Developing Marketing Skills and Techniques	May 13-17, 2012	17:00 - 21:00	BIM Dhaka	Farhana Ahmed	4,500/-
04.	Basic Management for Managers and Executives	May 13-24, 2012	17:00 - 21:30	BIM Dhaka	Dr. Parveen Agaz	6,600/-
05.	Labour Laws for Managers and Executives	May 15-19, 2012	17:00 - 21:00	BIM Dhaka	Akhund A. Shamsul Alam	4,500/-
06.	Basic Management and Human Resource Development	May 15-19, 2012	17:00 - 21:30	BIM Dhaka	Md. Zafar Ali	4,500/-
07.	Public Procurement Management	May 23- June 03, 2012	17:00 - 21:30	BIM Dhaka	Md. Aminul Islam	4,500/-
08.	Office Management With Computer Applications	May 27- June 14, 2012	09:00 - 19:00	BIM Dhaka	Mohammad Nazmi Newaz	10,000/-
09.	Practical Income Tax	May 27- June14 , 2011	17:00 - 21:30	BIM Dhaka	Md. Manzur Hossain	9,000/-

JUNE, 2012						
SL No	Title of the Course	Duration	Timing	Venue	Name of the Coordinator	Fee (Tk.)
01.	Leadership Development	June 03-14, 2012	09:30- 13:30	BIM Dhaka	A.H. Mostafa Kamal Khan	4,000/-
02.	Labour Laws for Managers and Executives	June 04-08, 2012	17:00 - 21:00	BIM Dhaka	Akhund A. Shamsul Alam	4,500/-
03.	PC Maintenance & Trouble Shooting	June 10-21, 2012	17:00 - 21:30	BIM Dhaka	Engr. Md. Tariqul Islam	5,700/-

Contact information of the course coordinator

Dhaka Campus:

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5	Engr. A.N.M. Shahidullah	SMC	01713060444	anmshahidullah@yahoo.com
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Chittagong Campus:

1	Mr. Salah Uddin Ahmed	Deputy Director	01554334636	bimctg@abnetbd.com
2	Mrs. Salma Sultana Saleh Ezaz	MC	01199220199	bimctg@abnetbd.com

Khulna Campus:

1	Engr. Md. Abdul Quader	Deputy Director	01554343715	bim-k@bttb.net.bd
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Activities of the Institute

Training

Training is the prime activity of BIM. It offers two types of courses: Short courses of one to four weeks length and Diploma courses of six months to one-year duration.

a. Short Courses

During the course of the last decade, BIM has organized over 80 courses and seminars annually of varying duration ranging from one to four weeks, sometimes of longer duration for request programs. The courses offered by BIM covers the whole gamut of management studies viz. General Management, Financial Management, Project Management, Human Resource Management, Entrepreneurship Development, Marketing, Industrial Engineering etc. Till the year ending June 2011, the total number of short courses organized by the institute has been 2,949 and the total number of executives trained numbered over 42,813.

b. Request/Tailor Made Course

The Bangladesh Institute of Management (BIM), in addition to the scheduled courses, can accommodate request /tailor made courses for clients. The multi disciplinary team of faculty members is capable of organizing request /tailor made courses in almost all the functional areas of management.

c. Diploma Courses

Presently, BIM offers the following five post graduate diploma courses of one year each

- (i) Human Resource Management,
- (ii) Business Management,
- (iii) Marketing Management,
- (iv) Financial Management and
- (v) Computer Science.

Over 8,342 students enrolled in the different diploma courses till date, among them 4,772 had graduated in the mentioned courses.

BIM has recently introduced another diploma program on Social Compliance Management of duration of six months.

Consultancy

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

Research

BIM also undertakes research projects. Such research projects deal with Training Needs Analysis, Choice of Technology, Incentive Schemes, Managerial Motivation, Quality Circles, Recruitment and Selection, Performance Appraisal etc.

Publication

'Management Development', a quarterly journal carrying articles and research findings of eminent national and international teachers and professionals has been a regular publication of BIM.

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