

BIM Short Courses

**Annual Program 2025-26
(Draft)**

PROGRAMS AT A GLANCE
(Monthly Basis)

JULY, 2025							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Operations and Supply Chain Management	July 24-26 2025/2026	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/-	76
2	KPI Master Class	July 25-26 2025/2026	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk. 5,000/-	21

AUGUST, 2025

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Basic Issues of Bangladesh Labour Act, 2006 and Bangladesh Labour Rules, 2015	August 03-07 2025	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-	37
2	Building Quality Together: An Internal Auditor's Guide to ISO 9001:2015 & Total Quality Management	August 21-23 2025	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/-	23
3	Capacity Development for Managing Public Procurement	August 24-28 2025	09:30 - 17:00	BIM, Dhaka	Md. Aminul Islam	Tk. 8,000/-	52
4	Trademarks registration: legal safeguard for brands	August 24 (Hybrid), 25,26,27 (Online), 28 (On Campus)	06:30 - 09:30 (Max)	BIM, Dhaka	Mohammad Sayeedur Rahman & Zakia Rahman	TK. 3,500/-	82
5	Public Procurement Processing and Approval Procedure	August 25-28 2025	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 7,000/-	53
6	Marketing Analytics	August 29-30 2025	16:00 - 20:00	BIM, Dhaka	Zakia Rahman	Tk. 5,000/-	72

SEPTEMBER, 2025

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Internal Audit Management	September 18-19 24-26 2025	18.00 - 21:30	Online	Md. Rajibul Hoque	Tk. 4,500/-	14
2	Project Management	September 18-20 2025	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/-	78
3	'Intellectual Property Rights (IPRs)'	September 19	09:30am - 05:30pm (On Campus)	BIM, Dhaka	Mohammad Sayeedur Rahman & Md. Nazmus Sakib	Tk. 3,000/-	83
4	Emerging Technologies for Government Office	September 23-25 2025	17:30 - 21:30	Online	Nirjhar Mazumder & Shaikh Sajibur Rahman	Tk. 3,000/-	59
5	'Patent Registration and Technology Transfer'	September 26	09:30am - 05:30pm (On Campus)	BIM, Dhaka	Mohammad Sayeedur Rahman & Md. Nazmus Sakib	Tk. 3,000/-	84

OCTOBER, 2025

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Python for Beginners	October 10 - November 29 2025	15:00 - 20:00	BIM, Dhaka	Farkhunda Dorin	Tk. 20,000/-	19
2	PPR 2008 and Public Procurement Management	October 12-23 2025	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 15,000/-	55
3	Certificate Course on Leadership and Managerial Competencies (CCLMC)	October 17-18 2025	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk. 5,000/-	25
4	'Copyright Registration: Law, Responsibilities & Applications'	October 17	09:30am - 05:30pm (On Campus)	BIM Dhaka	Mohammad Sayeedur Rahman & Md. Hasan Ali	Tk. 3,000/-	85
5	সরকারি বাজেট প্রস্তুতকরণ ও বাস্তবায়ন	October 18-19 2025	09:00 - 16:00	BIM, Dhaka	Amit Das	Tk. 5,000/-	57
6	Basic Issues of Bangladesh Labour Act, 2006 and Bangladesh Labour Rules, 2015	October 19-23 2025	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	37
7	Capacity Development for Managing Public Procurement	October 19-23 2025	09:30 - 17:00	BIM, Dhaka	Md. Aminul Islam	Tk. 8,000/-	52
8	Leadership Development	October 19-23 2025	17:30 - 21:30	BIM, Dhaka	Lamia Farha	Tk. 7,000/-	27
9	Public Procurement Management	October 23-25 2025	09.00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk. 7,000/-	61

10	Leadership Hacks: Mastering Supervision for Managerial & Executive Excellence	October 24-25 2025	09.30 - 16:00	BIM, Dhaka	Md. Zafar Ali	Tk. 7,000/-	39
11	Negotiation: The Way of Conflict Management and The Cornerstone of Boosting Productivity	October 24-25 2025	15:00 - 21:00	BIM, Dhaka	Shumaiya Akter Keya	Tk. 5,000/-	29
12	পেশনশন ও আর্থিক ব্যবস্থাপনা	October 26-27 2025	09:00 - 17:00	BIM, Dhaka	M. Amenoor	Tk. 5,000/-	63

NOVEMBER, 2025							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	'Innovation Management: Strategies for Driving Growth and Change'	November 14	09:30am - 05:30pm (On Campus)	BIM, Dhaka	Mohammad Sayeedur Rahman & Md. Hasan Ali	Tk. 3,000/-	86
2	Basic Issues of Human Resource Management	November 09-13 2025	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	41
3	Emerging Technologies for Government Office	November 17-19 2025	17:30 - 21:30	Online	Nirjhar Mazumder & Shaikh Sajibur Rahman	Tk. 3,000/-	59
4	Application of AI on Human Resource Management	November 19-21 2025	10.00 - 14.00	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 3,000/-	43
5	Business Data Analytics & Financial Forecasting (Excel Based Modeling)	November 20-21 26-28 2025	18:30 - 21:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 4,000/-	15
6	সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী	November 23-24 2025	09:00 - 17:00	BIM, Dhaka	M. Amenoor	Tk. 5,000/-	64
7	Goods Procurement Management as Per PPR, 2008	November 23-25 2025	09:30 - 17:00	BIM, Dhaka	Md. Aminul Islam	Tk. 6,500/-	65
8	Project Monitoring, Evaluation, Accountability and Learning (MEAL)	November 23-27 2025	17:30 - 21:30	BIM, Dhaka	Aklima Zaman	Tk. 7,000/-	80

DECEMBER, 2025

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Stress & Time Management at Workplace	December 06-07 2025	09:00 - 17:00	BIM, Dhaka	Shumaiya Akter Keya & Amit Das	Tk. 5,000/-	88
2	PPR 2008 and Annual Procurement Planning	December 07-11 2025	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-	66
3	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	December 14-15 2025	09:00 - 17:00	BIM, Dhaka	M. Amenoor	Tk. 5,000/-	68
4	Advanced Certificate Course in Business Communication	December 19-20, 2025	10:00 - 18:00	BIM, Dhaka	Md. Rajibul Hoque	Tk. 5,000/-	31

JANUARY, 2026

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Management for New Managers	January 11-15 2026	17:30 - 21:30	BIM, Dhaka	Lamia Farha	Tk. 7,000/-	32
2	HR Legal Mastery: A Compliance Guide for Managers & Executives	January 11-15 2026	17:00 - 21:30	BIM, Dhaka	Md. Zafar Ali	Tk. 7,000/-	45
3	KPI Master Class	January 16-17 2026	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk. 5,000/-	21
4	Advanced Certificate Course in Financial Statement Analysis and Business Valuation	January 22-February 20 2026	18:30 - 21:30	Blended Learning	Md. Rajibul Hoque	Tk. 7,000/-	16
5	Effective Assessment Design for Talent Selection	January 20-22 2026	17:30 - 21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 6,000/-	44
6	AI and Data Analytics in Supply Chain Optimization	January 23-25 2026	09:30 - 17:00	BIM, Dhaka	Md. Aminul Islam	Tk. 6,500/-	68
7.	Marketing and Salesmanship	January 25-29 2026	17:30 - 21:30	BIM, Chattogram	Nirjhar Mazumder	Tk. 4,000/-	72

FEBRUARY, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Green Human Resource Management (GHRM)	February 13-14 2026	15:00 - 21:00	BIM, Dhaka	Momotaz Khatun	Tk. 5,000/-	47
2	Emerging Technologies for Government Office	February 23-25 2026	10:00 - 14:00	Online	Nirjhar Mazumdar & Shaikh Sajibur Rahman	Tk. 3,000/-	59

APRIL, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Skill Transformation for Industry 4.0: Application of Artificial Intelligence & Design Thinking	April 20-23 2026	17.30 - 21.30	Online	Nirjhar Mazumder & Shaikh Sajibur Rahman	Tk. 3,000/-	70
2	Effective Managerial Communication	April 21-23 2026	18:00 - 22:00	Online	Lamia Farha	Tk. 3,000/-	34
3	Marketing and Salesmanship	April 26-30 2026	17:30 - 21:30	BIM, Dhaka	Nirjhar Mazumder	Tk. 7,000/-	73

MAY, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Project Monitoring, Evaluation, Accountability and Learning (MEAL)	May 10-14 2026	17:30 - 21:30	BIM, Dhaka	Aklima Zaman	Tk. 7,000/-	80
2	Certificate Course on Leadership and Managerial Competencies (CCLMC)	May 22-23 2026	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk. 5,000/-	25
3	Labor laws, Compliance and Administrative Rules for HR Professionals	May 28-29 2026	09:00 - 17:00	BIM, Chattogram	Md. Zafar Ali	Tk. 6,000/-	49

ACCOUNTING & FINANCIAL MANAGEMENT

INTERNAL AUDIT MANAGEMENT

Course Duration	: September 18-19 & 24-26, 2025
Timing	: 18:00-21:30
Venue	: Online
Course Fee	: Tk. 4,500/-
Number of Participants	: 10

Course Objectives

Internal auditing is independent, objective assurance designed to improve and add value to an organization's operations. 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, especially internal audit.

The results can provide decision-makers with the information necessary to decide what areas need improvement.

- **Compliance:** Focuses on how well the company is complying with policy-procedures, present international and local laws and regulations.
- **Best Practices:** Helps the organization maintain or improve a competitive advantage by comparing its practices with those of companies identified.
- **Strategic:** Focuses on the strengths and weaknesses of systems and processes to determine whether they align with the company's strategic plan.
- **Function-Specific:** Focuses on a specific area in Internal Control

Course Outline

- Internal Audit Concept
- Corporate Governance & Internal Audit
- Internal Audit & Control Environment
- Audit Planning, Audit Evidence
- Internal Audit Check List & Audit Documentation
- Risk based audit.
- Tools to be used in Internal Audit
- Audit methodology
- Audit Report writing
- Audit Committee

Who should attend:

Any individual, graduate from any discipline working in private, public and NGO or self-employed (fresh graduates).

Training Methods: Lecture, Exercise, Group work, Case Study & Discussion

Co-ordinator	: Md. Rajibul Hoque
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BUSINESS DATA ANALYTICS & FINANCIAL FORECASTING (EXCEL BASED MODELING)

Course Duration	: November 20-21 & 26-28, 2025
Timing	: 18:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 4,000/-
Number of Participants	: 10

Course Objectives

The major objective of the course is to help individual and institutional participants from different profession to equip with analytical skill using MS Excel for decision making. Through this course the participants will be able to enhance knowledge about formulas, Models, Data management & forecasting and Designing reports using MS Excel.

Course Outline

- Concept of Analytics
- Financial formulas in MS Excel For Business Analytics
- Logic Functions & Nested If function
- V-lookup, H-lookup and other useful tools
- Consolidation, Slicer, Timeline and Filter
- Depreciation
- Regression Analysis for Financial Planning
- Multiple Regression (Costing and Budget preparation)
- What if Analysis: Sensitivity Analysis
- Time Series Analysis (Prediction)
- Models with Solver for Decision Making
- Use of Pivot Table for Reporting & Analysis
- Data Visualization and advanced Charts

Who should attend:

Any individual, graduate from any discipline working in private, public and NGO or self-employed (fresh graduates).

Training Methods: Lecture, Exercise, Group work & Demonstration

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ADVANCED CERTIFICATE COURSE IN FINANCIAL STATEMENT ANALYSIS AND BUSINESS VALUATION

Course Duration	: January 22- February 20, 2026
Timing	: 18:30-21:30
Venue	: Blended Learning
Course Fee	: Tk. 7,000/-
Number of Participants	: 10

Course Objectives

The course is designed to equip the participants with the knowledge and skill of analyzing and interpreting financial statements of an organization in terms of its strengths and weaknesses. The course would enable the participants to help the management improve enterprise performance through proper planning and appropriate decision making on strategic corporate issues of the organization.

Course Outline

- Overview of Financial Management and Major Decision Making.

- **Recording and reporting system of Financial Statements.**
 - Financial Statements Preparation
 - Analyzing Annual Report
 - Cash flow Statement Preparation
 - Analyzing financial statement to determine business performance
 - Different types of Financial Statements
 - Statements of Nonprofit organizations

- **Accounting information for management planning & control**

- **Financial Analysis**
 - Horizontal and Vertical Analysis
 - External analysis—competitors, customers and suppliers
 - Internal analysis—liquidity, cash flow and performance
 - Evaluating alternative analysis strategies using excel model
 - Ratio Analysis
 - Analyzing Financial Health (Z score & Y Score)

➤ **Management: Planning and Decision Making (Excel Based)**

- Project /Investment Evaluation Techniques (Using Excel)
- Return on investment (ROI),
- Discounted Pay Back Period
- Net Present value (NPV) of discounted cash flows (DCF)
- How effective WACC Management can impact NPV and project profitability
- Internal rate of return (IRR)
- Modified Internal Rate of Return (MIRR)
- XNPV, XIRR & APV

➤ **CVP analyses**

➤ **Solver & Sensitivity Analysis using excel**

➤ **DCF and Relative Valuation Model (MS Excel)**

➤ **Forecasting & Statement construction**

Who should attend:

The course is suitable for personnel who are working as Finance Executives, Accountants, Planners, Engineers, Production Managers and individuals.

Training Methods: Excel Based modeling Lecture, Exercise, Group work & Demonstration

Co-ordinator : **Md. Rajibul Hoque**
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COMPUTER APPLICATIONS AND DIGITAL SKILLS

PYTHON FOR BEGINNERS

Course Duration	: October 10-November 29, 2025
Timing	: 15:00-20:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 20,000/-
Number of Participants	: 15

Target Group/who should attend:

- **Students:** Aspiring coders looking to start their journey
- **Professionals:** Non-IT professionals seeking to add programming skills
- **Freelancers:** Those who want to enhance their service offerings
- **Hobbyists:** Tech enthusiasts eager to learn coding for fun
- **Anyone:** With a passion for problem-solving and automation

Background of the course:

Python is one of the most popular and powerful programming languages today, known for its simplicity and versatility. It's widely used in Data Science, Web Development, Automation, and Machine Learning. This course is designed for absolute beginners to make coding fun and accessible.

Why Should You Attend?

- **Career Preparation:** Python skills are in high demand in the job market.
- **Project-Based Learning:** Gain hands-on experience by building real-life projects.
- **Time Efficiency:** Write clean and concise code effortlessly.
- **Future-Ready:** Build a strong foundation for advanced courses like Data Science and AI.

Evaluation Method: Learning level - Pre-test and post test. **Reaction Level:** Training evaluation.

Course Outline

#	Session Title	Training Methods
1.	Inauguration, Registration, Sharing course outline, Participant's Need Analysis	Discussion
2.	Getting Started	Demonstration, Exercise
3.	Core Concepts	Demonstration, Exercise
4.	Data Handling	Demonstration, Exercise
5.	Functions & Modules	Demonstration, Exercise
6.	The Blackjack Capstone Project	Demonstration, Exercises
7.	Introduction to OOP	Demonstration, Exercise
8.	Debugging	Demonstration, Exercise
9.	Mini Projects: Scope & Number Guessing Game Higher Lower Programming	Exercise

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GENERAL MANAGEMENT

KPI MASTER CLASS

Course Duration : July 25-26, 2025
Timing : 09:00-17:00
Venue : BIM, Dhaka.
Course Fee : Tk. 5,000/-
Number of Participants : 15

Course Duration : January 16-17, 2026
Timing : 09:00-17:00
Venue : BIM, Dhaka.
Course Fee : Tk. 5,000/-
Number of Participants : 15

Target Group/who should attend:

This course is suitable for all level of leaders/managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices. It will also be suitable for entrepreneurs and fresh graduates who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

KPIs are a universal in modern business. They are common in everywhere. And yet businesses that are using KPIs correctly and effectively are not common. Knowing about KPIs and understanding their relevance is of course important and we'll explore these essential topics in this workshop. But, when push comes to shove KPIs are only really useful if you identify the right ones to measure for your business and only measure those ones. They will only deliver mission critical data if you then use the KPIs and analyze what they tell you on a regular basis to inform and illuminate your decision making.

This training is therefore specifically designed to ensure that you design, implement and use KPIs correctly for the maximum impact with the minimum fuss. When used properly KPIs can become the compass that can guide you through even the choppiest of corporate waters leading your business to even greater success and prosperity.

Course Objectives:

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After Completion of the course the participants will be able to shape performance management competencies through:

- Understanding the concept and practices of KPI;
- Designing and Measure KPI;
- Aligning KPI with business objectives;
- Creating KPI Dashboard for business performance monitoring;
- Drive Business Performance through KPI based PMS;
- Implementing KPI Project.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hour)	Training Methods
1	Inauguration, Registration, Sharing course outline. Understanding the Anatomy of Performance Management System	1.00	Lecture & Discussion
2	Organizational Performance Vs Team Performance Vs Individual Performance	1.00	Lecture/Simulation/Exercise/ Participatory
3	KPI Chemistry	1.00	Lecture, Discussion, & Group work
4	KPI Terminology: RA, KRA, PI, KPI, RI, Goal & DNA of KPI	1.00	Lecture/Simulation/ Exercise/ Participatory
5	KPI Designing	2.00	Lecture, Discussion, & Group work
6	KPI Selection	1.00	Lecture/ Simulation/ Exercise/ Participatory
7	Goal Setting against KPI	1.00	Lecture/ Simulation/ Exercise/ Participatory
8	KPI Analysis	2.00	Lecture/ Simulation/ Exercise/ Participatory
	KPI Project Implementation	1.00	Lecture/ Simulation/ Exercise/ Participatory
9	Certificate awarding and course closing and evaluation	1.00	All non-participatory methods
	Total contact hour	12.00	

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BUILDING QUALITY TOGETHER: AN INTERNAL AUDITOR'S GUIDE TO ISO 9001: 2015 & TOTAL QUALITY MANAGEMENT

Course Duration	: August 21-23, 2025
Timing	: 09:00 -17:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 25

Course Objectives

The course is designed to provide the concepts and techniques of Building Quality Together: An Internal Auditor's Guide to ISO 9001:2015 & Total Quality Management. It is expected that after the successful completion of the course, participants will be able to:

- Realize the theoretical fundamentals of the quality management.
- Give a general description of the quality management using, as appropriate, typical examples.
- Interpret the analysis results and apply knowledge in a practical manner.
- Understand the mechanism of adoption, monitoring and institutionalization of TQM.
- Gain insight to procedural aspects of obtaining certification is ISO 9001:2015.
- Get familiar with the methodology of Total Quality Management (TQM) and to help assess enterprises through ISO 9001:2015.

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for quality management and willing to develop their career as internal auditor professional on quality management.

Eligibility for the course: Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

In today's competitive world, delivering consistent quality and meeting customer expectations are essential. Internal auditors play a vital role in supporting continuous improvement through effective management systems. This course—*Building Quality Together: An Internal Auditor's Guide to ISO 9001:2015 & Total Quality Management*—equips participants with the knowledge and skills to conduct internal audits confidently. It offers a competency-based approach to understanding ISO 9001:2015 and TQM principles, enhancing productivity, ensuring products and services are fit for use, and boosting competitiveness. Participants will also gain insights into legal procedures and business policies that support sustainable quality management.

Evaluation Method: Learning level - Pre-test and post test. **Reaction Level:** Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	Concept of Quality in the Emerging Scenario of TQM.	2	Lecture, group discussion
3.	Role of Standardization in TQM.	3	Lecture, Exercise, group work
4.	Step by step approach for ISO 9001:2015	3	Lecture, Exercise, group work
5.	QC Problem Solving Approach	3	Lecture, group discussion
6.	Quality Circle; Kaizen	3	All non-participatory methods
7.	Hazard Analysis for Risk based thinking	3	Lecture, Exercise, group work
8.	Technological Innovation and Management	2	Lecture, Exercise, group work
9.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs	

Co-ordinator : Dr. Engr. Md. Mamunur Rashid

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CERTIFICATE COURSE ON LEADERSHIP AND MANAGERIAL COMPETENCIES (CCLMC)

Course Duration : October 17-18, 2025
Timing : 09:00-17:00
Venue : BIM, Dhaka.
Course Fee : Tk. 5,000/-
Number of Participants : 15

Course Duration : May 22-23, 2026
Timing : 09:00-17:00
Venue : BIM, Dhaka.
Course Fee : Tk. 5,000/-
Number of Participants : 15

Target Group/who should attend:

This course is suitable for all level of leaders/managers and executives employed in Government, Semi Government, NGO, INGO, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices. It will also be suitable for entrepreneurs and fresh graduates who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

High performing and Competitive organizations need leaders with a whole host of competencies. At the self-level there is a need for capabilities like Managing Self, Emotional Intelligence, Drive and execution ability, and Creative and Strategic Thinking; at the group level managing high performing Teams and Capacity to Influence and Mobilize people become critical with ability to influence and mobilize diverse groups. Leaders will need to demonstrate capability at vision building, managing change and building work culture and role modeling.

This course attempts to address these broad expectations. High self-understanding is an important building block on which enduring leadership capabilities can be developed. Hence the course seeks to enable participants to have a good understanding of self so that they can build their leadership capabilities on this foundation. There is no leader without followers and hence how to influence others especially in teams is an important component of this course.

Given that leaders have to perpetually come up with new and fresh approaches to solve problems creative problem solving is an important factor which will be given emphasis.

Course Objectives:

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After Completion of the course the participants will be able to shape Leadership Potential through:

- Understanding business context and needed leadership competencies;
- Identifying one's own blocks to becoming an effective Leader;
- Developing capabilities to influence others, collaborating and working together;
- Developing Self -Management skills; and
- Developing creative thinking and strategic thinking capability.
- Developing capability to envision, manage change and build the needed work culture.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction level: Training evaluation.

Course Outline

#	Session Title	Duration (hour)	Training Methods
1	Inauguration, Registration, Sharing course outline. Understanding the Concept of Leadership, & Leadership Competencies	2.00	Lecture & Discussion
2	Understanding Self and Leadership	2.00	Psychometric Assessments
3	Leadership--Blocks and Dilemmas	1.00	Lecture, Discussion, & Group work
4	Team roles and Leadership	2.00	Psychometric assessments & Outbound
5	Leading Change and Innovation	1.00	Lecture, Discussion, & Case Study
6	Decision Making and Problem Solving	1.00	Case let Analysis
7	Managing Conflict and negotiation	1.00	Discussion & Exercise
8	Leader as Coach	1.00	Lecture, Self-Reflection
9	Certificate awarding and course closing and evaluation	1.00	All non-participatory methods
	Total contact hour	12.00	

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LEADERSHIP DEVELOPMENT

Course Duration	: October 19-23, 2025
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

This course is suitable for all level of managers and executives employed in Government, Semi-Government, NGOs, INGOs, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices.

Eligibility for the Course:

Any individual, graduate from any discipline working in private, public and NGOs or self-employed.

Background of the Course:

Leadership skills are essential for sustainable corporate development. They are also a key factor in successful management. This course provides the basic theory underlying leadership—that true leadership development is a key to build, lead, inspire and motivate the workforce of the future.

Course Objectives

This course is designed for managers at all levels, team leaders and supervisors from any public or private organizations. After completion of the course the participants will be able to:

- Identify and discuss the role of leadership in managing change
- Explain the process of empowerment
- Identify areas of improvement and develop dynamic leadership skill
- Describe how leadership helps in building effective task teams
- “Be themselves” these leaders can develop a leadership and motivational style that works best for them
- Identify the process of motivational leadership

Evaluation Method

Learning Level: Class participation & class performance

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing Course Outline. Understanding the Concept of Leadership	2.5	Lecture, Individual Exercise, Group Work.
2.	Models & Styles of Leadership	2	Lecture, Group Discussion, Exercise
3.	Leadership & Decision Making	1.5	Lecture, Exercise
4.	Team Leadership	2	Lecture, Case Study, Discussion
5.	Delegation & Leadership Empowerment	2	Lecture, Exercise, Group Discussion
6.	Motivational Leadership	2	Lecture, Case Study, Group Discussion
7.	Change Management	1.5	Lecture, Group Work, Group Discussion
8.	Conflict Management	2	Lecture, Group Discussion
9.	Leadership & Ethics	2	Lecture, Group Discussion, Case Study
10	Emotional Intelligence	1.5	Lecture, Group Discussion
11	Certificate awarding and Course Closing and Evaluation	1	All non-participatory methods
	Total contact hour	20	

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NEGOTIATION: THE WAY OF CONFLICT MANAGEMENT AND THE CORNERSTONE OF BOOSTING PRODUCTIVITY

Course Duration	: October 24-25, 2025
Timing	: 15:00-21:00
Venue	: BIM, Dhaka
Course Fee	: Tk.5,000/=
Number of participants	: 10

Course Objectives

The course is designed to provide the concept of relationship building in negotiation process, conflict management and the way of productivity enhancement. It is expected that after completing the course, participants will be able to:

- Gain self-awareness of the negotiation and conflict management style.
- Improve the negotiation capacity and develop the skill to mediate disputes.
- Build successful relationship in the time of negotiation.
- Enhance their ability to cultivate value through the negotiation process.
- Manage challenging situations.
- Secure excellent outcomes externally with suppliers, contractors, and customers and internally within the organization among colleagues, departments, and managers.

Course Outline

Module-01: Negotiation

- Concept of negotiation, conciliation, mediation and bargaining.
- Skills of a negotiator.
- Negotiation Phases, process & Legal Framework.
- Negotiation tools & techniques.
- Cross cultural negotiation and its Challenges.
- Relationship building as a process of negotiation through proper communication.

Module-02: Negotiation and Conflict Management

- Definition, Causes and types of conflict or dispute.
- Significance of negotiation to manage conflict.
- Strategies for managing conflict.
- Solution of conflict situation through negotiation.

Module-03: Effective negotiation and Productivity

- Relationship between negotiation and productivity.
- How negotiation improve Productivity?
- Some case studies.

Who Should Attend:

This course is designed for professionals including:

- Employees of organizations going through change;
- Executives, managers, supervisors, team and project leaders;
- Human Resource professionals;
- Frontline and customer service staff;
- Entrepreneurs & business owners; and
- Anyone looking to enhance their conflict management skill set.

Training Method:

Lecture, Case study, Group discussion etc.

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ADVANCED CERTIFICATE COURSE IN BUSINESS COMMUNICATION

Course Duration	: December 19-20, 2025
Timing	: 10:00-18:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of Participants	: 10

Course Objectives

The course is aimed to enhance professional expertise of participants to attain business objectives through effective communication that will develop winning mindset towards successful communication. Strategic process for developing interpersonal and dynamic presentation skills will be emphasized throughout course.

Course Outline

- **Inauguration, Registration, Sharing course outline.**
- **Foundation of Business Communication**
 - Identifying the ways of Communication.
 - Communication Process.
 - Significance of effective communication
 - Difference between Communication process and Communication vehicle
 - Barriers of Communication.
- **Analysis and Effective Planning for Communication**
 - Audience Analysis.
 - Developing You View Point and You Attitude.
- **Crafting Business Message**
 - Writing good news, routine, natural, negative and Persuasive message.
 - Outline and Business Report writing.
 - E-mail and formal communication.
- **Effective Reporting, Meeting and Presentation**
 - Role of Nonverbal communication
 - Overcoming Fear and preparation of presentation.
 - Business Meeting and presentation.
- **Communication for Negotiation & Conflict Management**
 - Compassionate Communication
- Certificate awarding and evaluation

Who should attend:

Executives, Midlevel Managers and individuals from different profession are the suitable participants for the course.

Training Methods: Lecture, Exercise, Group work, Case Study & Discussion

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MANAGEMENT FOR NEW MANAGERS

Course Duration	: January 11-15, 2026
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

This course is suitable for managers and executives at entry level and mid-level employed in Government, Semi Government, NGOs, INGOs, Autonomous, Semi-autonomous, Multinational Companies and Corporate Offices.

Eligibility for The Course:

Any individual, graduate from any discipline working in private, public and NGOs or self-employed.

Background of the Course:

This course is designed for new managers within an organization, team leaders and supervisors that need development in the management discipline, specialists who are moving or have moved into management roles & anyone who wants to enhance their managerial skills.

Course Objectives

After Completion of the course the participants will be able to:

- Understand what is required of you as a manager
- Learn the skills needed to manage people and teams
- Gain an understanding of broader business issues
- Make yourself more valuable to your company
- Network with other professionals

Evaluation Method

Learning Level: Class participation & class performance

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing Course outline. Understanding the Concept of Management & Role of a Manager	2.5	Lecture, Individual Exercise, Group Discussion
2.	Operation Management	2	Lecture, Group Discussion, Exercise
3.	Change & Crisis Management	2.5	Lecture, Exercise
4.	Motivation	2	Lecture, Case Study, Discussion
5.	Communication & Constructive feedback	2	Lecture, Exercise
6.	Conflict Management	2	Lecture, Case Study, Group Discussion
7.	Financial Management	2	Lecture, Group Work
8.	Human Resource Management	4	Lecture, Group Work
9.	Certificate awarding and course closing and evaluation	1	All non participatory methods
	Total contact hour	20	

Co-ordinator : **Lamia Farha**
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EFFECTIVE MANAGERIAL COMMUNICATION

Course Duration	: April 21-23, 2026
Timing	: 18:00-22:00
Venue	: Online
Course Fee	: Tk. 3,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

This course is suitable for middle and senior level managers belonging to public and private sector organizations, Service sector, and public utilities. Especially managers from organizations and corporations with high emphasis on people/group driven activities will find this program very useful.

Eligibility for the Course:

Any individual, graduate from any discipline working in private, public, service sector, corporation and NGOs or self-employed.

Background of the Course:

This course will provide a general view of the process of communication that is of general use in a business environment. No matter what profession you want to pursue, the ability to communicate will be an essential skill and a skill that employers expect you to have when you enter the workforce. This course introduces you to the fundamental principles of business communication and gives you the opportunity to develop your communication skills.

Course Objectives

After Completion of the course the participants will be able to:

- Learn key communication techniques and strategies needed by managers in any business or organization.
- Learn about the rules of communication, the importance of non-verbal communication and how to develop effective listening skills.
- Learn about the key communication skills needed for successful team meetings and the importance of creating and distributing minutes of the meeting.
- Develop business message writing skills.

Evaluation Method:

Learning Level: Class participation & class performance

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	- Inauguration, Registration, Sharing Course Outline. - Understanding Business Communication for Managers	2	- Lecture, Individual Exercise, Group Work.
2.	- Mastering Interpersonal Communication	1.5	- Lecture, Exercise, Group Work.
3.	- Writing Business Messages	2	- Lecture, Exercise
4.	- Meeting Management & Writing Meetings Minutes	2	- Lecture, Group Exercise, Discussion
5.	- Writing Reports and Proposals	2	- Lecture, Individual Exercise, Discussion
6.	- Tips & Techniques for Delivering Business Presentation	1.5	- Lecture, Exercise, Group Discussion
7.	- Certificate Awarding and Course Closing and Evaluation	1	- All non-participatory methods
	- Total contact hour	12	

Co-ordinator : Lamia Farha
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HUMAN RESOURCE MANAGEMENT

BASIC ISSUES OF BANGLADESH LABOR ACT 2006 AND BANGLADESH LABOR RULES 2015

Course Duration : August 03-07, 2025
Timing : 17:00-21:30
Venue : BIM, Dhaka.
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Duration : October 19-23, 2025
Timing : 17:00-21:30
Venue : BIM, Dhaka.
Course Fee : Tk. 7,000/-
Number of Participants : 10

Target Group/who should attend:

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in the employee management.

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

The Bangladesh Labour Act, 2006 consolidates and amends the laws relating to employment of labour, relations between workers and employers, payment of wages and compensation for injuries to workers, formation of trade unions, raising and settlement of industrial disputes, health, safety, welfare and working conditions of workers, and apprenticeship and matters connected therewith.

The Act has been amended on 16th July 2013 to ensure workers' safety welfare and rights and promoting trade unionism and collective bargaining. Furthermore, Government has also published the Bangladesh Labour Rules 2015 in accordance with the said Act.

The program provides insight into existing labour laws and rules to enhance the skills and knowledge necessary to perform day-to-day HR Activities.

Course Objectives

After completion of the course, participants will be able to apply the following Act and Rules effectively in their workplace:

- **Bangladesh Labour Act, 2006; and**
- **Bangladesh Labour Rules, 2015.**

Evaluation Method:

Learning level : Pre-test and post test.

Reaction Level : Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Scope and application of the Bangladesh Labour Act	1	Lecture, group discussion
2	Definition and classification of workers	2	Lecture, Exercise
3	Conditions of employment	2	Lecture, Exercise, group work
4	Misconduct, punishment and disciplinary proceedings	1	Lecture, Exercise, group work
5	Health, safety and welfare	1	Lecture, group discussion
6	Functions and eligibility of welfare officer	2	All non participatory methods
7	Formation and functions of safety committee	2	Lecture, Exercise, group work
8	Working hour and OT calculation	2	Lecture, Exercise, group work
9	Different types of Leave	2	Lecture, group discussion
10	Maternity leave and calculation of benefit	1	Lecture, group discussion
11	Wage: Payments and deductions	1	Lecture, Exercise, group work
12	Trade Union and Collective Bargaining Agent (CBA)	2	Lecture, Exercise, group work
13	Formation and function of Participation Committee	1	Lecture, group discussion
	Total contact hour	20	

Co-ordinator : **Mohammad Mainul Islam**

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LEADERSHIP HACKS: MASTERING SUPERVISION FOR MANAGERIAL & EXECUTIVE EXCELLENCE

Course Duration	: October 24-25, 2025
Timing	: 09:30 - 16:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 15

Course Overview:

This course empowers managers and executives to lead with clarity, efficiency, and confidence. It focuses on leadership hacks that streamline supervision, enhance communication, and foster high-performance cultures. Participants will learn practical tools to navigate modern leadership challenges, improve team dynamics, and make smarter decisions.

Learning Outcomes:

- Develop a smarter leadership style that encourages autonomy and innovation.
- Use communication and feedback techniques to build trust and inspire performance.
- Make data-driven, unbiased decisions that lead to measurable outcomes.
- Build high-performing, collaborative teams and a strong leadership pipeline.

Course outline:

#	Session Title	Duration (hr)	Training Methods
1.	The Leadership Mindset – A New Modern Era (Hack #1: Embrace a growth mindset to adapt to change)	2	Lecture, group discussion
2.	Smart Supervision – Autonomy & Accountability (Hack #2: Create an "autonomy-based" culture; trust your team to deliver results)	1	Lecture, Exercise, group work
3.	High-Impact Communication & Trust (Hack #3: Use storytelling and active listening to inspire and persuade)	2	Lecture, group discussion
4.	Empowering Teams for Innovation & Collaboration (Hack #4: Use the 80/20 Rule to focus on high-impact initiatives.)	1	Lecture, Exercise, group work
5.	Data-Driven Leadership (Hack #5: Use real-time data dashboards to track and improve team performance)	1	Lecture, group discussion
6.	Conflict Resolution & Performance Coaching (Hack #6: Use a neutral third party for conflict mediation)	2	Lecture, Exercise, group work

#	Session Title	Duration (hr)	Training Methods
7.	Developing Future Leaders (Hack #7: Implement mentorship programs to build a leadership pipeline)	1	Lecture, Exercise, group work
8.	Execution & Accountability (Hack #8: Create a leadership action plan with SMART goals and measurable KPIs)	2	Lecture, Exercise, group work
Total contact hour		12	

Who Should Attend?

Managers: Those leading teams at any level, looking to develop smarter supervision and enhance team performance. **Executives:** Senior leaders seeking to refine their leadership styles and implement strategic, high-impact practices across the organization. **Team Leaders:** Individuals in charge of groups or projects who want to foster collaboration, innovation, and autonomy within their teams. **Aspiring Leaders:** Emerging leaders aiming to build core leadership skills that prepare them for higher responsibilities. **HR and Organizational Development Professionals:** Those responsible for leadership development programs within organizations

Key Teaching Methods:

- Interactive Workshops: Real-world case studies, group exercises, and peer feedback
- Personalized Coaching: One-on-one guidance to address individual leadership challenges.
- Practical Tools: Templates, frameworks, and leadership play books for immediate use.

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BASIC ISSUES OF HUMAN RESOURCE MANAGEMENT

Course Duration	: November 09-13, 2025
Timing	: 17:00-21:30
Venue	: BIM, Dhaka.
Course Fee	: Tk. 7,000/-
Number of Participants	: 10

Course Objectives

The course is designed to provide the concepts of advanced HR skill requirement(s) in an organizational setting and to create a scope for developing Competencies of an individual who is eager to enhance professionalism in the HR department. It is expected that after the successful completion of the course, participants will be able to:

- Basic Principles and Practices Techniques of Basic Management and Human Resources development
- Develop Operational and conceptual skills for Smooth discharge of day to day Personnel Functions

Target Group/who should attend:

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

Eligibility for the course:

Any individual, graduate from any discipline working in private, public and NGO or self employed.

Background of the course:

The main Objective of the course to up date the conceptual knowledge of labour laws for the executives responsible for managing human resources, particularly, the “workers” Besides the main features of the labour laws, the participants will be able to develop their skills on the application of the labour laws through the program.

Evaluation Method :

Learning level : Pre-test and post test.

Reaction Level : Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Human Resource Concept, Nature, Functions and Importance	1	Lecture, group discussion
2.	Job Analysis: Job description and job Specification	2	Lecture, Exercise
3.	HR Planning	2	Lecture, Exercise, group work
4.	Recruitment & Selection	1	Lecture, Exercise, group work
5.	Wages and Salary Administration	1	Lecture, group discussion
6.	Performance Appraisal	2	Lecture, group discussion
7.	Motivation & Communication	3	Lecture, Exercise, group work
8.	Grievance Handling	3	Lecture, Exercise, group work
9.	Disciplining Employees	3	Lecture, group discussion
10.	Bangladesh Labor Act, 2006 and Bangladesh Labor Rules, 2015	1	Lecture, Case study
	Total contact hour	20	

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APPLICATION OF AI ON HUMAN RESOURCE MANAGEMENT

Course Duration : November 19-21, 2025
Timing : 10:00 – 14:00
Venue : Online
Course Fee : Tk. 3,000/-
Number of Participants : 10

Learning Objectives:

- Understand the fundamentals of AI and its applications in HR.
- Explore AI-driven tools for recruitment, performance management, and employee engagement.
- Learn how AI can enhance decision-making and reduce biases in HR processes.
- Identify ethical considerations and challenges in AI adoption.
- Develop strategies for integrating AI into HR operations effectively.

Training Content:

#	Session Title	Duration (hr)	Training Methods
1.	Introduction to AI in HR	2	Lecture, group discussion
2.	AI in Talent Acquisition & Hiring	2	Lecture, Exercise
3.	AI in Employee Onboarding & Engagement	2	Lecture, Exercise, group work
4.	AI in Performance Management	2	Lecture, Exercise, group work
5.	AI in Learning & Development	2	Lecture, group discussion
6.	AI in Compensation & Benefits Future of AI in HRM	2	
	Total contact hour	12	

Training Method:

Lecture, Discussion, Group Exercise, ViPP Card Exercise, Case Study and Demonstration.

Who Should Attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in on 4ir, artificial intelligence and designing thinking.

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EFFECTIVE ASSESSMENT DESIGN FOR TALENT SELECTION

Course Duration : January 20-22, 2026
Timing : 17:30 – 21:30
Venue : BIM, Dhaka
Course Fee : Tk. 6,000/-
Number of Participants : 10

Learning Objectives: By the end of this session, participants will be able to:

- Understand the importance of structured assessments in hiring.
- Identify key competencies and skills required for different roles.
- Design valid and reliable assessment methods.
- Use different assessment tools effectively.
- Analyze assessment results to make data-driven hiring decisions.

Training Content:

#	Session Title	Duration (hr)	Training Methods
1.	Introduction to Assessment Design	1	Lecture, group discussion
2.	Identifying Job-Specific Competencies	2.5	Lecture, Exercise
3.	Designing Effective Assessments	2.5	Lecture, Exercise, group work
4.	Implementing Assessments	2.5	Lecture, Exercise, group work
5.	Interpreting Results and Making Hiring Decisions	3	Lecture, group discussion
	Total contact hour	12	

Training Method: Lecture, Discussion, Group Exercise, ViPP Card Exercise, Case Study and Demonstration.

Who Should Attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in on 4ir, artificial intelligence and designing thinking.

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HR LEGAL MASTERY: A COMPLIANCE GUIDE FOR MANAGERS & EXECUTIVES

Course Duration : January 11-15, 2026

Timing : 17:00 - 21:30

Venue : BIM, Dhaka

Course Fee : Tk. 7,000/-

Number of Participants : 10

Course Objective:

The primary goal of this course is to provide managers and executives in Bangladesh with a thorough understanding of human resources (HR) legal compliance requirements, ensuring that they can effectively navigate the legal landscape while fostering a compliant and ethical work environment. By the end of the course, participants will be able to understand, apply, and monitor relevant laws, regulations, and best practices in HR, minimizing the risk of legal issues related to employee management.

Learning Outcomes:

- Understand the key HR-related laws and regulations in Bangladesh, including labor laws, employment contracts, wages, employee rights, and dispute resolution.
- Identify compliance requirements related to hiring, firing, discrimination, and workplace harassment.
- Develop skills to manage employment contracts, terminations, and employee benefits in line with the law.
- Ensure workplace practices are in compliance with both national and international standards for human rights and labor laws.
- Address workplace challenges through legal channels and avoid potential liabilities by being proactive in compliance.
- Gain insight into dispute resolution mechanisms and legal frameworks to handle disputes effectively.

Course Outline:

#	Session Title	Duration (hr)	Training Methods
1	Introduction to HR Legal Landscape in Bangladesh: <ul style="list-style-type: none"> • Overview of employment laws in Bangladesh • Key regulatory bodies and their roles • Importance of legal compliance in HR management 	3	Lecture, group discussion
2	Labor Laws and Employment Contracts:	3	Lecture, Exercise, group work

	<ul style="list-style-type: none"> • The Bangladesh Labor Act (2006) and its significance • Employee rights and employer obligations • Employment contract essentials and legal implications 		
3	Employee Rights and Protection: <ul style="list-style-type: none"> • Anti-discrimination laws and policies • Gender equality in the workplace • Protection of wages, working hours, and overtime regulations • Employee leave entitlements and benefits 	2	Lecture, group discussion
4	Workplace Safety and Health Regulations: <ul style="list-style-type: none"> • Ensuring workplace safety under the Labor Act • Employer responsibility for worker safety • Compliance with workplace health regulations 	3	Lecture, Exercise, group work
5	Termination and Dispute Resolution: <ul style="list-style-type: none"> • Legal procedures for termination of employment • Dismissals, redundancy, and layoffs within the law • Employee grievance procedures and dispute resolution mechanisms • Role of the Bangladesh Labor Court 	3	Lecture, group discussion
6	Handling Workplace Harassment and Bullying: <ul style="list-style-type: none"> • Legal provisions for preventing harassment at the workplace • Employer obligations in addressing workplace harassment • Case studies and practical steps for HR professionals 	3	Lecture, Exercise, group work
7	Employee Benefits and Welfare: <ul style="list-style-type: none"> • Provident funds, gratuities, and other mandatory benefits • Compliance with welfare laws and programs 	3	Lecture, Exercise, group work
	Total contact hour	20	

Training method:

- Case **Studies and Practical Scenarios**
- Real-life examples of HR legal challenges in Bangladesh
- Group discussions and role-playing to solve complex compliance issues
- Strategies for preventing legal problems in HR practices

Who Should attend: HR Managers, Business Executives, Senior Managers, Compliance Officer, Welfare officer & Others.

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GREEN HUMAN RESOURCE MANAGEMENT (GHRM)

Course Duration : February 13-14, 2026
Timing : 15:00-21:00
Venue : BIM, Dhaka
Course Fee : Tk. 5,000/-
Number of Participants : 10

Green Human Resources Management (GHRM) refers to a set of policies, practices, and systems that stimulate the green behavior of a company's employees in order to create an environmentally sensitive, resource-efficient and socially responsible organization. Today's organizations are paying more attention on implementation of green HRM as it is the growing concern of society as well as all stakeholders.

Course Objectives:

In recent years, Organizations feel that they have to build a powerful social ethics and green sense of responsibility where corporate responsibility will be used as an essential factor for business development. After a successful completion of the course the participants will be able

- to conceptualize the Green Human Resource Management (GHRM) & its Practices
- to grasp the relationships among Green Human Resource Management, Sustainability Management and Sustainable Development
- to figure out the relationship between Green Human Resource Management and Corporate Social Responsibility (CSR)

Who Should Attend:

This course is suitable for all professionals from every sector of the country. It will also be suitable for entrepreneurs and fresh graduates who are interested in building their careers in Human Resource Management (HRM).

Course Outline:

- Why to go Green? Origin of Green Human Resource Management (GHRM) and its' Concepts
- Green jobs and Green employee Concepts
- Green Human Resource Management Practices
- Life cycle of Green practices with human capital
- HR factors affecting Green Management Initiatives

- The relationships: Green Human Resource Management, Sustainability Management and Sustainable Development.
- The relationship between Green Human Resource Management and Corporate Social Responsibility (CSR)
- Faces the challenges of Green Human Resource Management

Training Method:

Lecture, Presentation, Discussion, Group Exercise, Case study and other participatory methods of training.

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LABOR LAWS, COMPLIANCE AND ADMINISTRATIVE RULES FOR HR PROFESSIONALS

Course Duration : May 28-29, 2026
Timing : 09:00-17:00
Venue : BIM, Chattogram
Course Fee : Tk. 6,000/-
Number of Participants : 10

Course Objectives

- **Understand Labor Laws:** Key provisions of the Bangladesh Labor Act, 2006.
- **Ensure Compliance:** Align HR practices with local labor laws.
- **Develop Policies:** Create compliant HR policies.
- **Manage Disputes:** Resolve conflicts legally.
- **Navigate Benefits:** Ensure compliance with wages, leave, and benefits.
- **Union Relations:** Handle union laws and bargaining.
- **Promote Safety:** Ensure workplace safety compliance.

Course Outline:

#	Session Title	Duration (hr)	Training Methods
1	Scope and application of the Bangladesh Labor Act	1	Lecture, group discussion
2	Definition and classification of workers & Conditions of employment	1	Lecture, Exercise, group work
3	Misconduct, punishment and disciplinary proceedings	1	Lecture, Exercise, group work
4	Health, safety and welfare	1	Lecture, group discussion
5	Functions and eligibility of welfare officer	1	Lecture, Exercise, group work
6	Formation and functions of safety committee	1	Lecture, Exercise, group work
7	Working hour and Leave & OT calculation	1	Lecture, Exercise, group work
8	Maternity leave and calculation of benefit	1	Lecture, Exercise, group work
9	Wage: Payments and deductions	1	Lecture, Exercise, group work
10	Industrial Dispute Resolution	1	Lecture, Exercise, group work
11	Trade Union and Collective Bargaining Agent (CBA)	1	Lecture, Exercise, group work
12	Formation and function of Participation Committee	1	Lecture, Exercise, group work
	Total contact hour	12	

Who Should Attend?

Managers, HR executives, Administrative Officers, Labor Welfare Officers and other executives, working with and through people.

Training Methods:

Lecture, Case study, Exercise and Group discussion.

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MANAGEMENT IN PUBLIC SECTOR

CAPACITY DEVELOPMENT FOR MANAGING PUBLIC PROCUREMENT

Course Duration : August 24-28, 2025
Timing : 09:30-17:00
Venue : BIM, Dhaka
Course Fee : Tk. 8,000/-
Number of Participants : 10

Course Duration : October 19-23, 2025
Timing : 09:30-17:00
Venue : BIM, Dhaka
Course Fee : Tk. 8,000/-
Number of Participants : 10

Course Objectives

This course is designed for sharing the practical experiences to enable the participants to handle and implement the activities of public procurement effectively in accordance with the PPA 2006 and PPR 2008. After completing the course, participants will be able to:

- avoid the risks involved in the procurement process,
- find out the ways of mitigating the risks,
- reduce the audit observations linked to procurement process,
- gather knowledge about public procurements abiding by the PPA and PPR,
- have a knowledge on E-GP procedure.

Course Outline

- Basic concepts of public procurement process with PPA 2006 and PPR 2008,
- Different methods of procurement packages,
- Real exercise of different types and stages of procurements (Real types of case studies),
- Preparation of Tender Document with stages of Goods, Works and Services procurements,
- Formation of different committees necessary in the procurement process,
- Different steps of Tenders/Proposals evaluation and Approval processes,
- Finding out the risks in the procurement stages and mitigate the risks compliance with the PPA 2006 and PPR 2008.

Who should Attend

This course is designed for the officers who handle with the public funds and for its organization's procurement and project activities in the government offices as well as managers and others who deal with the government procurement processes.

Training Method: Lecture, Group Discussion, Case study and demonstration.

Co-ordinator : **Md. Aminul Islam**
Mobile : 01718-427947
Email : aminul.islam@bim.gov.bd
aminulmcbim@gmail.com

PUBLIC PROCUREMENT PROCESSING AND APPROVAL PROCEDURE

Course Duration	: August 25 -28, 2025
Timing	: 10:00-16:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 15

Target Group/who should attend:

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course.

Eligibility for the course:

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

Background of the course:

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

Course Objectives

The major objective of the course is to provide a comprehensive understanding of the public procurement Processing and Approval Procedure in line with Public Procurement Rules 2008 and Public procurement Act 2006 for the people who have responsibility for public procurement.

Evaluation Method:

Learning level: Pre-test and post-test.

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1	
2.	PPR Overview	2	Lecture, Group discussion
3.	Formation of Committees	1	Lecture, Group work
4.	Methods of Procurement of Goods and Works	4	Lecture, Group work
5.	Methods of Procurement of Services	4	Lecture, Group discussion
6.	Processing of Procurement	2	Lecture, Group discussion
7.	Complaint and Appeals	1	Lecture
8.	Delegation of Financial Power; Procurement Approval Procedure, PPPAP	1	Lecture, Exercise, Group work
9.	Post-Test	1	
10.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	18	

Co-ordinator : **Engr. Md. Mehboob Hasan Kallol**

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mmhkallol@gmail.com

PPR 2008 AND PUBLIC PROCUREMENT MANAGEMENT

Course Duration	: October 12-23, 2025
Timing	: 10:00-16:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 15,000/
Number of Participants	: 15

Target Group/who should attend:

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course.

Eligibility for the course:

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

Background of the course:

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

Course Objectives

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

Evaluation Method:

Learning level - Pre-test and post-test.

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hrs)	Training Methods
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1.0	
2.	Overview of The Public Procurement Act, 2006 and PPR, 2008	2.5	Lecture, group discussion
3.	Public Procurement Committees	1.0	Lecture, group discussion
4.	Methods of Procurement of Goods and Works	4.5	Lecture, group work
5.	Processing of Procurement	3.5	Lecture, group discussion
6.	Preparation of Tender Documents (Goods)	4.5	Lecture, Exercise, Group work
7.	Preparation of Tender Documents (Works)	4.5	Lecture, Exercise, Group work
8.	International Procurement	4.5	Lecture, Group work
9.	Tender Opening and Evaluation	4.5	Lecture, Group work
10.	Methods of Procurement of Services	4.5	Lecture, Group work
11.	Complaint and Appeals	1.0	Lecture
12.	Delegation of Financial Power;	1.0	Lecture, Exercise, Group work
13.	Annual Procurement Planning	6.0	Lecture, Exercise, Group work
14.	Post-Test	1.0	
15.	Certificate awarding and course closing and evaluation	1.0	
	Total contact hour	45.0	

Co-ordinator : Engr. Md. Mehboob Hasan Kallol
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mmhkallol@gmail.com

সরকারি বাজেট প্রস্তুতকরণ ও বাস্তবায়ন

প্রশিক্ষণের তারিখ	: অক্টোবর ১৮-১৯, ২০২৫
সময়কাল	: ৯.০০-১৬.০০
স্থান	: বিআইএম, ঢাকা
প্রশিক্ষণের ফি	: ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা	: ১০ জন

যাদের উদ্দেশ্যে প্রশিক্ষণটি:

সরকারি/ স্বায়ত্বশাসিত/ সরকারি প্রকল্প/ সরকারি কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে হিসাব, অর্থ ও বাজেট শাখায় কর্মরত কর্মকর্তা ও কর্মচারীবৃন্দের জন্য কোর্সটি বিশেষভাবে সাজানো হয়েছে।

কোর্সটির প্রেক্ষাপট:

যুগোপযোগী গতিশীল অর্থনীতি পরিচালনা করার জন্য সরকারি/ স্বায়ত্বশাসিত/ সরকারি প্রকল্প/ সরকারি কর্পোরেশনের সংশ্লিষ্ট কর্মকর্তা-কর্মচারীগণের প্রতিষ্ঠানের বাজেট প্রস্তুতকরণ ও বাস্তবায়ন সম্পর্কে পরিষ্কার ধারণা থাকা দরকার। এই উদ্দেশ্যেই এই প্রশিক্ষণটি ডিজাইন করা হয়েছে।

প্রশিক্ষণটির উদ্দেশ্য:

সরকারি প্রতিষ্ঠানের বাজেটিং প্রক্রিয়া সম্পর্কে সম্যক জ্ঞান দান এবং বাজেটের ফ্যাক্টরসমূহ যোগুলো সরকারি প্রতিষ্ঠানের আর্থিক বিবরণীতে তাৎপর্যপূর্ণ অবদান রাখে সেগুলোর কার্যকর প্রয়োগ নিশ্চিতকরণ।

মূল্যায়ন প্রক্রিয়া:

প্রশিক্ষণার্থী: পোস্ট-টেন্ট

ফিডব্যাক: কোর্স মূল্যায়ন

কোর্স সূচি:

#	আলোচ্যসূচি	সময় (ঘণ্টা)	প্রশিক্ষণ পদ্ধতি
১	উদ্বোধন, নিবন্ধন ও কোর্স আউটলাইন উপস্থাপন	১.০	লেকচার ও দলগত আলোচনা
২	বাজেট কী, বাংলাদেশে সরকারি বাজেটের ক্রমবিকাশ, মনিটরিং পলিসি ও ফিসকাল পলিসি, বাজেট চূড়ান্তকরণ প্রক্রিয়া	২.০	লেকচার ও অনুশীলন
৩	বাজেট ব্যবস্থাপনা কী, বাজেট তৈরি ও বাস্তবায়নে MoF, Line Ministry, Planning Commission ও IRD এর ভূমিকা	২.০	লেকচার ও অনুশীলন

৪	বাজেটের আইনগত কাঠামো (লিগ্যাল ফ্রেমওয়ার্ক), MBF ও MTBF বাজেটের ধারণা, MTBF বাজেট প্রস্তুতকরণ	২.০	লেখকচারণ, অনুশীলন ও দলগত কাজ
৫	Live Session on iBAS++	৩.০	লেখকচারণ ও উন্মুক্ত আলোচনা
৬	প্রশিক্ষণার্থী মূল্যায়ন, উন্মুক্ত আলোচনা ও কোর্স মূল্যায়ন	১.০	লিখিত পরীক্ষা ও মতামত
৭	সার্টিফিকেট প্রদান ও সমাপনী পর্ব	১.০	
মোট প্রশিক্ষণ সময়		১২.০	

কোর্স সমন্বয়কারী : অমিত দাস
মোবাইল নং: : ০১৯১৩-৯৬৫৫৮১
ই-মেইল : amit.das@bim.gov.bd
amit.dasky@gmail.com

EMERGING TECHNOLOGIES FOR GOVERNMENT OFFICE

Course Duration : September 23-25, 2025
Timing : 17:30 - 21:30
Venue : Online
Course Fee : 3,000/-
Number of Participants : 15

Course Duration : November 17-19, 2025
Timing : 17:30 - 21:30
Venue : Online
Course Fee : 3,000/-
Number of Participants : 10

Course Duration : February 23-25, 2026
Timing : 10:00 - 14:00
Venue : Online
Course Fee : 3,000/-
Number of Participants : 10

Target group/ who should attend: This course is suitable for Officers and Staffs of government offices.

Eligibility for the course: This program benefits professionals working under government as well as state owned organizations in Bangladesh.

Background of the course: The integration of emerging technologies is transforming government offices in Bangladesh, enhancing efficiency and service delivery. This training covers key topics such as technological transformation, PMIS, government report management, financial technology and MyGov. It also explores audit management software, legal case management technology, and GRS for grievance handling. By understanding these innovations, officials can improve governance, streamline operations, and ensure transparency. The course equips participants with practical skills to implement and regulate these technologies effectively.

Course Objectives

- This course aims to enhance government officials' understanding of emerging technologies and their role in transforming public administration.
- It will equip participants with practical skills to implement and manage digital tools like PMIS, MyGov, audit software, and GRS for improved efficiency and transparency.
- By the end of the training, officials will be better prepared to drive digital governance and optimize service delivery.

Evaluation Method: Course Evaluation Questionnaire

Reaction level: Training evaluation

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Objective Setting	1	
2	Understanding Technological Transformation in Government Office	1	Lecture, Group Discussion
3	Emerging Technologies and Future Government Offices	2	Lecture, Group work, Exercise
4	Understanding MyGov and public service delivery	1	
5	PMIS in government Office	1	Lecture, Exercise, Case Study
6	Government Report Management System	2	Lecture, Exercise, Demons.
7	Financial technology in government office	1	Exercise
8	Audit Management Technology and software	1	Lecture, video, Exercise
9	Legal activities and case management technology in government office	1	Lecture, Case study, Discussion
10	GRS software for Grievance management	1	Lecture, Case study, Discussion
	Total contact hour	12	

Co-ordinator : Shaikh Sajibur Rahman
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sksajibbim@gmail.com

Co-ordinator : Nirjhar Mazumder
Mobile : 01511 111 222
Email : nirjhar.mazumder@bim.gov.bd
mazumdernirjharbim@yahoo.com

PUBLIC PROCUREMENT MANAGEMENT

Course Duration : October 23-25, 2025

Timing : 09:00-17:30

Venue : BIM, Dhaka

Course Fee : Tk.7,000/-

Number of Participants : 25

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for procurement and willing to develop their career as on procurement management.

Eligibility for the course: Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The background of this course is to help bridge the current deficit in qualified human resources and to enable procurement professionals to cope with the challenges of regulating, executing and monitoring public procurement in an economic and socially responsive manner.

Course Objectives

The course is designed to provide the concepts and techniques of real public procurement management. At the end of the program, the participants will have acquired a full spectrum of knowledge and skills covering:

- legislative and regulatory frameworks and corresponding institutional models for successful discharge of the functions of a modern procurement system
- execution of the procurement process for goods, works and services (including innovative contracting modalities like public private partnerships and e-procurement)
- procurement audit, control and reporting techniques in public procurement control and reporting techniques for procurement operations

Evaluation Method: Learning level - Pre-test and post test. **Reaction Level:** Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	Procurement Process	3	Lecture, group discussion
3.	Procurement Management of Supply Contracts	2	Lecture, Exercise, group work

4.	Procurement of Physical Services	3	Lecture, Exercise, group work
5.	Works Procurement Management	3	Lecture, group discussion
6.	Procurement of Consultancy services;	3	Lectures, Exercise,
7.	Dispute settlement and Fraud and Corruption in Public Procurement	2	Case Studies and practical demonstration.
8.	Procurement Audit and E-Procurement (Legal issues and implementation models)	3	Lecture, Exercise, group work
9.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs.	

Co-ordinator : Dr. Engr. Md. Mamunur Rashid

Mobile : 01712700412

**E-mail : mamunur.rashid@bim.gov.bd
mamun87245@gmail.com**

পেনশন ও আর্থিক ব্যবস্থাপনা

প্রশিক্ষণের তারিখ	: অক্টোবর ২৬-২৭, ২০২৫
সময়কাল	: ০৯:০০-১৭:০০
স্থান	: বিআইএম, ঢাকা
প্রশিক্ষণের ফি	: ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা	: ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণের উদ্দেশ্যঃ সরকারি প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

মূল্যায়নপদ্ধতিঃ

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস

প্রশিক্ষণসূচি

#	আলোচ্যসূচি	সময় (ঘন্টা)	প্রশিক্ষণ পদ্ধতি
১.	পেনশন ও আনুতোষিক	২	বক্তিতা, আলোচনা
২.	জেনারেল ফিন্যান্সিয়াল রুলস	৩	বক্তিতা, আলোচনা, অনুশীলন
৩.	ট্রেজারি রুলস	১	বক্তিতা, আলোচনা
৪.	আর্থিক ক্ষমতা অর্পণ	১	বক্তিতা, আলোচনা
৫.	জাতীয় বেতন স্কেল, ২০১৫	২	বক্তিতা, আলোচনা
৬.	ভ্রমণ ভাতা সংক্রান্ত বিধিবিধান	৩	বক্তিতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
৭.	আর্থিক ব্যবস্থাপনা ও নিয়ন্ত্রণের কৌশল	৩	বক্তিতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
৮.	আর্থিক ব্যবস্থাপনা সংক্রান্ত অন্যান্য বিধিবিধান এবং প্রশ্নোত্তর পর্ব।	১	বক্তিতা, আলোচনা
	সর্বমোট প্রশিক্ষণ সময়	১৬	

কোর্স সমন্বয়কারী	: এম. আমিনুর
মোবাইল নং:	: ০১৭১৬৫৫১৬৬১
ই-মেইল	: amenoor@bim.gov.bd amenoor.bim@gmail.com

সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী

প্রশিক্ষনের তারিখ : নভেম্বর ২৩-২৪, ২০২৫
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ। এ ছাড়াও চাকরিতে নিয়োগ প্রাপ্ত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণের উদ্দেশ্যঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

মূল্যায়নপদ্ধতিঃ

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস

প্রশিক্ষণসূচি

#	আলোচ্যসূচি	সময় (ঘণ্টা)	প্রশিক্ষণ পদ্ধতি
১.	সরকারি চাকরির সাধারণ শর্তাবলী	২	বক্তিতা, আলোচনা
২.	সরকারি কর্মচারী (আচরন) বিধিমালা১৯৭৯	২	বক্তিতা, আলোচনা, অনুশীলন
৩.	সরকারি কর্মচারি (শৃঙ্খলা ও আপীল) বিধিমালা২০১৮	২	বক্তিতা, আলোচনা
৪.	সরকারি চাকরির শিষ্টাচার, ম্যানার ও প্রোটোকল	৩	বক্তিতা, আলোচনা
৫.	বেতন ও অন্যান্য সুবিধাদিঃ	২	বক্তিতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
৬.	ছুটিঃ	২	বক্তিতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
৭.	পেনশন সাধারণ বিধিসমূহ	১.৫	বক্তিতা, আলোচনা
৮.	পেনশন মঞ্জুর শর্তাবলী	১.৫	
	সর্বমোট প্রশিক্ষণ সময়	১৬	

কোর্স সমন্বয়কারী : এম. আমিনুর
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GOODS PROCUREMENT MANAGEMENT AS PER PPR, 2008

Course Duration	: November 23-25, 2025
Timing	: 09:30-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 6,500/-
Number of Participants	: 10

Course Objectives

This course is designed for sharing the practical experiences to enable the participants to handle and implement the activities of public procurement effectively in accordance with the PPA 2006 and PPR 2008. After completing the course, participants will be able to:

- avoid the risks involved in the procurement process
- find out the ways of mitigating the risks
- reduce the audit observations linked to procurement process
- gather knowledge about public procurements abiding by the PPA and PPR
- have a knowledge on E-GP procedure.

Course Outline

- Basic concepts of public procurement process with PPA 2006 and PPR 2008.
- Different methods of goods procurement packages
- Real exercise of different types and stages of procurements (Real types of case studies)
- Preparation of Tender Document with stages of Goods procurements
- Formation of different committees necessary in the procurement process
- Different steps of Tenders evaluation and Approval processes
- Finding out the risks in the procurement stages and mitigate the risks compliance with the PPA 2006 and PPR 2008.

Who should Attend

This course is designed for the officers who handle with the public funds and for its organization's procurement and project activities in the government offices as well as managers and others who deal with the government procurement processes.

Training Method: Lecture, Group Discussion, Case study and demonstration.

Co-ordinator	: Md. Aminul Islam
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PPR 2008 AND ANNUAL PROCUREMENT PLANNING

Course Duration	: December 07-11, 2025
Timing	: 10:00-16:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 8,000/-
Number of Participants	: 15

Target Group/who should attend:

Officers from different government, semi-government, autonomous bodies, public or private sector enterprises who are involved in public procurement may attend the course.

Eligibility for the course:

Any individual, graduate from any discipline working in public, private, NGO or self-employed involved in public procurement.

Background of the course:

The government has enacted the "Public Procurement Act 2006 (PPA 2006)" and the "Public Procurement Rules 2008 (PPR 2008)" to ensure the best value for money in the public sector and enhance efficiency, transparency and accountability in the public procurement process. It is mandatory to follow the PPA 2006 and the PPR 2008 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2008, it is not possible to ensure best value for public money.

Course Objectives

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

Evaluation Method: Learning level: Pre-test and pos test; **Reaction Level:** Training evaluation

Course Outline

#	Session Title	Duration (hrs)	Training Methods
1.	Inauguration, Registration, Sharing Course Outline and Pre-Test	1.0	
2.	Overview of The Public Procurement Act, 2006 and PPR, 2008	1.0	Lecture, group discussion
3.	Public Procurement Committees	1.0	Lecture, group discussion
4.	Tender Validities and Security Deposits	1.0	Lecture, group discussion

#	Session Title	Duration (hrs)	Training Methods
5.	Methods of Procurement of Goods and Works	4.0	Lecture, group work
6.	Methods of Procurement of Services	4.0	Lecture, Group work
7.	Delegation of Financial Power	1.0	Lecture, Exercise, Group work
8.	Annual Procurement Planning	5.0	Lecture, Exercise, Group work
9.	Post-Test	1.0	
10.	Certificate awarding and course closing and evaluation	1.0	
	Total contact hour	20.0	

Co-ordinator : Engr. Md. Mehboob Hasan Kallol

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সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন

প্রশিক্ষণের তারিখ : ডিসেম্বর ১৪-১৫, ২০২৫
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

সরকারি/স্বায়ত্বশাসিত/প্রকল্প/আধা-সরকারি/কর্পোরেশন ইত্যাদি প্রতিষ্ঠানে নিয়োজিত মধ্যম ও কনিষ্ঠ পর্যায়ের কর্মকর্তা ও কর্মচারীগণ।

প্রশিক্ষণের উদ্দেশ্যঃ সরকারি প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

মূল্যায়নপদ্ধতিঃ

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস

প্রশিক্ষণসূচি

#	আলোচ্যসূচি	সময় (ঘণ্টা)	প্রশিক্ষণ পদ্ধতি
১.	অফিস ব্যবস্থাপনা	২	বক্তিতা, আলোচনা
২.	নথি ব্যবস্থাপনা	৩	বক্তিতা, আলোচনা, অনুশীলন
৩.	রেকর্ড ব্যবস্থাপনা	১	বক্তিতা, আলোচনা
৪.	জাতীয় শুদ্ধাচার কৌশল	১	বক্তিতা, আলোচনা
৫.	সভা ও দাপ্তরিক যোগাযোগ	২	বক্তিতা, আলোচনা
৬.	সরকারি কর্মচারী (আচরন) বিধিমালা ১৯৭৯	৩	বক্তিতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
৭.	সরকারি কর্মচারি(শুঙখলা ও আপীল) বিধিমালা ২০১৮	৩	বক্তিতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
৮.	তথ্য অধিকার আইন, ২০০৯	১	বক্তিতা, আলোচনা
	সর্বমোট প্রশিক্ষণ সময়	১৬	

কোর্স সমন্বয়কারী : এম. আমিনুর
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AI AND DATA ANALYTICS IN SUPPLY CHAIN OPTIMIZATION

Course Duration	: January 23-25, 2026
Timing	: 09:30-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 6,500/-
Number of Participants	: 10

Course Objectives

This course is designed for sharing the experiences to enable the participants to maintain and to manage strong relationship among the stakeholders effectively for successful business operation from the origin of ingredients of products to the market. After completing the course, participants will be able to:

- Explain the fundamentals of AI, machine learning, and data analytics in SCM.
- Identify key AI applications in procurement, logistics, inventory, and demand forecasting.
- Use data-driven models for demand forecasting and inventory optimization.
- Apply predictive analytics to reduce supply chain risks and improve efficiency.
- Implement AI-powered tools for supplier selection and contract management.
- Utilize AI-driven insights to enhance logistics, transportation, and warehouse management.
- Develop real-time data monitoring systems for better decision-making.

Course Outline:

- Introduction to AI and Data Analytics in Supply Chain.
- Predictive Analytics and Demand Forecasting.
- AI-Powered Inventory and Warehouse Management.
- AI in Procurement and Supplier Management.
- AI-Enabled Logistics and Transportation Optimization.
- Risk Mitigation and Supply Chain Resilience.
- Implementing AI and Data Analytics in Business Operations.
- AI Ethics, Data Security, and Compliance.
- Future Trends and Hands-on Practical Workshop.

Who should attend

This course is designed for all types of business personnel who run, operate and maintain business in the present competitive and volatile market.

Training Method

Interactive Lectures, Case Studies & Real-World Examples, Group Discussions & Problem-Solving Activities, Hands-on Practical Exercises and AI and Data Analytics Software Demonstrations.

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SKILL TRANSFORMATION FOR INDUSTRY 4.0: APPLICATION OF ARTIFICIAL INTELLIGENCE & DESIGN THINKING

Course Duration : April 20-23, 2026
Timing : 17:30 - 21:30
Venue : Online
Course Fee : Tk. 3,000/-
Number of Participants : 10

Course Objective: It is expected that after the successful completion of the course, participants will be able to:

- Explain the basics of Industrial revolutions.
- Acquiring the skills on AI and Designing Thinking
- Identify the skill requirement arising from industry 4.0

Course Outline:

#	Session Title	Duration (hr)	Training Methods
1.	Industrial Revolution in Brief (1 to 4)	4	Lecture, group discussion
2.	Skill Requirement, Transformations and Sectoral Analysis	4	Lecture, Exercise
3.	Artificial Intelligence and Application of AI in Industry 4.0	4	Lecture, Exercise, group work
4.	Design Thinking Concept, application and Impact on Workplace	4	Lecture, Exercise, group work
5.	Machine Learning and AI solution with Rapid Mining	4	Lecture, group discussion
Total contact hour		20	

Who Should Attend:

The program is suitable for senior and mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in on 4ir, artificial intelligence and designing thinking.

Training Method: Lecture, Discussion, Group Exercise, ViPP Card Exercise, Case Study and Demonstration.

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Co-ordinator : Nirjhar Mazumder
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MARKETING MANAGEMENT

MARKETING ANALYTICS

Course Duration	: August 29-30, 2025
Timing	: 16:00-20:00
Venue	: BIM Dhaka.
Course Fee	: Tk. 5,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

This Course is designed for the Fresh Graduates, Executives, Managers who are interested to build up their carrier as a marketer, researcher, brand or product manager.

Course Objectives:

Organization whether it is small or large must focus the consumer choices which can be received from the swamped data. All information does not always lead to better decision. It's a challenge in business world to know how to interpret the data in an analytical way to inform and justify the decisions.

Marketing analytics enables marketers, researcher, brand or product manager to measure, manage and analyze marketing performance to maximize its effectiveness and optimize return on investment (ROI). Beyond the obvious sales and lead generation applications, marketing analytics can offer profound insights into customer preferences and trends, which can be further utilized for future marketing and business decisions.

Course Outline:

#	Session Title	Time	Training Methods
1	Leveraging User Generated Content	Day 1	Lecture, Quiz, Case Study
2	Metrics for Measuring Brand Assets	Day 1	Lecture, Quiz, Case Study
3	Customer Lifetime Value	Day 1	Lecture, Quiz, Case Study
4	Marketing Experiments	Day 2	Lecture, Quiz, Case Study
5	Regression Basics	Day 2	Lecture, Quiz, Case Study

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MARKETING AND SALESMANSHIP

Course Duration	: April 26 - 30, 2026
Venue	: BIM, Dhaka
Timing	: 17:30-21:30
Course Fee	: Tk. 7,000/-
Number of Participants	: 15

Course Duration	: January 25 - 29, 2026
Venue	: BIM, Chattogram
Timing	: 17:30 – 21:30
Course Fee	: Tk.4,000/-
Number of Participants	: 15

Target group/ who should attend: This course is suitable for marketing and sales executives of different levels (i.e., marketing officer, sales officers, sales supervisors, sales representatives, area sales managers, distribution officer etc.) of both public and private sector enterprises. Student with both Business and non-Business background may fit them for corporate job in business world and advance their CV with this Training.

Eligibility for the course: This program benefits professionals working in all areas of Business engaged in producing, marketing and communicating products. Business/ factory owners will also be benefited by attending this course.

Background of the course: The heart of business success lies in its marketing and Sales. Most aspects of a business depend on successful marketing and salesmanship. The overall marketing umbrella covers advertising, public relations, promotions and sales while salesmanship covers the effective selling of products and generating adequate revenue for organization.

Course Objectives

- Understand the modern concepts of market, customer oriented integrated marketing and effective marketing management.
- Participants will be able to manage the sales management functions efficiently.
- Participants will be able to use the tools and techniques of modern salesmanship more skillfully in order to achieve the organizational goals and render customer satisfaction.

Evaluation Method: Course Evaluation Questionnaire

Reaction level: Training evaluation

Course Outline

#	Session Title	Duration (hr)	Training Methods
	Inauguration, Registration, Objective Setting	1	
	Understanding the basic issues of marketing	1	Lecture, Group Discussion
	Scanning Environment & conducting Mktg. Research	2	Lecture, Group work, Exercise
	Marketing Mix	1	Lecture, Exercise, Case Study
	Product Life Cycle and marketing Strategy	1	Lecture, Exercise, Demons.
	Market Demand Forecasting	2	Exercise
	Segmentation, Targeting, Positioning & Branding Strategy	4	Lecture, video, Exercise
	Understanding the sales Management & Salesmanship	1	Lecture, Case study, Discussion
	Characteristics require to be successful in sales	1	Lecture, Case study, Discussion
	Selling process, Handling Customer Objections	2	Exercise, Lecture, Discussion
	Motivating sales people	2	Lecture, Case Study
	Managing bad customer	1	Lecture, Group work
	Course Evaluation and Certificate Awarding	1	
	Total contact hour	20	

Co-ordinator : Nirjhar Mazumder
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PROJECT AND SUPPLY CHAIN MANAGEMENT

OPERATIONS AND SUPPLY CHAIN MANAGEMENT

Course Duration	: July 24-26, 2025
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/-
Number of Participants	: 25

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for operations and supply chain management and willing to develop their career as professional on operations and supply chain management.

Eligibility for the course: Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills in respect to Supply Chain Management for improving productivity and competitiveness with a view of restructuring the organizational functions to create a value added based thinking in the organization.

Course Objectives

The course is designed to provide the concepts about operations and supply chain management in order to efficient organizational functions. It is expected that after the successful completion of the course, participants will be able to:

- Realize the theoretical fundamentals of the operations and supply chain management.
- Give a general description of the supply chain management using, as appropriate, typical examples.
- Understand and interpret the analysis results.
- Apply knowledge in a practical manner using detailed procedures.
-

Evaluation Method: Learning level - Pre-test and post test. **Reaction Level:** Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1	Inauguration, Registration, Sharing course outline.	1	
2	Operations and Supply Strategy	2	Lecture, group discussion
3	Product and Service Design	2	Lecture, Exercise, group work
4	Strategic Capacity Management	2	Lecture, Exercise, group work
5	Process Analysis	2	Lecture, group discussion
6	Supply Chain Strategy	2	Case Study, Practical demonstration
7	Logistics and Facility Location	2	Lecture, Exercise, group work
8	Lean Manufacturing	2	Lecture, Exercise, group work
9	Enterprise Resource Planning	2	Lecture, group discussion
10	Demand Management and Forecasting	1	Lecture, group discussion
11	Inventory Control and Management	2	Lecture, group discussion
12	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs.	

Co-ordinator : **Dr. Engr. Md. Mamunur Rashid**

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PROJECT MANAGEMENT

Course Duration	: September 18-20, 2025
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Course Fee	: Tk.7,000/-
Number of Participants	: 25

Target Group/who should attend:

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for project management and willing to develop their career as a professional on project management.

Eligibility for the course: Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

The purpose of this training course is to provide competency based training to enable participants to develop a comprehensive understanding of the knowledge and skills about the modern system of project management process and how to obtain competitiveness in market by project management.

Course Objectives

The course is designed to provide the concepts and techniques of real project preparation to project management. It is expected that after the successful completion of the course, participants will be able to:

- Realize the theoretical fundamentals of the project management.
- Give a general description of the management using, as appropriate, typical examples.
- Understand and interpret the analysis results and apply knowledge in a practical manner.
- Gain insight to procedural aspects of obtaining certification of PMP.

Evaluation Method: Learning level - Pre-test and post test. **Reaction Level:** Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	Project Concept; Project Development Cycle; Project Identification and developing project need statement. Project Generation & Selection; Steps of Analysis; Exercise on Problem Tree, Objective Tree and Assumptions.	3	Lecture, group discussion

3.	Concept and Techniques of Monitoring and Evaluation.	2	Lecture, Exercise, group work
4.	Project Planning and Control, Scheduling, Resource Allocation; Critical Path Analysis (CPM); Program Evaluation and Review Techniques (PERT) and Earned Value Management (EVM) and Exercise on CPM, PERT and EVM.	3	Lecture, Exercise, group work
5.	Project Planning, Scheduling and Controlling; Factors to Consider When Crashing A Project; Steps in Project Crashing and Time Cost Trade Offs	3	Lecture, group discussion and, Practical demonstration
6.	Real Life Project on Project Proposal Preparation	3	Case Study
7.	Project Appraisal and Evaluation	2	Lecture, Exercise, group work
8.	Project Management Exercise	3	Lecture, Exercise, group work
9.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs.	

Co-ordinator : Dr. Engr. Md. Mamunur Rashid

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PROJECT MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (MEAL)

Course Duration : November 23-27, 2025
Timing : 17:30-21:30
Venue : BIM Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 15

Course Duration : May 10- 14, 2026
Timing : 17:30-21:30
Venue : BIM Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 15

Target Group/Who Should Attend:

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

Eligibility for the Course:

Any individual graduate from any discipline working in Public, in Projects and who deal with the Projects.

Background of the Course:

Monitoring, Evaluation, Accountability and Learning (MEAL) of a project is increasingly recognized as an Integral function of project implementation. MEAL is a process that helps improve performance and achieve results. It's goal is to improve current and future management of outputs, outcomes and impact. It is mainly used to assess the performance of projects, institutions and programs set up by governments, international organizations and NGOs. It establishes links between the past, present and future actions. This course is intended to provide basic knowledge about MEAL and it is expected that the knowledge will help project related personnel to improve their ability to effectively monitor and evaluate their projects and therefore strengthen the performance of their projects.

Course Objectives

To greatly enhance the project monitoring, evaluation, accountability and learning skills for effective and efficient project implementation this course is designed to understand -

- Basic Concepts on Monitoring, Evaluation, Accountability and Learning.
- The Need for Monitoring, Evaluation, Accountability and Learning.
- Logical frame work to MEAL Framework,

- Designing MEAL System.
- MEAL Tools and Technologies.
- Data Collection, Analysis and Utilizing Data for Decision Making.
- Stakeholder Engagement.
- Evaluation and Impact Assessment.
- MEAL in Project Cycle Management.

Evaluation Method:

Learning level - Pre-test and Post test.

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hrs.)	Training Methods
1	Basic Concepts on Monitoring, Evaluation, Accountability and Learning.	2	Lecture, group discussion and Exercise
2	Logical frame work to MEAL Framework, Designing MEAL System.	5	Lecture, group discussion and Exercise
3	MEAL Tools, Technologies and Stakeholder Engagement.	4	Lecture, group discussion and Exercise
4	Data Collection, Analysis and Utilizing Data for Decision Making.	3	Lecture, group discussion and Exercise
5	Evaluation and Impact Assessment.	3	Lecture, group discussion and Exercise
6	MEAL in Project Cycle Management	3	Lecture, group discussion and Exercise
Total contact hour		20	

Co-ordinator : Aklima Zaman

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TRADEMARKS REGISTRATION: LEGAL SAFEGUARD FOR BRANDS

Course Duration	: August 24 (Hybrid), 25,26,27 (Online), 28 (On Campus)
Timing	: 06:30-09:30 (Max)
Venue	: BIM Dhaka
Course Fee	: Tk. 3,500/-
Number of Participants	: 15

Target Group/Who Should Attend:

This course is suitable for Law professionals/attorneys, Paralegal/ trademark agents, entrepreneurs, brand executives, marketing executives, students of legal studies/ marketing, and anyone enthusiastic about trademarks.

Course Objectives

Each of the world's top ten trademarks (TM) is valued at over 100 billion and brand value is worth approximately 20% of the total business assets of those top firms. So, to create and secure brand value, there is no alternative but to register trademarks and enforceability of the trademark laws. In Bangladesh, there are 73,531 trademarks registered till 2023. In recent years, even in the local markets, trademark infringement has been a frequently noticed phenomenon. TM infringement creates confusion among customers about brand identity, and chances to choose infringing brands that will threaten the genuine brand to maintain consumer rights, brand reputation, market share, and revenue. In North America, there is a 12% year-to-year increase in trademark litigation to safeguard the brands from infringement. To be a game-changer in the market, it's time to consider TM registration as imperative as branding, advertisement, etc.

Course Outline:

- Overview of brand creation and management
- Legal aspects of branding strategy for startups, SMEs, and corporates
- Brand valuation
- Commercial Usage of Trademarks
- Trademark Act 2009, Trademark (Amendment) Act, 2015
- Trademark registration process
- Infringement of Trademarks
- Procedures of drafting legal notice for trademark infringement
- Protection of well-known Trademarks
- Trade dress protection
- Trademark in Cyberspace
- Geographical Indication

Training Method: Lecture, Presentation, Discussion, Group Exercise and Case study.

Co-ordinator(s) : **Mohammad Sayeedur Rahman**, Senior Management Counsellor, BIM
: **Zakia Rahman**, Research Officer, BIM

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‘INTELLECTUAL PROPERTY RIGHTS (IPRs)’

Course Duration	: September 19
Timing	: 09:30am-05:30pm (On Campus)
Venue	: BIM Dhaka
Course Fee	: Tk. 3,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

The Judges, Lawyers, Corporate Officials related to legal affairs, contract management, patent analysis and branding, Executives of government agencies, including executives of customs, police, Boarder Guard of Bangladesh, copyright office, DPDT etc and also the professional engaged in academics and research, SME entrepreneurs, officials of trade bodies and chamber of commerce or anyone interested on IPRs are expected to be benefited from the training.

Course Objectives

To provide the fundamental insights on various issues of IPRs and to increase participants’ capacity for better understanding and exercising of IPRs in Bangladesh and international contexts.

Course Outline:

- Introduction to Intellectual Property and Intellectual Property Rights,
- Intellectual Property Treaties & Global Trade,
- Different types of Intellectual Property
- Registration and Management of Intellectual Property,
- Innovation Management and Patent for different Industries,
- Commercialisation and Licensing of Intellectual Property,
- IP Policies & Strategies,
- Enforcement of IPRs.

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

Co-ordinator(s) : Mohammad Sayeedur Rahman, SMC, BIM

: Md. Nazmus Sakib, AMC, BIM

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'Patent Registration and Technology Transfer'

Course Duration	: September 26
Timing	: 09:30am-05:30pm (On Campus)
Venue	: BIM Dhaka
Course Fee	: Tk. 3,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

The Judges, Lawyers, Corporate Officials related to legal affairs, contract management, patent analysis and branding, Executives of government agencies, including executives of customs, police, Boarder Guard of Bangladesh, copyright office, DPDT etc and also the professional engaged in academics and research, SME entrepreneurs, officials of trade bodies and chamber of commerce or anyone interested on IPRs are expected to be benefited from the training.

Course Objectives

To provide the fundamental insights on various issues of Innovation Management, Patent Registration and Technology Transfer and to increase participants' capacity for better commercialization of inventions in Bangladesh and abroad.

Course Outline:

- Basics of Invention and Innovation,
- Introduction to Intellectual Property Rights; its types and registration eligibility,
- Patent and Patentability,
- Registration process of Patent,
- Technology transfer and Roles of TTO,
- Commercialisation and Licensing,

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

Co-ordinator(s) : Mohammad Sayeedur Rahman, SMC, BIM
: Md. Nazmus Sakib, AMC, BIM

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'Copyright Registration: Law, Responsibilities & Applications'

Course Duration	: October 17
Timing	: 09:30am-05:30pm (On Campus)
Venue	: BIM Dhaka
Course Fee	: Tk. 3,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

The Judges, Lawyers, Corporate Officials related to legal affairs, contract management, patent analysis and branding, Executives of government agencies, including executives of customs, police, Boarder Guard of Bangladesh, copyright office, DPDT etc and also teachers & educators, content creators (writers, artists, musicians, etc.), media & publishing professionals, researchers & students, business professionals handling content and branding are expected to be benefited from the training.

Course Objectives

To provide a foundational understanding of copyright law, key distinctions between copyright, trademark, and industrial design registration, and the scope of protection of creative works, also to provide an explanation of the rights of authors and users, along with how those rights may be transferred or licensed, and the application of the rights to real-world professional and creative contexts.

Course Outline:

- Invention, Innovation and Creative works.
- Fundamentals and principles of Copyright.
- Eligibility of Copyright Registration.
- Copyright Act, 2000, and the Copyright Rules, 2010
- Protection strategies for creative works: Registration of Copyright, Trademark, and Industrial Design.
- Application of copyright rules in professional, academic, and creative contexts: copyright infringement and fair use issues.
- Copyright for industries: Software, Handicrafts, Music, Fine Arts, etc.

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

Co-ordinator(s) : Mohammad Sayeedur Rahman, SMC, BIM

: Md. Hasan Ali, AMC, BIM

Contacts : **M:** 01712551152, **eM:** hasan.ali@bim.gov.bd

'Innovation Management: Strategies for Driving Growth and Change'

Course Duration	: November 14
Timing	: 09:30am-05:30pm (On Campus)
Venue	: BIM Dhaka
Course Fee	: Tk. 3,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

Mid- to senior-level managers, entrepreneurs and startup teams, public sector innovation leaders, R&D and product development professionals, NGO project leaders.

Course Objectives

To provide an understanding of innovation management, key principles, processes, and tools for managing innovation effectively within organizations, with emphasis on how innovation can be fostered, scaled, and sustained in both private and public sector contexts.

Course Outline:

- Introduction to creative minds, innovative mindset, and innovation management.
- The organizational innovation process.
- Enablers of Innovation.
- Managing innovation projects.
- Barriers to innovation and how to overcome them.
- Innovation tools & digital trends.
- Building an innovation roadmap, action planning.
- Innovation, product development, and economic valuation.

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

Co-ordinator(s) : Mohammad Sayeedur Rahman, SMC, BIM
: Md. Hasan Ali, AMC, BIM

Contacts : **M:** 01712551152, **eM:** hasan.ali@bim.gov.bd

OTHER COURSES

STRESS & TIME MANAGEMENT AT WORKPLACE

Course Duration	: December 06-07, 2025
Timing	: 09:00-17:00
Venue	: BIM, Dhaka
Course Fee	: 5,000/-
Number of participants	: 10

Course Objectives:

This training program aims to equip employees with practical tools to manage stress effectively, leading to improved well-being and workplace productivity. It aids the trainees for understanding stress, recognizing signs of stress, developing some effective strategies, building resilience, controlling work-life balance, improving communication & workplace relationships, fostering teamwork and a supportive work environment and maintaining healthy lifestyle for stress reduction.

Course Background:

The 21st century's rapid technological advancements and the shift to remote and hybrid work have introduced new stressors like work-life balance issues, isolation, and digital fatigue. Increased awareness of mental health has pushed employers and governments to implement policies supporting employee well-being, with stress management training becoming essential. As job demands and digital overload persist, organizations must continuously evolve their strategies to foster a healthier, more resilient workforce. Investing in stress management not only reduces stress but also enhances productivity and overall workplace satisfaction.

Who Should Attend:

Any employee working in Government or Private sector.

Course Outline:

- Introduction to Stress Management
- Causes and Impacts of Stress
- Recognize the Symptoms of Stress
- Dealing with Stress
- Avoid Build Up of Stress
- Resolve Conflict
- Effective Time Management Skills
- Exploring Your Growth
- Delegation of Time
- Managing Technology
- Nourishing Mental Health
- Taking Balanced Diet

Training Method:

Lecture, Case study, Group Work etc.

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