

ANNUAL PROGRAM

2024 – 2025



BANGLADESH INSTITUTE OF MANAGEMENT

Ministry of Industries

Government of the People's Republic of Bangladesh

ANNUAL PROGRAM

July 2024- June 2025

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PREFACE

I am delighted to introduce the Annual Program for 2024-25 of Bangladesh Institute of Management (BIM), the premier training institute that operates under the Ministry of Industries. BIM is dedicated for advancing management excellence through training, research, and consultancy services.

The annual program provides detailed insights into our upcoming training initiatives. These programs are thoughtfully crafted with a strong emphasis on sustainable development, inclusivity, and resilience, highlighting our steadfast commitment to meet the changing needs of our stakeholders.

In today's globalized environment, organizations encounter significant challenges in enhancing productivity and achieving trans boundary competitiveness. Overcoming this challenge necessitates holistic human resource development strategies in a techno-functional workplace set-up. BIM is poised to support its client organizations through training programs described in this annual program as well as customized programs as per their requirements. The immediate completion of our 12-storied new training complex reaffirms our dedication to enhancing state-of-the-art infrastructure to deliver even better services for our clientele.

This Annual Program serves as a detailed guide, encompassing comprehensive course outlines, fee structures, venue specifics and durations for each scheduled training program. It aims to aid organizations in making well-informed decisions regarding participant selection for regular and specialized training courses.

Your valuable feedback on our programs and any facet of BIM's current or prospective initiatives is highly encouraged. Please feel free to contact us at bim@bim.gov.bd. If inform us, your insights play a pivotal role in shaping our ongoing endeavor toward managerial innovation and excellence.

Md. Matiar Rahman

Director General

Bangladesh Institute of Management (BIM)



Director's Note



Bangladesh Institute of Management (BIM) has published its annual program for the academic year 2024-2025. This annual program is meticulously crafted to empower every individual, equipping them with the skills and knowledge needed to thrive in an ever-evolving landscape. In the new normal era, the organizations that most successfully dealt with the changes were able to easily shift roles and responsibilities among their employees to minimize disruption to the business. To do this, employers must consider cross-training employees to provide talent-sharing opportunities that encourage engagement, reduce attrition and attract new talent so that the organization can maintain its success. Courses offered by BIM have been designed in such a way that helps participants to make them more efficient and skillful in solving their day-to-day problems facing at their workplaces. Moreover, both online and in-person trainings have also gotten priority this year to impart training among the stakeholders.

In addition, a new concept of Smart Bangladesh has been pronounced by the Government of Bangladesh. BIM has aligned many of its courses with the Smart Government Concept to take the leadership in forming Smart Bangladesh with the vision of the Government.

Training and development programs help employees manage tasks individually or in teams, relying on a greater understanding of processes and clearly defined goals. As technology advances and workplace strategies evolve, there comes a need for professionals to align with these changes in terms of knowledge and skills. Providing employees with relevant and consistent training can help improve performance and efficiency in the workplace. The concerned department may nominate their officials, executives, and managers to participate in these courses which will make them more capable to contribute in upgrading the country's status to a desired one.

Sharif Md Mashud

Director (Additional Charge)

BOARD OF GOVERNORS
BANGLADESH INSTITUTE OF MANAGEMENT

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- Dean, Faculty of Mechanical Engineering, Bangladesh University of Engineering and Technology (BUET)

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Director¹ Institute of Business Administration, Dhaka University

Professor¹ Department of Finance and Banking, Dhaka University

Professor² Industrial and Production Engineering Department

Bangladesh University of Engineering and
Technology (BUET)

Representative from Federation of Bangladesh

Chambers of Commerce & Industries

Representative from Bangladesh Employers' Federation

Representative from BRAC (NGO)

BIM Faculty³ Representatives from Diploma Course

MANAGEMENT DEVELOPMENT

A Quarterly Journal

“Management Development” a quarterly publication of Bangladesh Institute of Management always solicits articles on contemporary issues in the field of socio-economic, business management, human resource development etc. While articles that are based on empirical studies are preferred articles on innovative and creative approaches to business, socio-economic, business management, human resource development are always welcome.

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SUBSCRIPTION RATES

20% agents' discount, air freight extra and surface mail paid by the institute. Payments to be made to the Director General of the institute through bank drafts or postal/pay orders.

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Brief Profile of BIM

The origin of what today is known as the Bangladesh Institute of Management (BIM) can be traced back to 1961 when its precursor, the Management Development Centre, East Pakistan, was established. In 1970 the East Pakistan Government Educational and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXVI of 1961) was made applicable for Management Development Centre with effect from 1-7-1970 thereby providing the center with autonomous status.

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

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

VISION STATEMENT

“Management Excellence in Bangladesh.”

During early nineties, in the context of opening up of the market, structural changes and private sector driven growth strategy for rapid development, requirement for qualified human resources was anticipated. Against that backdrop the Bangladesh Management Development Centre (BMDC) started the process of restructuring itself so as to enable it to offer academic programs designed to create professionals.

MISSION STATEMENT

“Human Resource Development and Institutional Capacity Building through Management Education, Training, Research and Consultancy Services.”

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

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

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

Objectives of the Institute

- To train and develop managers at all levels engaged in commercial, industrial and service organizations of private, public sector and NGOs.
- To help improve productivity in different sectors of the economy through Training, Research and Consultancy services.
- To carry out publication work and disseminate modern knowledge and information in the fields of management development, training, economics, business and other relevant areas.
- To cooperate with similar institutions at home and abroad in promoting exchange of knowledge and experience.

Training

BIM offers two types of courses: short courses of one to two weeks long and diploma courses of six months to one-year duration.

a. Short Courses

During the course of the last decade, BIM has organized over 80 courses and seminars annually of varying duration ranging from one to four weeks, sometimes of longer duration for request programs. The courses offered by BIM cover the whole gamut of management studies viz. General Management, Financial Management, Project Management, Rural Development, Entrepreneurship Development, Marketing Management, Supply Chain Management, Digitalization and Industrial Engineering etc. Till the year ending June 2024, a total number of 66,884 participants have received training from the number of 80 short courses.

b. Diploma Courses

Presently, BIM offers the following six post graduate diploma courses of one year each (i) Human Resource Management, (ii) Industrial Management, (iii) Marketing Management, (iv) Financial Management and (v) Computer Science & (vi) Supply Chain Management. Apart from above Post-Graduate Diploma courses, BIM offers 6 months Diploma courses in Social Compliance, Productivity & Quality Management & Advance Certificate Course on Business Administration (ACBA).

Consultancy

BIM has vast experience in consultancy services and has rendered services to various national and international agencies and organizations. The clientele include among others, Ministry of Planning, Ministry of Finance, Trading Corporation of Bangladesh, Petro Bangla, Power Development Board, Export Promotion Bureau, Bangladesh Chemical Industries Corporation (BCIC), BPC, RAJUK, Bangladesh Railway, Sadharan Bima, Bangladesh Agriculture Research Council (BARC), Civil Aviation Authority, Dhaka WASA, Bangladesh Steel and Engineering Corporation (BSEC), Bangladesh Textile Mills Corporation (BTMC), Bangladesh Jute Mills Corporation (BJMC), Chittagong Port Authority, United Nations Industrial Development Organization (UNIDO), Asian Development Bank (ADB), United Nations Population Fund (UNFPA), Bureau of Manpower, Employment and Training (BMET), Bangladesh Industrial and Technical Assistance Center (BITAC), Directorate of Primary Education, Bangladesh Police, Bangladesh Coast Guard etc. In-house services are also provided to various organizations on need basis.

Research

BIM also undertakes research projects. Such research projects deal with Training and Management Development, Corporate Management, Choice of Technology, Incentive Schemes, Managerial Motivation, Quality Circles, Recruitment and Selection, Performance Appraisal etc. BIM conducted 07 internal research within the year of 2023-2024.

Publication

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

Resources**a. Faculty**

BIM can rightly boast of a multi-disciplinary faculty who bring with them not only academic distinction but also professional competence of a high degree. BIM has taken particular care to train up its faculty both at home and abroad so that they can be able to discharge their duties to the best of their ability and to the complete satisfaction of their clientele. Most of the faculty members have had some experience in the industries which enable them to better empathies with the participants, who are mostly drawn from the trade and industries. This also adds to the effectiveness of the courses offered by BIM.

b. Physical Facility

The main campus of BIM is located on five acres of land at 4, Sobhanbag, Mirpur Road, in the centre of Dhanmondi, Dhaka. As 12 storied building under the “BIM Strengthening Project” will be completed at the end of the December 2024. The inauguration will be held in this year and this will enhancing the capacity of BIM. After the completion of the project there will be the capacity of 24 classrooms with modern training facilities where 1,536 participants can be accommodated at a time. Apart from this, there are conference room, multipurpose hall room, and seminar and workshop gallery with holding the capacity of in total of 1,064 participants. Considering the hostel capacity, there will be 08 VIP hostel and 84 hostel rooms containing 184 persons. On others facilities include fitness center, business center, audio-visual Lab and participants also get car parking facilities in this new building. BIM has similar, though smaller facilities in the other two major cities of Bangladesh-Chattogram and Khulna.

c. Library Facilities

The fully air-conditioned library at Dhaka has a rich collection of books on various aspects of management and modern business practices as well as a large number of national and international journals. Library facilities are available to all participants and other readers interested in management education. On 2013 a MoU has been signed between DIU & BIM, specially to use the digital library of DIU for all of the participants and faculties of BIM.

d. Computer Labs

BIM has six computer labs both equipped with the latest state of the art microcomputers numbering over 360. The computer labs are suitably designed to provide conducive learning environment to the participants of computer related courses. Latest software are available for running database, spreadsheet and word-processing applications. A modern Computer lab facility is also available for the participants at the Chattogram Campus.

Technical Co-operation with International Agencies

The Institute has received assistance from a number of international institutions and agencies including the World Bank, USAID, UNDP, ITC/GATT/UNCTAD, UNIFEM and others. It has collaborated with agencies such as the ILO, ITC and UNICEF, IFAD, AARRO and with institutions such as the Asian Productivity Organization (APO), International Centre for Public Enterprises (ICPE), Asian Regional Training and Development Organization (ARTDO), Malaysia, Morocco, and German International Cooperation (GIZ), Asian Institute of Technology (AIT), Australian Institute of Business (AIB).

PROGRAMS AT A GLANCE
(Monthly Basis)

JULY, 2024							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Marketing and Sales Management for the New Economy	July 14-25 2024	17:00 - 21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 9,000/-	88
2	Sustainability in Supply Chain Management	July 25-27 2024	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/-	101

AUGUST, 2024

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Bangladesh Labor Act 2006 and Labor Rules 2015	August 04-08 2024	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-	53
2	Capacity Development for Managing Public Procurement	August 18-22 2024	9:30 - 17:00:	BIM, Dhaka	Md. Aminul Islam,	Tk. 7,000/-	68
3	Public Procurement Processing and Approval Procedure	August 19-22 2024	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-	70
4	Internal Quality Auditing through TQM	August 22-24 2024	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/-	32
5	Advanced Certificate Course in Business Communication	August 22-23 & 29-30 2024	18:30 - 21:30	Zoom Platform	Md. Rajibul Hoque	Tk. 3,000/-	19
6	Certificate Course on Leadership and Managerial Competencies (CCLMC)	August 23-24 2024	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk.5,000/-	36

SEPTEMBER, 2024

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Internal Audit Management	September 19-20 & 26-27 2024	18.00 - 21:30	Blended	Md. Rajibul Hoque	Tk. 4,500/-	16
2	Training of Trainers (ToT)	September 22-26 2024	17:00 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk.7,000/-	118
3	PPR 2008 and Annual Procurement Planning	September 22-26 2024	17:00 - 21:30	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk.8,000/-	72
4	Project Management	September 26-28 2024	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk.7,000/-	103
5	Prudential Skills for Future Leaders: in a New Era	September 28 2024	09:00 - 17:00	BIM, Dhaka	Md. Zafar Ali	Tk. 5,000/-	38

OCTOBER, 2024

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Brand Management for Successful Marketing	October 14-24 2024	17:00 - 21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 9,000/-	90
2	সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী	অক্টোবর ১৫-১৬ ২০২৪	০৯:০০ - ১৭:০০	বিআইএম, ঢাকা	আমিনুর	ট. ৫,০০০/-	79
3	Data Analysis with MS-Excel & Google Sheets	October 20-24 2024	09:00 - 14:00	BIM, Dhaka	Farkhunda Dorin	Tk. 6,000/-	22
4	Bangladesh Labor Act 2006 and Labor Rules 2015	October 20-24 2024	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	53
5	Goods Procurement Management as Per PPR, 2008	October 20-22 2024	9:30 - 17.30	BIM, Dhaka	Md. Aminul Islam	Tk. 5,000/-	74
6	Sustainable Corporate Management	October 23 2024	9:30 - 16:00	Zoom Platform	Mohammad Nazmi Newaz	Tk. 1,500/-	40
7	Public Procurement Management	October 24-26 2024	09:00 - 17:30	BIM, Dhaka	Dr. Engr. Md. Mamunur Rashid	Tk. 7,000/-	76
8	সরকারি বাজেট প্রস্তুতকরণ ও বাস্তবায়ন	অক্টোবর ২৬-২৭ ২০২৪	৯.০০ - ১৬.০০	বিআইএম, ঢাকা	অমিত দাস	ট. ৫,০০০/-	80
9	পেনশন ও আর্থিক ব্যবস্থাপনা	অক্টোবর ২৯-৩০ ২০২৩	০৯:০০ - ১৭:০০	বিআইএম, ঢাকা	আমিনুর	ট. ৫,০০০/-	78

NOVEMBER, 2024

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	নভেম্বর ০৫-০৬ ২০২৪	০৯:০০ - ১৭:০০	বিআইএম, ঢাকা	আমিনুর	ট. ৫,০০০/-	79
2	Excel Macros & VBA	November 08-16 2024	09:00 - 16:00	Zoom Platform	Farkhunda Dorin	Tk. 6,500/-	24
3	Management for New Managers	November 10-14 2024	17:30 - 21:30	BIM, Dhaka	Lamia Farha	Tk. 7,000/-	44
4	Basic Issues of Human Resource Management	November 10-14 2024	17:00 - 21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk.7,000/-	55
5	PPR 2008 and Public Procurement Management	November 10-21 2024	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 10,000/-	82
6	Skill Transformation for Industry 4.0: Application of Artificial Intelligence & Design Thinking	November 19-22 2024	10.00 - 14.00	Zoom Platform	Shaikh Sajibur Rahman & Nirjhar Mazumdar	Tk. 5,000/-	26
7	Green Human Resource Management (GHRM)	November 22-23 2024	17:00 - 21:00	BIM, Dhaka	Momotaz Khatun	Tk. 5,000/-	57
8	KPI Master Class	November 22-23 2024	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk.5,000/-	42
9	Training of Trainers (ToT)	November 24-28 2024	17:00 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk.7,000/-	118
10	Learning Management System	November 24-28 2024	09:00 - 17:00	BIM, Dhaka	S M Ariful Islam	Tk. 15,000/-	46
11	Project Monitoring and Evaluation	November 24-28 2024	17:30 - 21:30	BIM, Dhaka	Aklima Zaman	Tk.7,000/-	105

12	Capacity Development for Managing Public Procurement	November 24-28 2024	9:30 - 17:00	BIM, Dhaka	Md. Aminul Islam	Tk. 7,000/-	68
13	Job Interview Hacks	November 25 2024	9.00 - 17.00	BIM, Dhaka	Nirjhar Mazumder & Amit Das	Tk. 3,500/-	120

DECEMBER, 2024

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Marketing Research for Effective Decision Making	December 08-12 2024	17:00 - 21:30	BIM, Dhaka	Dr. Uttam Kumar Datta & Zakia Rahman	Tk. 7,000/-	92
2	PPR 2008 and Annual Procurement Planning	December 08-12 2024	10:00 - 16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol	Tk. 8,000/-	72
3	Awareness Training on "Smart Office in alignment with Smart Bangladesh"	December 15-16 2024	10:00 - 14:00	Zoom Platform	Shaikh Sajibur Rahman & Nirjhar Mazumdar	Tk. 2,000/-	85
4	সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	ডিসেম্বর ১৭-১৮ ২০২৪	০৯:০০ - ১৭:০০	বিআইএম, ঢাকা	আমিনুর	ট. ৫,০০০/-	79
5	Supply Chain Analytics: Driving Efficiency through Data Insights	December 18-19 2024	10:00 - 17:00	BIM, Chattogram	Md. Nazmus Sakib	Tk. 8,000/-	109
6	Business Data Analytics & Financial Forecasting (Excel Based Modeling)	December 19-20 & 26-27 2024	18.30 - 21:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 3,500/-	18
7	Maritime Logistics	December 20-21 2024	9:30 - 16:00	Zoom Platform	Mohammad Nazmi Newaz	Tk. 2,000/-	108
8	Supply Chain Fundamentals: Building Blocks for Corporate Success	December 21-22 2024	17:00 - 21:30	BIM, Khulna	Md. Hasan Ali	Tk. 4,000/-	112

JANUARY, 2025							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Marketing Analytics	January 22-23 2025	10:00 - 16:00	BIM, Dhaka	Zakia Rahman	Tk.5,000/-	94
2	Training of Trainers (ToT)	January 26-30 2025	17:00 - 21:30	BIM, Dhaka	Md. Rabiul Islam Khan	Tk.7,000/-	118
3	Practical Human Resource Management: Legal Aspect for Managers & Executives	January 26-30 2025	17:00 - 21:30	BIM, Dhaka	Md. Zafar Ali	Tk. 7,000/-	59
4	Accelerating Sales: Strategies and Techniques	January 28-30 2025	17:30 - 21:30	BIM, Chattogram	Nirjhar Mazumder	Tk. 3,500/-	96
5	Certificate Course on Digital Data Transformation in Managerial Applications and Decision Making	January 26 - April 10 2025	18:30 - 21:30	Zoom Platform	Mohammad Nazmi Newaz	Tk. 5,000/-	27

FEBRUARY, 2025							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Leadership Development	February 02-06 2025	17:30 - 21:30	BIM, Dhaka	Lamia Farha	Tk. 7,000/-	48
2	Cyber Security Awareness Training	February 14-15 2025	09:00 - 17:00	BIM, Dhaka	S M Ariful Islam	Tk. 15,000/-	29
3	Certification Course on Human Resource Management (CHRM)	February 09-20 2025	17:30 - 21:30	Blended	Shaikh Sajibur Rahman	Tk. 9,000/-	61
4	Advanced Certificate Course in Financial Statement Analysis and Business Valuation	February 26- March 18 2025	18:30 - 21:30	Zoom Platform	Md. Rajibul Hoque	Tk. 7,000/-	19
5	পেনশন ও আর্থিক ব্যবস্থাপনা	ফেব্রুয়ারি ২৫-২৬ ২০২৫	০৯:০০ - ১৭:০০	বিআইএম, ঢাকা	আমিনুর	ট. ৫,০০০/-	78

MARCH, 2025							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Data Analysis with MS-Excel & Google Sheets	March 02-06 2025	09:00 - 14:00	BIM, Dhaka	Farkhunda Dorin	Tk. 6,000/-	22
2	Awareness Training on "Smart Office in alignment with Smart Bangladesh"	March 04-05 2025	10.00 - 12.00	Zoom Platform	Shaikh Sajibur Rahman & Nirjhar Mazumdar	Tk. 2,000/-	85
3	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	মার্চ ০৪-০৫ ২০২৫	০৯:০০ - ১৭:০০	বিআইএম, ঢাকা	আমিনুর	ট. ৫,০০০/-	84
4	Effective Managerial Communication	March 09-11 2025	18:00 - 22:00	Zoom Platform	Lamia Farha	Tk. 3,000/-	50

APRIL, 2025							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Management of Self, People and Performance (MSPP)	April 13-24 2025	17.30 - 21.30	Blended	Shaikh Sajibur Rahman	Tk.6,000/-	63

MAY, 2025

SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Project Monitoring and Evaluation	May 11-15 2025	17:30 - 21:30	BIM, Dhaka	Aklima Zaman	Tk. 7,000/-	105
2	Supply Chain Management	May 19-21 2025	9:00 - 17.30	BIM, Dhaka	Md. Aminul Islam	Tk. 5,000/-	115
3	Marketing and Salesmanship	May 18-29 2025	17:30 - 21:30	BIM, Dhaka	Nirjhar Mazumder	Tk. 7,000/-	98
4	Labor laws and Labor Rules for HR, Compliance & Administrative Professionals	May 23-24 2025	09:00 - 17:00	BIM, Dhaka	Md. Zafar Ali	Tk. 6,000/-	65

ACCOUNTING & FINANCIAL MANAGEMENT

INTERNAL AUDIT MANAGEMENT

Course Duration	: September 19-20 & 26-27, 2024
Timing	: 18:00-21:30
Venue	: Blended Learning
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 : December 19-20 & 26-27, 2024
Timing : 18:30 – 21:30
Venue : BIM, Dhaka
Course Fee : Tk. 3,500/-
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)
- 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

Co-ordinator : **Md. Rajibul Hoque**
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ADVANCED CERTIFICATE COURSE IN FINANCIAL STATEMENT ANALYSIS AND BUSINESS VALUATION

Course Duration	: February 26- March 18, 2024.
Timing	: 18:30-21:30 (Friday & Saturday only)
Venue	: Zoom Platform
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
 - Ratio Analysis
- **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**
 - **Short Term Financing Decision**
 - **Long-Term Financing Decisions**
 - **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: Lecture, Exercise, Group work & Demonstration

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

DATA ANALYSIS WITH MS-EXCEL

Course Duration : October 20-24, 2024
Timing : 09:00-14:00
Venue : BIM Dhaka
Course Fee : Tk. 6,000/-
Number of Participants : 15

Course Duration : March 02-06, 2025
Timing : 09:00-14:00
Venue : BIM, Dhaka
Course Fee : Tk. 6,000/-
Number of Participants : 15

Target Group/who should attend:

Executives from public service, private service, donor agencies, Students, Financial Analysts, Researchers and anyone interested in learning Excel. Participants must have basic knowledge on Excel. Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

Microsoft Excel is most widely used productivity tool in today's corporate world and education sector. Day to day corporate analysis, reporting, tools and applications are prepared with Excel. It will be an advantage for course attendees to learn practical and advanced usages of Excel for office and academic activities. Participants will work extensively with practical examples. On completion of the course, participants will be able to readily apply the concepts discussed during the sessions in their specific organizations. This is a hands-on, intensive, rigorous and intellectually challenging program. Participants will learn exceptionally valuable skills that have become increasingly essential for every modern day enterprise.

Course Objectives

The course is designed to provide the basic to intermediate knowledge on Microsoft Excel. Participants will be able to:

- Gather knowledge about the versatile use of Microsoft Excel
- Understand the use of different Excel functions & formulas in their real life work
- Understand the basic calculation of different functions & formulas
- Create a data sheet using different data validation method
- Data Analysis using charts & graphs

- Data representation using different formatting
- Analyze using Dynamic reporting tools.
-

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, Participant's Need Analysis	1	Discussion
2.	Common and Special Operations	2	Demonstration, Exercise
3.	Cell References, Formatting & Styles	2	Demonstration, Exercise
4.	Sort, Filter and Advanced Filter	2	Demonstration, Exercise
5.	Conditional Formatting	1	Demonstration, Exercise
6.	Data Validation	2	Demonstration, Exercise
7.	Charts	2	Demonstration, Exercise
8.	PivotTable	2	Demonstration, Exercise
9.	Functions (logic, Math)	3	Demonstration, Exercise
10.	Functions (Date, Lookup)	2	Demonstration, Exercise
11.	Google Sheets	5	Demonstration, Exercise
12.	Post test	1	Exercise
	Total contact hour	5	

Coordinator : Farkhunda Dorin

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EXCEL MACROS & VBA

Course Duration	: November 8-16, 2024
Timing	: 09:00-16:00
Venue	: Online
Course Fee	: Tk. 6,500/-
Number of Participants	: 15

Target Group/who should attend:

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

Background of the course:

Visual Basic for Applications (VBA) is a programming language that allows users to automate tasks and create custom solutions in Microsoft Excel. VBA in Excel is used to design and work with complex models for risk management, trading, and pricing, as well as to create financial ratios and forecast earnings and sales. It's also a powerful tool that helps these professionals perform scenario analysis on various possible outcomes. In today's competitive market prediction & analysis is a must criterion. Again, For the most basic user, VBA helps to make frequent everyday tasks less repetitive via macros. Macros can automate just about any task—like generating customized charts and reports, and performing word- and data-processing functions. So for every sector skill of Macros & VBA is an added advantage.

Course Objectives

This course aims to make the individual aware regarding emerging technologies

- Basic of Macros
- How to create macros
- Basic of VBA
- Automation with VBA

Evaluation Method: - Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline,	1	Discussion
2.	What is Excel Macros	2	Lecture, Discussion, Exercise

3.	Creating Macros	2	Discussion, Exercise
4.	Applications of Macros	5	Lecture, Discussion, Exercise
5.	VBA & Applications	10	Lecture, Discussion, Exercise
	Total contact hour	20	

Coordinator : Farkhunda Dorin

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

Course Duration : November 19-22, 2024
Timing : 10:00-14:00
Venue : Online
Course Fee : Tk. 5,000/-
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:

- Industrial Revolution in Brief (1 to 4)
- Skill Requirement, Transformations and Sectoral Analysis
- Artificial Intelligence and Application of AI in Industry 4.0
- Design Thinking Concept, application and Impact on Workplace
- Machine Learning and AI solution with Rapid Mining

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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CERTIFICATE COURSE ON DIGITAL DATA TRANSFORMATION IN MANAGERIAL APPLICATIONS AND DECISION MAKING

Course Duration	: January 26-April 10, 2024
Timing	: 18:30-21:30
Venue	: Online (Zoom Platform)/Blended
Course Fee	: Tk. 5,000/-
Number of Participants	: 10

In the era fast-moving technological advancements, the world became into our palms. Moreover, the slogan of “Smart Bangladesh” moves us steps ahead with the digital and advance data management technology. The organizations have to adapt with the developments, and shape their decision structure along with different applications aimed to improve productivity

Course Objectives

This a long course. During the period of 12-weeks, participants will acquire the knowledge of digital data management and transformation. They will be made aware of the recent advancements in this arena. The data transformation and managerial applications will be linked so that decision become more effective. Successful completion of the training offers the participant

- to understand data and digital data
- to manage data, even it is huge
- to know the data transformation
- to organize own data
- to analyze quantitative data
- to analyze qualitative data
- to link data management and transformation to managerial activities

Course Outline

As the title points, this long training program is dealing with digital data management and transformation for managerial applications. The brief course content is provided bellow:

- Concepts of data and digital data
- Big Data
- Data management techniques
- Data transformation methodologies
- Managerial applications and digitization

Co-ordinator : **Mohammad Nazmi Newaz**
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CYBER SECURITY AWARENESS TRAINING

Course Duration	: February 14-15, 2025. (02 Days, Friday & Saturday)
Timing	: 09:00 – 17:00 (6 Hours)
Venue	: BIM, Dhaka
Course Fee	: Tk. 15,000/-
Number of Participants	: 10

Course Objectives

In Today's organizational Environment, almost every role involves working with Computers in some manner. We can't think about our lifestyle without internet and social media, again artificial intelligence helping us with improved technologies. Recent events indicated that security breaches could happen with almost any computer users, at the office or home. This course is intended to provide you with an introduction to common security threats and issues as well as ways to counteract them.

Course Outline

- Introduction to Information Systems
- Securing Information
- Type of Cyber-Crime and Business Loss of Cybercrime
- Guard Against Cyber Crime
- Physical Access Control
- Email and Internet Security
- Role of Encryption in Network Security
- Security Outside of the Office
- Cyber Crime Case Studies
- Policy and Legal Issues of Cyber Security
- Pre-Test and Post-Test.
- Training Evaluation.

Who Should Attend

All the ICT Focal Point Officer/Office Executives/Computer End Users having basic computing skills should have this knowledge to protect digital information. Officers with at least one year of working experience with computing, Internet, Smartphone may attend this course.

Training Method: Lecture, Discussion, Group Exercise & Lab Practice.

Co-ordinator : **S M Ariful Islam**
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pmd.bimdhaka@gmail.com

GENERAL MANAGEMENT

INTERNAL QUALITY AUDITING THROUGH TQM

Course Duration	: August 22-24, 2024
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 quality management and willing to develop their career as a 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:

This course provides an in-depth understanding of internal quality auditing within the framework of Total Quality Management (TQM). It covers the principles and practices of TQM, the role of internal quality audits in maintaining and improving quality standards, and the methodologies for planning, conducting, and reporting on internal audits. The course aims to equip participants with the skills and knowledge necessary to effectively implement TQM principles and conduct internal quality audits to ensure continuous improvement and excellence in organizational processes.

Course Objectives

The course is designed to provide the concepts and techniques of total quality management (TQM). It is expected that after the successful completion of the course, participants will be able to:

- Understand the principles and practices of Total Quality Management (TQM).
- Learn the purpose and process of internal quality auditing.
- Develop the skills to plan, conduct, and report on internal quality audits.
- Identify and analyze non-conformities and opportunities for improvement.
- Apply TQM principles to enhance organizational quality and performance.

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

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Introduction to Total Quality Management (TQM)	3	

2.	Understanding Internal Quality Auditing	3	Lecture, group discussion
3.	Purpose and Objectives of Internal Audits	3	Lecture, group discussion
4.	Key Elements of an Effective Internal Audit Process	2	Lecture, group discussion
5.	Advanced Topics in Internal Quality Auditing	3	Lecture, group discussion
6.	Planning and Preparing for Internal Quality Audits	3	Lecture, Exercise, group work
7.	Conducting Internal Quality Audits	3	Lecture, Exercise, group work
8.	Reporting and Follow-Up	1	Lecture, group discussion
	Total contact hour	21 hrs	

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

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mamun87245@gmail.com**

ADVANCED CERTIFICATE COURSE IN BUSINESS COMMUNICATION

Course Duration	: August 22-23 & 29-30, 2024
Timing	: 18:30-21:30
Venue	: Zoom Platform
Course Fee	: Tk. 3,000/-
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 the 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 Your View Point and Your 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.

Nonviolent Communication for Negotiation & Conflict Management

- Compassionate Communication
- Certificate Awarding and Evaluation

Who Should Attend:

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

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

Co-ordinator : **Md. Rajibul Hoque**
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CERTIFICATE COURSE ON LEADERSHIP AND MANAGERIAL COMPETENCIES (CCLMC)

Course Duration	: August 23-24, 2024
Timing	: 09:00-17:00
Venue	: BIM, Dhaka.
Course Fee	: Tk. 5,000/-
Number of Participants	: 10

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.

Course Outline

- Inauguration, Registration, Sharing course outline. Understanding the Concept of Leadership, & Leadership Competencies
- Understanding Self and Leadership
- Leadership--Blocks and Dilemmas
- Team roles and Leadership
- Leading Change and Innovation
- Decision Making and Problem Solving
- Managing Conflict and negotiation
- Leader as Coach
- Certificate awarding and course closing and evaluation

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.

Training Methods:

Lecture, Presentation, Group Discussion, Case Study, Role Playing, Self-Assessment and other participatory methods of training

Co-ordinator : **Mamun Muztaba**
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PRUDENTIAL SKILLS FOR FUTURE LEADERS: IN A NEW ERA

Course Duration	: September 28, 2024
Timing	: 09:00 - 17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of Participants	: 10

Course Objectives

In every stage of life, success depends on lots of external and internal factors including some hidden factors that are unpredictable and unknown to all. Its may be psycho-somatic, hormonal or habitual factors. Even some external factors. These can be collectively called prudential skills. It has huge scope to discuss and disseminate among the passionate people for achieving success. As we exposed to various stressful conditions that leads to depression form deprivation in Workplace, family and the society. This Comprehensive Training can help to explore these factors and formulate the way of recovering depression, performing better and ensuring excellence in entry level to mid- level manager so that the Participants will learn Personal Goal Setting and needed knowledge to operate the Team Efficiently.

Course Outline:

- Introduction to Leadership
- leadership- 4.00
- Team Building & Team Management
- Negotiating
- Motivational tools & techniques
- Problem solving & Decision Making
- Communication
- Chang and Innovation

Who Should Attend?

- Entry to Mid-Level Managers and would be Managers who are passionate to promote themselves.
- Upcoming Manger who are going to lead a team, unit or institutions
- Group of failure or deprived who has urgency to recover or enrich them

Training Methods:

Lecture, Case study, Exercise and Group discussion.

Co-ordinator : **Md. Zafar Ali**
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SUSTAINABLE CORPORATE MANAGEMENT

Course Duration	: October 23, 2024
Timing	: 9:30-16:00
Venue	: Online (Zoom Platform)/Blended
Course Fee	: Tk. 1,500/-
Number of Participants	: 10

The corporates are mainly responsible for spreading negative impacts on the environment and society. Their economic motive put the whole world under pressure of economic and social sustainability. Sustainable production and sustainable consumption are the most burning issues at the present era.

In very near future, the corporates, with negative impacts on sustainable environment and society, will be under lots of restrictions, for example, a ban on exporting. Simultaneously, corporates are required to ensure sustainable job and career growth for the employees.

Course Objectives

The one-day, online training program, on Sustainable Corporate Management will provide the concepts and insights of overall sustainability management, particular for the corporates. A successful completion of the course ensure that the participants will be able

- to conceptualize the sustainability
- to understand the sustainable development of goals (SDGs)
- to guide the business in managing sustainability
- to maintain sustainable production
- to adapt sustainable consumption pattern

Course Outline

The one-day long training program will encompass the necessary areas of sustainability and sustainable corporate management. The brief course content is provided bellow:

- Sustainability concepts
- Pillars of sustainability management
- Sustainable business management
- Corporates' responsivities in sustainability management
- Sustainable production
- Sustainable consumption

Co-ordinator : **Mohammad Nazmi Newaz**
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KPI MASTER CLASS

Course Duration	: November 22-23, 2024
Timing	: 09:00-17:00
Venue	: BIM, Dhaka.
Course Fee	: Tk. 5,000/-
Number of Participants	: 10

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.

Course Outline:

- Inauguration, Registration, Sharing course outline. Understanding the Anatomy of Performance Management System
- Organizational Performance Vs Team Performance Vs Individual Performance
- KPI Chemistry
- KPI Terminology: RA, KRA, PI, KPI, RI, Goal & DNA of KPI
- KPI Designing
- KPI Selection
- Goal Setting against KPI
- KPI Analysis
- KPI Project Implementation
- Certificate awarding and course closing and evaluation

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.

Training Methods:

Lecture, Presentation, Group Discussion, Case Study, Role Playing, Self-Assessment and other participatory methods of training

Co-ordinator : **Mamun Muztaba**
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MANAGEMENT FOR NEW MANAGERS

Course Duration	: November 10-14, 2024
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	

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LEARNING MANAGEMENT SYSTEM

Course Duration	: November 24-28, 2024
Timing	: 09:00 – 17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 15,000/-
Number of Participants	: 10

Course Objectives

A Learning Management System (LMS) is a software application that facilitates the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs.

Now a days, government has put major focus on the capacity development and uses of the 4IR technologies to build smart citizens, society & government. Government offices do lots more training program round the year, but the effectiveness of those activities is in questions. Again, access to the training program by the remote personnel is pretty much challenging. To overcome this situation, introducing a modern LMS is the demand of the ages.

Course Outline

- Introduction to Learning Management System
- Curriculum and contents
- Overview of Google Workspace Marketplace
- Google Office Suits (Docs, Sheets & Slides)
- Exercise on curriculum & content preparation.
- Training schedule & storage management
- Google Classroom
 - o Planning and creating training.
 - o Enrolling students
 - o Creating & uploading training contents.
 - o Notice, communication & collaboration.
 - o Training evaluation (Assignment, Exam & Result Sheet)
- Online Training using Zoom/Meet.
- Pre-Test and Post-Test.
- Training Evaluation.

Who Should Attend

Officers/Staffs with at least one year of working experience with computing, Internet, Smartphone may attend this course.

Training Method: Lecture, Discussion, Group Exercise & Lab Practice.

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LEADERSHIP DEVELOPMENT

Course Duration	: February 02-06, 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	

Co-ordinator : Lamia Farha
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EFFECTIVE MANAGERIAL COMMUNICATION

Course Duration	: March 09-11, 2025
Timing	: 18:00-22:00
Venue	: Zoom Platform
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

BANGLADESH LABOR ACT 2006 AND LABOR RULES 2015

Course Duration : August 04-08, 2024
Timing : 17:00-21:30
Venue : BIM, Dhaka.
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Duration : October 20-24, 2024
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

- ❖ Scope and application of the Bangladesh Labour Act
- ❖ Definition and classification of workers
- ❖ Conditions of employment
- ❖ Misconduct, punishment and disciplinary proceedings
- ❖ Health, safety and welfare
- ❖ Functions and eligibility of welfare officer
- ❖ Formation and functions of safety committee
- ❖ Working hour and OT calculation
- ❖ Different types of Leave
- ❖ Maternity leave and calculation of benefit
- ❖ Wage: Payments and deductions
- ❖ Trade Union and Collective Bargaining Agent (CBA)
- ❖ Formation and function of Participation Committee

Co-ordinator : **Mohammad Mainul Islam**

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BASIC ISSUES OF HUMAN RESOURCE MANAGEMENT

Course Duration	: November 10-14, 2024
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 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.

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

Evaluation Method :

Learning level : Pre-test and post test.

Reaction Level : Training evaluation.

Course Outline

- Human Resource Concept, Nature, Functions and Importance
- Job Analysis: Job description and job Specification
- HR Planning
- Recruitment & Selection
- Wages and Salary Administration
- Performance Appraisal
- Motivation & Communication
- Grievance Handling
- Disciplining Employees
- Bangladesh Labor Act, 2006 and Bangladesh Labor Rules, 2015

Co-ordinator : **Mohammad Mainul Islam**

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GREEN HUMAN RESOURCE MANAGEMENT (GHRM)

Course Duration	: November 22-23, 2024
Timing	: 17:00-21:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of Participants	: 12

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 relationship between Green Human Resource 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 career in Human Resource Management (HRM).

Course Outline:

- Green Human Resource Management (GHRM) Concepts
- Green Human Resource Management Practices
- The relationship between Green Human Resource 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.

Co-ordinator : **Momotaz Khatun**

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PRACTICAL HUMAN RESOURCE MANAGEMENT: LEGAL ASPECT FOR MANAGERS & EXECUTIVES

Course Duration	: January 26-30, 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:

- Explain the basics of human resource management.
- Acquiring the HR skill requirements of an organization
- Formulating HR plan & conducting Audit.
- Apply the methods & techniques of performance appraisal.
- Establishing & evaluating compensation system.
- Legal issues affecting HR How to know.

Course Outline

- ❖ Functions of HRM
- ❖ HR planning & Job Analysis
- ❖ Recruitment & Selection
- ❖ Training & Development
- ❖ Performance Appraisal
- ❖ Compensation Management
- ❖ Motivation & Communication skills
- ❖ Conditions of employment
- ❖ Misconduct, punishment and disciplinary proceedings

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.

Training Methods:

Lecture, Presentation, Group Discussion, Case Study, Role Playing, Self-Assessment and other participatory methods of training.

Coordinator : **Md. Zafar Ali**

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CERTIFICATE COURSE ON HUMAN RESOURCE MANAGEMENT (CHRM)

Course Duration	: February 09-20, 2025
Timing	: 17:30-21:30
Venue	: Blended Training
Course Fee	: Tk. 9,000/-
Number of Participants	: 10

Course Objective: 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:

- Explain the basics of human resource management.
- Acquiring the HR skill requirements of an organization
- Formulating HR plan & conducting Audit.
- Apply the methods & techniques of performance appraisal.
- Establishing & evaluating compensation system.

Course Outline:

- Concept & Functions of HRM
- HR planning & Job Analysis
- Selection Test & Interviewing
- Training Need Assessment
- Performance Appraisal
- Compensation Management
- Motivation & Communication skills
- Employee Safety and Health
- Employee Safety and Health
- Basic Labour Law

Who Should Attend: The program is suitable for executives, 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.

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

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

MANAGEMENT OF SELF, PEOPLE AND PERFORMANCE (MSPP)

Course Duration	: April 13-24, 2025
Timing	: 17:30-21:30
Venue	: Blended Training
Course Fee	: Tk. 6,000/-
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 management.
- Apply the methods & techniques of performance appraisal.
- Able to learn the process of managing and motivating people

Course Outline:

Managing Self

- Time Management
- Self-Motivation
- Decision making
- Adaptability
- Stress Management
- Personal Development

Management of People

- Team work and team Development
- Change management
- Conflict management
- Problem solving
- Delegation and motivation

Management of Performance

- Business Strategy
- Goal setting and goal alignment with KPI
- Evaluation of Performance
- Coaching excellence
- Individual development plan
- Managing Underperformers

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 application of different management tools for people and personal management.

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

Co-ordinator : **Shaikh Sajibur Rahman**
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LABOR LAWS AND LABOR RULES FOR HR, COMPLIANCE & ADMINISTRATIVE PROFESSIONALS

Course Duration	: May 23-24, 2025
Timing	: 09:00-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 6,000/-
Number of Participants	: 10

Course Objectives

To some extent, Labor Law -2006 and its amendments are not clear and details. To have some more clear concepts and specific information, we should be aware of Labor Rules – 2015 with amendment in -2022. To have any success as HR, Compliance & Administrative Professionals, we need to have some clear knowledge on Labor Law. Labor Rules will help to gain the complete knowledge of Labor Laws. Labor Laws have a great impact on HR, Admin, Compliance and other areas. All Professionals needs to have clear understanding on labor laws and Rules. This training is designed as to share clear ideas about Labor laws and Labor Rules for HR, Compliance & Administrative Professionals, which is required in the work place.

Benefit of this course:

- Participants will learn Labor Laws and recent Labor Rules -2015.
- Complete knowledge on Labor Laws and Rules will be gained by the participants.
- Participants will be aware of the impact of the related labor laws in the workplace.
- Proper justice will be ensured in the workplace.
- Behavior of the employees will be improved.
- Misconduct will be reduced.
- Legal obligation will be met up.
- Management will be able to take right decision.
- Healthy environment and congenial atmosphere will prevail in the organization.

Course Outline:

- Scope and application of the Bangladesh Labor Act
- Definition and classification of workers
- Conditions of employment
- Misconduct, punishment and disciplinary proceedings
- Health, safety and welfare

- Functions and eligibility of welfare officer
- Formation and functions of safety committee
- Working hour and Leave
- OT calculation
- Maternity leave and calculation of benefit
- Wage: Payments and deductions
- compliance & Audit
- industrial relations
- Trade Union and Collective Bargaining Agent (CBA)
- Formation and function of Participation Committee

Who Should Attend?

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

Training Methods:

Lecture, Case study, Exercise and Group discussion.

Coordinator : **Md. Zafar Ali**
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MANAGEMENT IN PUBLIC SECTOR

CAPACITY DEVELOPMENT FOR MANAGING PUBLIC PROCUREMENT

Course Duration : August 18-22, 2024
Timing : 9:30-17:00
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Duration : November 24-28, 2024
Timing : 9:30-17:00
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
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

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PUBLIC PROCUREMENT PROCESSING AND APPROVAL PROCEDURE

Course Duration	: August 19-22, 2024
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 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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PPR 2008 AND ANNUAL PROCUREMENT PLANNING

Course Duration : September 22-26, 2024
Timing : 17:00-21:30
Venue : BIM, Dhaka
Course Fee : Tk. 8,000/-
Number of Participants : 15

Course Duration : December 08-12, 2024
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 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	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
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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GOODS PROCUREMENT MANAGEMENT AS PER PPR, 2008

Course Duration	: October 20-22, 2024
Timing	: 9:30-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
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 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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PUBLIC PROCUREMENT MANAGEMENT

Course Duration	: October 24-26, 2024
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

প্রশিক্ষনের তারিখ : অক্টোবর ২৯-৩০, ২০২৪
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ১০ জন

প্রশিক্ষনের তারিখ : ফেব্রুয়ারি ২৫-২৬, ২০২৫
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ১০ জন

প্রশিক্ষণের উদ্দেশ্যঃ

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

কোর্সের রূপরেখাঃ

- পেনশন ও আনুতোষিক
- জেনারেল ফিন্যান্সিয়াল রুলস
- ট্রেজারি রুলস
- আর্থিক ক্ষমতা অর্পণ
- জাতীয় বেতন স্কেল, ২০১৫
- ভ্রমণ ভাতা সংক্রান্ত বিধিবিধান
- আর্থিক ব্যবস্থাপনা ও নিয়ন্ত্রণের কৌশল
- আর্থিক ব্যবস্থাপনা সংক্রান্ত অন্যান্য বিধিবিধান এবং প্রশ্নোত্তর পর্ব।

যারা অংশগ্রহণ করতে পারবেনঃ

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

প্রশিক্ষণ পদ্ধতিঃ_বক্তৃতা, আলোচনা, প্রশ্নোত্তর ও ঘটনা বিশ্লেষণ।

কোর্স সমন্বয়কারী : আমিনুর
মোবাইল নং: : ০১৭১৬৫৫১৬৬১
ইমেইল : amenoor@bim.gov.bd
amenoor.bim@gmail.com

সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী

প্রশিক্ষনের তারিখ : অক্টোবর ১৫-১৬, ২০২৪
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ১০ জন

প্রশিক্ষনের তারিখ : ডিসেম্বর ১৭-১৮, ২০২৪
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ১০ জন

প্রশিক্ষণের উদ্দেশ্যঃ

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

কোর্সের রূপরেখাঃ

- সরকারি চাকরির সাধারণ শর্তাবলী
- সরকারি কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯
- সরকারি কর্মচারি(শৃঙ্খলা ও আপীল) বিধিমালা, ২০১৮
- সরকারি চাকরির শিষ্টাচার, ম্যানার ও প্রোটোকল
- বেতন ও অন্যান্য সুবিধাধি
- ছুটি
- পেনশন ও সাধারণ বিধিসমূহ
- পেনশন মঞ্জুর শর্তাবদি

যারা অংশগ্রহণ করতে পারবেনঃ

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

প্রশিক্ষণ পদ্ধতিঃ_বক্তৃতা, আলোচনা, প্রশ্নোত্তর ও ঘটনা বিশ্লেষণ।

কোর্স সমন্বয়কারী : আমিনুর
মোবাইল নং: : ০১৭১৬৫৫১৬৬১
ইমেইল : amenoor@bim.gov.bd
amenoor.bim@gmail.com

সরকারি বাজেট প্রস্তুতকরণ ও বাস্তবায়ন

প্রশিক্ষনের তারিখ	: অক্টোবর ২৬-২৭, ২০২৪
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:

স্মার্ট অর্থনীতি স্মার্ট বাংলাদেশ বিনির্মাণের অন্যতম ভিত্তি। স্মার্ট 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-টেক্সট

ফিডব্যাক: কোর্স মূল্যায়ন

কোর্স সূচি:

	আলোচ্যসূচি	সময় (ঘণ্টা)	প্রশিক্ষণ পদ্ধতি
১	উদ্বোধন, নিবন্ধন ও কোর্স আউটলাইন উপস্থাপন	১.০	লেখকচারণ ও দলগত আলোচনা
২	বাজেট কী, বাংলাদেশে সরকারি বাজেটের ক্রমবিকাশ, মনিটরিং পলিসি ও ফিসকাল পলিসি, বাজেট চূড়ান্তকরণ প্রক্রিয়া	২.০	লেখকচারণ ও অনুশীলন
৩	বাজেট ব্যবস্থাপনা কী, বাজেট তৈরি ও বাস্তবায়নে MoF, Line Ministry, Planning Commission ও IRD এর ভূমিকা	২.০	লেখকচারণ 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	লেকচার ও উন্মুক্ত আলোচনা
৬	প্রশিক্ষার্থী 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
ইমেইল : amitdas@bim.gov.bd
amitdas.bim@gmail.com

PPR 2008 AND PUBLIC PROCUREMENT MANAGEMENT

Course Duration	: 10-21 November 2024
Timing	: 10:00-16:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 10,000/-
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
Mobile : 01754460100
E-mail : kallol@bim.gov.bd
mmhkallol@gmail.com

সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন

প্রশিক্ষণের তারিখ : নভেম্বর ০৫-০৬, ২০২৪
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ১০ জন

প্রশিক্ষণের তারিখ : মার্চ ০৪-০৫, ২০২৫
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ট. ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ১০ জন

প্রশিক্ষণের উদ্দেশ্যঃ

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

কোর্সের নুপরেখাঃ

- অফিস ব্যবস্থাপনা
- নথি ব্যবস্থাপনা
- রেকর্ড ব্যবস্থাপনা
- জাতীয় শুদ্ধাচার কৌশল
- সভা ও দাপ্তরিক যোগাযোগ
- সরকারি কর্মচারী (আচরণ) বিধিমালা, ১৯৭৯
- সরকারি কর্মচারি (শৃঙ্খলা ও আপীল) বিধিমালা, ২০১৮
- তথ্য অধিকার আইন, ২০০৯

যারা অংশগ্রহণ করতে পারবেনঃ

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

প্রশিক্ষণ পদ্ধতিঃ বক্তৃতা, আলোচনা, প্রশ্নোত্তর ও ঘটনা বিশ্লেষণ।

কোর্স সমন্বয়কারী : আমিনুর
মোবাইল নং: : ০১৭১৬৫৫১৬৬১
ইমেইল : amenoor@bim.gov.bd
amenoor.bim@gmail.com

AWARENESS TRAINING ON "SMART OFFICE IN ALIGNMENT WITH SMART BANGLADESH"

Course Duration : December 15-16, 2024
Timing : 10.00-14.00
Venue : Online Training
Course Fee : Tk. 2,000/-
Number of Participants : 10

Course Duration : March 4-5, 2025
Timing : 10.00-14.00
Venue : Online Training
Course Fee : Tk. 2,000/-
Number of Participants : 10

Course Objective:

- To know the concept, elements, importance and concepts of Smart Bangladesh
- Accelerating appropriate decision-making process in office through Smart Office
- Rendering better service to citizens & Clients by establishing smart office
- To align the offices with government vision of 2041 and Smart Bangladesh

Course Outline:

The course will cover the following:

- Overview of the concept of smart Bangladesh
- Role of smart Bangladesh in Economic Development
- Key components smart Bangladesh
- Challenges to smart Bangladesh
- Role of Government offices towards smart Bangladesh
- Skill requirement for smart Bangladesh

Who Should Attend:

This course is suitable for all level of managers and executives employed in public sector, private and others organizations.

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

Co-ordinator : **Shaikh Sajibur Rahman**
Mobile : 01911187780
Email : shaikh.sajibur@bim.gov.bd
sksajibbim@gmail.com

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

MARKETING MANAGEMENT

MARKETING AND SALES MANAGEMENT FOR THE NEW ECONOMY

Course Duration	: July 14-25, 2024
Timing	: 17:00 - 21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 9,000/-
Number of Participants	: 10

Course Objectives

The main objective of this course is to train up the executives who are working as marketing and sales managers in distinguish business organizations and certify the participants as the trained up persons on “Marketing and Sales Management” to ensure their job opportunities as Marketing and Sales Executives in any business organization.

Course Outline

- **Marketing Management :**
 - Understanding Market, Marketing and Marketing Management
 - Winning Markets through Market – Oriented Strategic Planning
 - Measuring Market – Demand
 - Adapting Marketing to the New Economy
 - The Major Drivers of the New Economy
 - How Marketing Practices are changing E-Business
 - How Marketing Practices are changing
 - Analyzing consumer Markets and consumer Behavior
 - Dealing with the competition
 - Developing new products
 - Setting the product and Brand strategy
 - Developing price strategies and programs
 - Managing the marketing channels
 - Managing integrated marketing communications
 - Types of marketing control

- **Sales Management :**
 - Designing Sales Force
 - Managing Sales Force
 - Territory sales manager’s job responsibilities

- Sales and the human condition
- The art of effective selling and salesmanship.

Who Should Attend

Top, mid and junior level of executives who are working as marketing and sales managers in distinguished business organizations can attend the course. Graduates and executives with no marketing background who are interested to build up their career in marketing and sales may also attend the course.

Training Method : Lecture, Case Studies, Field Visit to follow up a simple marketing system.

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BRAND MANAGEMENT FOR SUCCESSFUL MARKETING

Course Duration	: October 14-24, 2024
Timing	: 17:00 – 21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 9,000/-
Number of Participants	: 10

Course Objectives:

The main objective is to train up the brand executives for creating and maintaining brand image for successful marketing. This course will also enable the executives to make strategic decisions in a competitive market for building a strong brand image.

Course Outline

- Brand and Brand Management
- Who do Brand Matter?
- Customer Based Brand Equity
- Designing Marketing Programs to build Brand Equity
- Identifying and establishing brand positioning and values
- Planning and implementing brand marketing programs
- Integrating marketing communications to build brand equity
- Leveraging secondary brand knowledge to build brand equity
- Developing a brand equity measurement and management system
- Measuring sources of brand equity: capturing customer mindset
- Growing and sustaining brand equity
- Introducing and naming new products and brand extensions
- Managing brand over time.

Who Should Attend

Junior and Midlevel executives who are involved as a brand manager, product manager and business unit manager in distinguished business organizations can attend the course. Executives, who are interested to build up their carrier as a brand or product manager can also attend the course.

Training Methods: Lecture, discussion, case study, exercise, etc.

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MARKETING RESEARCH FOR EFFECTIVE DECISION MAKING

Course Duration	: December 08-12, 2024
Timing	: 17:00-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000
Number of Participants	: 10

Course Objectives

The main objective of this course is to build skilled marketing managers to make fruitful decisions in designing product, setting right price, selecting best channel for distribution and effective communication mix to operate the organization effectively and efficiently.

Course Outline

- Defining the Research
- Defining the Problem and components of the Research Approach
- Research Design: Classification
- Potential Sources of Error in Conducting a Research
- Qualitative Research Procedures
- Descriptive Research Design: Survey and Observation
- Causal Research Design: Experimentation
- Measurement and Scaling
- Questionnaire and Form Design
- Field Work and Form Design
- Data Analyzing with SPSS and Report preparing

Who Should Attend

This course is specially designed for the senior marketing executives and head of Research and Development Department (R&D) at commercial organizations. Fresh graduates with no marketing research background who are interested to build up their career in marketing and sales management may also attend the course.

Methodology

Lecture, Case Studies, Field Visit to follow up a simple marketing system.

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MARKETING ANALYTICS

Course Duration : January 22-23, 2025
Timing : 10:00-16:00
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 (Marketing Analytics, Marketing Process, Marketing Strategy with Data, Utilizing Data to Improve Marketing Strategy)	Day 1	Lecture, Quiz, Case Study
2	Metrics for Measuring Brand Assets (Developing Brand Personality, Developing Brand Architecture, Measuring Brand Value, Measure of Brand Equity)	Day 1	Lecture, Quiz, Case Study
3	Customer Lifetime Value	Day 1	Lecture, Quiz, Case Study

	(Customer Lifetime Value (CLV), Calculating CLV, Understanding the CLV Formula, Extending the CLV Formula, Using CLV to Make Decisions)		
4	Marketing Experiments(Spreadsheet with Formulas, Determining Cause and Effect through Experiments, Designing Basic Experiments, Designing Before - After Experiments)	Day 2	Lecture, Quiz, Case Study
5	Regression Basics (Using Regression Analysis, Interpreting Regression Outputs, Multivariable Regressions, Multivariable Regressions, Using Price Elasticity to Evaluate Marketing, Marketing Mix Models)	Day 2	Lecture, Quiz, Case Study

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ACCELERATING SALES: STRATEGIES AND TECHNIQUES

Course Duration	: January 28-30, 2025
Venue	: BIM, Chattogram
Timing	: 17:30-21:30
Course Fee	: Tk. 3,500/-
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 Sales 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
1.	Inauguration, Registration, Objective Setting	1	
2.	Understanding the basic issues of marketing and Sales	1	Lecture, Group Discussion
3.	Understanding the sales Management & Salesmanship	1	Lecture, Case study, Discussion
4.	Characteristics require to be successful in sales	1	Lecture, Case study, Discussion
5.	Selling process, Handling Customer Objections	2	Exercise, Lecture, Discussion
6.	Sales Forecasting, Demand analysis and territory design	2	Lecture, Case study, Discussion, Quantitative analysis
7.	Motivating sales people	2	Lecture, Case Study
8.	Managing bad customer	1	Lecture, Group work
9.	Course Evaluation and Certificate Awarding	1	
	Total contact hour	12	

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MARKETING AND SALESMANSHIP

Course Duration	: April 20 - 24, 2025
Venue	: BIM, Dhaka
Timing	: 17:30-21:30
Course Fee	: Tk. 7000/-
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
1.	Inauguration, Registration, Objective Setting	1	
2.	Understanding the basic issues of marketing	1	Lecture, Group Discussion

3.	Scanning Environment & conducting Mktg. Research	2	Lecture, Group work, Exercise
4.	Marketing Mix	1	Lecture, Exercise, Case Study
5.	Product Life Cycle and marketing Strategy	1	Lecture, Exercise, Demons.
6.	Market Demand Forecasting	2	Exercise
7.	Segmentation, Targeting, Positioning & Branding Strategy	4	Lecture, video, Exercise
8.	Understanding the sales Management & Salesmanship	1	Lecture, Case study, Discussion
9.	Characteristics require to be successful in sales	1	Lecture, Case study, Discussion
10.	Selling process, Handling Customer Objections	2	Exercise, Lecture, Discussion
11.	Motivating sales people	2	Lecture, Case Study
12.	Managing bad customer	1	Lecture, Group work
13.	Course Evaluation and Certificate Awarding	1	
	Total contact hour	20	

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PROJECT AND SUPPLY CHAIN MANAGEMENT

SUSTAINABILITY IN SUPPLY CHAIN MANAGEMENT

Course Duration	: July 25-27, 2024
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.	Overview of 4IR and its Impact on Operations and Supply Chain Management	2	Lecture, group discussion
3.	Key Technologies Driving 4IR Transformation	2	Lecture, Exercise, group work
4.	Role of Big Data Analytics in Operations Optimization	2	Lecture, Exercise, group work
5.	IoT and Sensor Networks for Real-Time Monitoring and Control	2	Lecture, group discussion
6.	Blockchain Technology for Enhanced Traceability and Transparency	2	Case Study, Practical demonstration
7.	Artificial Intelligence and Machine Learning Applications in Decision Making	2	Lecture, Exercise, group work
8.	Smart Manufacturing and Industry 4.0	2	Lecture, Exercise, group work
9.	Supply Chain Digitization and Optimization	2	Lecture, group discussion
10.	Emerging Trends and Future Directions	1	Lecture, group discussion
11.	Case Studies and Best Practices	2	Lecture, group discussion
12.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs	

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PROJECT MANAGEMENT

Course Duration	: September 26-28, 2024
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.	Introduction to Project Management	3	

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.	3	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.	Project Execution and Monitoring A. Establishing Project Milestones and Deliverables B. Monitoring Progress and Performance Metrics C. Agile Project Management Principles and Practices	3	Case Study
7.	Project Appraisal and Evaluation	3	Lecture, Exercise, group work
	Total contact hour	21 hrs.	

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PROJECT MONITORING AND EVALUATION

Course Duration : November 24-28, 2024
Timing : 17:30-21:30
Venue : BIM Dhaka.
Course Fee : Tk. 7,000/-
Number of Participants : 15

Course Duration : May 11- 15, 2025
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 and evaluation (M&E) of a project is increasingly recognized as an Integral function of project implementation. Monitoring and Evaluation (M&E) 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 M&E and it is expected that the knowledge helps 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 and evaluation skills for effective and efficient project implementation this course is designed to understand

- Basic concept on Monitoring & Evaluation.
- The need for Monitoring and Evaluation.
- Developing Logical Framework Approach to Project Design, Implementation and Evaluation.
- Understanding the link between the Logical Frame and Monitoring and Evaluation.
- Monitoring & Evaluation Methods and Tools.
- Monitoring and Evaluation Planning, Design and Implementation.
- Writing Report and use of Monitoring and Evaluation Results.

Evaluation Method:

Learning level - Pre-test and Post test.

Reaction Level: Training evaluation.

Course Outline

#	Session Title	Duration (hrs.)	Training Methods
1	Project M&E: Concept, Definition, aspect & type	2	Lecture, group discussion and Exercise
2	Logical frame work to M&E Framework Project Result & WBS: Concept	5	Lecture, group discussion and Exercise
3	Defining performance and indicators for project.	2	Lecture, group discussion and Exercise
4	Data collection for Monitoring & Evaluation Data Analysis and project findings Other issues related to Project M&E	5	Lecture, group discussion and Exercise
5	Monitoring & Evaluation: Report Writing	2	Lecture, group discussion and Exercise
6	Concept of Participatory Project Management Process of Participatory Project M&E Specialty of Participatory Project M&E	4	Lecture, group discussion and Exercise
	Total contact hour	20	

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MARITIME LOGISTICS

Course Duration	: December 20-21, 2024
Timing	: 9:30 -16:00
Venue	: Online (Zoom Platform)/Blended
Course Fee	: Tk. 2,000/- (excluding tax and vat)
Number of Participants	: 10

As an emerging area of concentration, maritime shipping and supply chain management has become a critical consideration in current complex and dynamic business world. This course is an orientation to this crucial business platform, with a specific focus on maritime logistics and supply chain.

Course Objectives

This brief and orientational training is the first stage of icebreaking and introducing the recent developments in maritime logistics and supply chain management. After completion of this short training program, the attending participants will be competent to

- explore the functions of Sea Ports and Port Operations
- understand the Maritime Logistics
- recognize the Maritime Supply Chain Management

Course Outline

As the title points, this short training program is dealing with a few but the critical issues of Maritime Supply Chain. The brief course content is provided bellow:

- Maritime concepts
- Logistics and Supply Chain
- Sea Port Operations (Cargo)
- Maritime Shipping - an overview
- Maritime Logistics – elementary components
- Maritime Supply Chain Management – fundamental issues

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SUPPLY CHAIN ANALYTICS: DRIVING EFFICIENCY THROUGH DATA INSIGHTS

Course Duration	: December 18-19, 2024
Timing	: 10:00-17:00
Venue	: BIM, Chattogram
Course Fee	: Tk. 8,000/-
Number of Participants	: 10

Target Group/Who Should Attend:

The "Supply Chain Analytics" course is designed for professionals looking to improve their understanding and skill in using data analytics to optimize supply chain operations. This course is tailored to a wide spectrum of industry professionals and is specifically intended for those who work in areas like supply chain managers, logistics coordinators, operations managers, procurement specialists, data analysts, and business analysts. This course offers helpful insights and useful techniques to improve decision-making skills, drive efficiency, and reduce risks in the supply chain domain, regardless of whether you are an experienced supply chain practitioner looking to expand your skill set or a novice looking to explore the intersection of data analytics and supply chain management.

Eligibility for the course:

Professionals from a variety of industries who work in or are interested in data analytics, supply chain management, logistics, or operations are the target audience for the "Supply Chain Analytics" course. The training will be especially helpful to participants who have experience in supply chain management, procurement, operations management, logistics coordination, data analysis, and business analysis. While not necessary, it would be helpful to have a rudimentary understanding of supply chain concepts. No prior expertise with analytics is needed. This course offers a thorough foundation to uncover the potential of data-driven insights in optimizing supply chain operations, regardless of your goals—improving your skills, keeping up with industry trends, or exploring new prospects in supply chain analytics.

Background of the Course:

Supply chain management is essential for sustaining competitive advantage and boosting operational efficiency in today's quickly changing corporate environment. However, conventional methods of supply chain management are insufficient due to the growing complexity and volatility of the industry. A thorough examination of how data analytics may transform supply chain operations is provided by the "Supply Chain Analytics" course. This 2-day, 13-hour course gives learners a thorough understanding of the fundamental ideas and cutting-edge methods of supply

chain analytics, in response to the growing demand for analytical abilities in supply chain management. Through the course, participants will get the necessary knowledge and skills to leverage data-driven insights, enabling firms to optimize their supply chain operations, improve their ability to make decisions, and successfully adapt to changing market needs.

Course Objectives:

The "Supply Chain Analytics" two-day course seeks to give participants a solid understanding of how logistics processes can be optimized with data analytics. Participants will learn about basic supply chain concepts, several data analytics methods that may be used for supply chain management, and how to use predictive analytics for inventory optimization and demand forecasting in a 13-hour program. In addition, the course will cover how to use analytics-driven strategies to reduce supply chain risks and how to improve supply chain responsiveness and agility by utilizing real-time data analytics and decision support tools. Participants will gain the skills and knowledge necessary to leverage data-driven insights to manage risks, lower costs, and improve supply chain performance in real-world scenarios through talks, case studies, and practical exercises.

Evaluation Method:

Learning Level: Pre-test and post-test

Reaction Level: Training Evaluation

Course Outline:

#	Session Title	Duration (hrs.)	Training Methods
1	Introduction to Supply Chain Management	1.5	Lecture, group discussion
2	Supply Chain Data Sources and Collection	1.25	Lecture, group discussion
3	Data Cleaning and Preprocessing	1.5	Lecture, group discussion
4	Introduction to Data Visualization for Supply Chain Analytics	1.75	Lecture, group discussion
5	Predictive Analytics for Demand Forecasting	1.5	Lecture, group discussion
6	Inventory Optimization Strategies	1.25	Lecture, group discussion
7	Risk Management in Supply Chain Analytics	1.5	Lecture, group discussion

8	Real-Time Analytics and Decision Support Systems	1.75	Lecture, group discussion
9	Review, Exercise, Tests & Closing	1.0	Multiple Methods
Total Contact hour		13.0	

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SUPPLY CHAIN FUNDAMENTALS: BUILDING BLOCKS FOR CORPORATE SUCCESS

Course Duration	: December 21- 22, 2024
Timing	: 17:00-21:30
Venue	: BIM, Khulna
Course Fee	: Tk. 4,000/-
Number of Participants	: 10

Target Group/Who Should Attend:

The "Supply Chain Fundamentals: Building Blocks for Success" course targets a diverse group of individuals seeking to develop a strong foundation in supply chain management. This course is ideal for entry-level professionals looking to enter the field, mid-level managers aiming to enhance their expertise, and business students seeking practical knowledge to complement their studies. It also caters to entrepreneurs and small business owners seeking to optimize their operations, as well as professionals in related fields such as procurement, logistics, and operations management. Career changers considering a transition into supply chain management will find this course invaluable for acquiring the necessary knowledge and skills to excel in their new roles.

Eligibility for the course:

Professionals from a variety of industries who work in or are interested in supply chain management, logistics, or operations are the target audience for the "Supply Chain Fundamentals: Building Blocks for Success" course. The training will be especially helpful to participants who have experience in supply chain management, procurement, operations management, logistics coordination and business analysis. While prior experience in supply chain roles is not mandatory, participants should possess a willingness to learn and engage actively in the course material. This course is suitable for entry-level professionals, mid-level managers, business students, entrepreneurs, and individuals from related fields who seek to expand their knowledge of supply chain fundamentals. No specific educational background or industry experience is required, making it accessible to a wide range of individuals interested in mastering the essentials of supply chain management.

Background of the Course:

The "Supply Chain Fundamentals: Building Blocks for Success" course is developed based on extensive research and industry insights into the evolving landscape of supply chain management. Drawing upon the expertise of seasoned professionals and academic scholars in the field, the course curriculum is carefully designed to provide a comprehensive overview of essential concepts, strategies, and best practices necessary for success in supply chain management.

Emphasizing a practical approach, the course combines theoretical frameworks with real-world case studies and interactive discussions to ensure participants gain both theoretical knowledge and practical skills applicable to diverse industries and organizational settings. The course aims to bridge the gap between theory and practice, equipping participants with the foundational understanding and tools required to navigate the complexities of modern supply chains effectively.

Course Objectives:

The "Supply Chain Fundamentals: Building Blocks for Success" course is designed to equip participants with a comprehensive understanding of essential supply chain management principles and practices. Throughout the course, participants will delve into key objectives aimed at fostering a strong foundation in supply chain management. These objectives include gaining a clear understanding of the concept and importance of supply chain management, identifying the key components and functions of a supply chain, and exploring different types of supply chains and their unique characteristics. Participants will also learn strategies for effective demand forecasting and inventory management, understand the role of procurement and supplier management, and explore transportation and logistics management principles. Additionally, the course aims to provide insights into supply chain sustainability, ethical considerations, and the use of technology and data analytics for optimization. By the end of the course, participants will have developed the knowledge and skills necessary to analyze real-world supply chain challenges and develop effective solutions, contributing to the success and resilience of supply chain operations within their organizations.

Evaluation Method:

Learning Level: Pre-test and post-test

Reaction Level: Training Evaluation

Course Outline:

Sl. N	Session Title	Duration (hrs.)	Training Methods
1	Introduction to Supply Chain Management	1.0	Lecture, group discussion
2	Components of the Supply Chain	0.5	Lecture, group discussion
3	Types of Supply Chains	0.5	Lecture, group discussion
4	Demand Forecasting and Inventory Management	1.5	Lecture, group discussion
5	Procurement and Supplier Management	1.5	Lecture, group discussion
6	Transportation and Logistics Management	1.0	Lecture, group discussion

7	Supply Chain Sustainability and Ethics	0.5	Lecture, group discussion
8	Technology and Data Analytics in SCM	1.0	Lecture, group discussion
9	Risk Management in Supply Chain	1.0	Lecture, group discussion
10	Review, Exercise, Tests & Closing	.5	Multiple Methods
Total Contact hours		9.0	

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SUPPLY CHAIN MANAGEMENT

Course Duration	: May 19-23, 2025
Timing	: 9:30-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
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:

- Handle different business activities efficiently relating to the competitive advantage.
- Plan to introduce the new product(s) to market.
- Choose the sustainable sourcing and maintain supplier optimization.
- Maintain the supplier optimization
- Handle International business in compliance with the INTERMS 2020 for competitive advantage.
- Learn the operation of Letter of Credit (L/C) and other activities of international procurement.
- Gain knowledge of value chain and value creation and others.

Course Outline

- Concepts and importance of Supply Chain
- Porter's Forces on value chain, value engineering, creating Competitive Advantages for varieties of products
- Impact of Sustainability and Risk Management in SC.
- Sourcing, supplier optimization and selection
- Maintenance and managing relationship among the stakeholders
- TQM, JIT, Lean and Agile in SC.
- Managing International purchasing with practical operation of LC process in compliance with the INCOTERMS 2020.
- Managing Inventories and Warehouse, etc.

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:

Lecture, Group Discussion, Case study & practical arrangement in some issues.

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OTHER COURSES

TRAINING OF TRAINERS (TOT)

Course Duration : September 22-26, 2024
Timing : 17:00 - 21:30
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Duration : November 24-28, 2024
Timing : 17:00-21:30
Venue : BIM, Dhaka
Course Fee : Tk. 7,000/-
Number of Participants : 10

Course Duration : January 26-30, 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 training requirement(s) in an organizational setting and to create a scope for developing training delivery competencies of an individual who is eager to enhance professionalism in the training industry. It is expected that after the successful completion of the course, participants will be able to: - Explain the basics of training - Assess the learning requirements of an organization - Design need-based training program - Apply the methods & techniques of professional training facilitation - Evaluate the learning outcomes of the participants.

Course Outline

- Inauguration, Registration, Sharing course outline
- Training Concept & Proces
- Training Needs Assessment
- Designing Training Curriculum
- Facilitation Skills Development
- Training Methods

- Tools & Techniques of Conducting Participatory Training Program
- Presentation skills of a trainer/facilitator
- Role of facilitator & co-facilitator in classroom situation
- Training Evaluation
- Certificate awarding and course closing and evaluation

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 designing and conducting Training Programs in general and willing to develop their career as professional trainers, speakers/teachers can attend this training course.

Training Methods:

Lecture, Presentation, Group Discussion, Case Study, Role Playing, Self-Assessment and other participatory methods of training.

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JOB INTERVIEW HACKS

Course Duration	: November 25, 2024
Timing	: 9.00-17.00
Venue	: BIM, Dhaka
Course Fee	: Tk. 3,500/-
Number of Participants	: 15

Target Group/ who should attend:

The program will be suitable for the interviewee who specially interested to work in Corporate & Banking Sector.

Background of the course:

Many of our academically meritorious interviewees cut a sorry figure in the interview board. However, the probability getting your long cherished dream job is vastly depended on your interview skills, rather than, your academic results. The program is designed to improve a candidate's capacity to excel and create a positive impression during the interviews.

Course Objectives:

- To enable Participants to evaluate the most effective ways of responding to questions
- To enable participants to effectively cull out core competencies based on a job role.
- To describe some of the most important interviewing skills.
- To give an understanding of the pitfalls for interviewees that are badly prepared.
- To share some the tips, techniques, strategies and the art of the successful recruitment interview and how to be the perfect interviewee for the role.

Evaluation Method:

Learning level:

- Instructor Led Training (ILT)
- Role Plays & Simulations
- Games and Group Activities
- Audio and Video Clips

Reaction Level: Training evaluation.

Course Outline:

#	Session Title		Duration (hr)	Training Methods
1.	Inauguration, Registration, Goal Setting		0.5	
	Interview Skills for Interviewer	Structure and Methodology of an Interview including Progressive Stages, Probing Skills and Questioning Technique		Lecture, Exercise & Team Work
		Conducting the Interview (Opening an interview, Building rapport, Gathering information, Giving information, Closing an interview)	3.0	Lecture, Team Work & ILT
		Behavioral questioning – SPIL (S–Situation, P–Perception, I–Intervention, L–Learning) technique	1.5	Lecture, Exercise & Situation study
2.	Winning an Interview for desired position	Attire Selection, Facing some toughest questions & the answer technique, Understanding core competencies & Preparing for the interview, Facing common questions & hacking tough questions.	0.5	SPIL Technique
		Listening and non-verbal communication in interviews and Game Plan for the participants	1.0	Lecture & Exercise
Total contact hour			7.0	

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POST- GRADUATE DIPLOMA COURSES

Post-Graduate Diploma courses of one-year duration (having two parts, namely, Part-I & Part-II) are being offered by the institute for about last three decades:

Post-Graduate Diploma in Human Resource Management

Post-Graduate Diploma in Industrial Management

Post-Graduate Diploma in Financial Management

Post-Graduate Diploma in Marketing Management

Post-Graduate Diploma in Computer Science

In addition to the above Post-Graduate Diploma courses, BIM conducts **Diploma in Social Compliance** and **Diploma in Productivity and Quality** of 6 months duration.

Brief of Diploma Courses of 1 Year Duration:

Post-Graduate Diploma in Human Resource Management (Day & Evening)

The diploma course in Human Resource Management is designed to suit the requirements of labor and social welfare officers, personnel managers and similar officers/executives engaged in Human resource management/human resource management functions and those desirous to make a career in Human Resource Management. BIM has been offering this course on personnel management since 1966- 67. In current year, this course is renamed as Post-Graduate Diploma in Human Resource Management.

Post - Graduate Diploma in Industrial Management (Evening)

The diploma course in Industrial Management is designed to suit the requirements of executives engaged in the management of business enterprises. Multidisciplinary in approach, the course is designed to encourage development of knowledge and skills necessary to carry out management functions of enterprises effectively and efficiently. BIM has been offering this course since from 1980-81(Discontinued from 2002-2003 and Started again from 2011).

Post-Graduate Diploma in Financial Management (Evening)

The diploma course in Financial Management is designed to suit the requirements of managers/executives engaged in finance and accounts functions. The course is suitable for those who are desirous to develop career in the field of Financial Management. BIM has been organizing this course since 1994.

Post-Graduate Diploma in Marketing Management (Evening)

BIM has been offering this diploma course from 1994. The course is designed to suit the requirements of officers/executives engaged in the management of marketing functions such as sales, distribution, advertisement and sales promotion, customer relations, export etc. The program encourages developing knowledge and skill necessary to carry out the marketing management functions effectively and efficiently.

Post-Graduate Diploma in Computer Science (Evening)

The diploma course in Computer Science is designed to suit the requirements of those who wish to develop their career as computer professionals. This will help anyone to fit in positions like, Systems Analyst, Information Manager, Database Administrator, etc. The program will also benefit persons occupying traditional functional areas, because they will acquire the necessary know-how to work in computer environment and thus help in bringing about the desired improvement of their respective organizations. BIM has been offering this course since 1994. Profile of 6 month long diploma Programs.

Admission Enquiry

Venue	Co-ordinators	Contact Number
Dhaka	Md. Ahsan Habib Assistant Coordination Officer (CC)	01979406247 ahsan.habib@bim.gov.bd
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Chattogram	Amenoor Deputy Director (Additional Charge)	01716-551661 amenoor@bim.gov.bd amenoor.bim@gmail.com
Khulna	Md. Aminul Islam Deputy Director (Additional Charge) Khulna Campus	01718-427947 aminul.islam@bim.gov.bd aminulmcbim@gmail.com

Post Graduate Diploma in Supply Chain Management (PGDSCM)
1 Year Long (Blended): Timing (Face-to-face: Friday 3.15 - 9.30 & Saturday 7.15-9.30) Online: Three (3) weekdays 7.15 - 9.30 pm)

Supply chain has become one of the most frequently used terminology in trade, business, economics. Countries are enacting supply chain acts and the international relations, human rights, legal aspects have started reshaping the supply chain management concepts and practice. In this post pandemic era, both facilitated and embarrassed by 4IR technologies, the industries and logistics and all the integrated path and processes are emerged with high-paced change. The impact of climatic change is also more visible then the past. Considering these contexts and beyond, responsiveness and resilience of supply chain is a must to survive in the business. Now, every sizable business organization needs competent supply chain professional(s) with techno-functional competencies starting from electronic communication to data driven decision making. So, in these new normal economies, for any individuals, supply chain know-how increases both the employability and retention in the jobs. BIM is delivering regular short courses on supply chain management, as the first its kind in the government sector of Bangladesh, since 2011. With its strongest delivery line in Post Graduate Diploma programs in the country, BIM, has introduced this Post Graduate Diploma in Supply Chain Management (PGDSCM). The aims of the PGDSCM is to boost up the career of its participants to an international standard as well as to uplift the business of local corporates to the global scale.

Course Content

1st Semester:

Course 101: Supply Chain Fundamentals: Scope, skills, framework, facilitation & future.

Course 102: Supply Chain Plan, Strategy and Tactics: Demand analysis to Sourcing & Procurement.

Course 103: Supply Chain Operations for Business Excellence: Startup to Global Business.

Course 104: Managerial Communication and Leadership for Transformation

2nd Semester:

Course 201: Industrial Ecosystem: Regulatory Framework, Compliance & Commercial Operations

Course 202: Strategic Logistics Management: Inventory, Warehousing, Distribution & Transportation

Course 203: Financial Intelligence in Supply Chain

Course 204: Appreciating Customers Perspectives: Demand Fulfillment & CRM

3rd Semester:

Course 301: Supply Chain Analytics: Digitalization & Performance Measures

Course 302: Risk Management, Collaboration, Greening & Sustainability

Course 303: Advance Learning Application on SCM: Project / Term Paper

Course 304: VIVA

Prospective candidates must fulfill the following criteria for admission:

Bachelor's degree (with a minimum 2nd class or CGPA 2.00 out of 4.00) in any discipline

Fees for the Program

Course fees tk 50,000/- only (To be paid in two instalments tk 30,000/- during admission and tk 20,000. - in the 6th month), the costs for fieldwork, assignment & networking are not included.

Course Coordinator

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Management Counsellor

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BRIEF OF 6 MONTHS LONG DIPLOMA COURSES

Diploma in Social Compliance

The diploma course in Social Compliance is designed to meet the requirements of social compliance and human resource managers and all those who wish to make a career in rich fields a profession. The course has a focus on compliance needs of the Bangladesh garment industry, the country's leading export sector and a strong practical orientation. Apart from class room sessions, participants have to do an one-month internship in a garment factory during which they will learn how to conduct a factory audit and implement measures to correct noncompliance. This internship will allow participants to gain hands-on audit experience at factory level. BIM has been offering this course since, 2008.

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Diploma in Productivity and Quality Management

BIM has introduced Diploma Program of 6 (six) months duration on "Diploma in Productivity and Quality Management" with special focus on Industrial Engineering and lean manufacturing in cooperation with GIZ especially targeting customers from Ready Made Garments (RMG) sector. BIM has been offering this diploma since 2013. Admission process is going on for the 3rd batch and classes are expected to start in September, 2014. It needs to be mentioned here that this diploma program has been offered not only for the first time in Bangladesh but also for the first time in the South East Asia.

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**ADVANCED CERTIFICATE COURSE ON BUSINESS
ADMINISTRATION (ACBA)
6 Months Long (Blended): Timing (6:30 PM-9:30 PM)**

To increase the national productivity, there is no alternative but to improve skill management to achieve the organizational objectives. There are huge talent gaps in the field of Management to full fill the objectives. As a government owned management training Institute, BIM is aware of its responsibility and put incredible efforts to develop knowledge and improve efficient management skills by providing certification on business administration. BIM is going to strengthen the areas of activities of BIM. ACBA is one of the programs that will play a vital role in fulfilling the shortage of management skills in the Government and Private Sectors (Corporate and NGOs). The motto of ACBA Course is “exporting managers countrywide”.

Course Content

Module 1: Business Communication.

Module 2: Strategic Management for Decision Making.

Module 3: Financial Management for Sustainability.

Module 4: Marketing Management for Business Leaders.

Module 5: Strategic Supply Chain Management.

Module 6: Strategic Human Resource Development and Management

Module 7: Project Planning, Development and Management

Prospective candidates must fulfill the following criteria for admission:

- Bachelor’s degree (with a minimum 2nd class or CGPA 2.00 out of 4.00) in any discipline
- At least 02 (Two) years’ of work experience with reputed organization(s) (work experience may be relaxed for fresh candidate with exceptional academic results).

Fees for the Program

- Application fees Tk. 800 (Eight Hundred) only.
- Course Fees is Tk. 40,000 (Forty Thousand) Only.

(1st Installment 70% at the time of admission and 2nd Installment 30% after module 3.)

Course Director

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