

ANNUAL PROGRAM 2026-2027



Bangladesh Institute of Management

Ministry of Industries, Government of the People's Republic of Bangladesh

4 Sobhanbag, Mirpur Road, Dhaka-1207

E-mail: bim@bim.gov.bd, Website: www.bim.gov.bd



ANNUAL PROGRAM

2026 – 2027



BANGLADESH INSTITUTE OF MANAGEMENT

Ministry of Industries

Government of the People's Republic of Bangladesh

ANNUAL PROGRAM

July 2026- June 2027

DHAKA CAMPUS

*4 Sobhanbag, Mirpur Road, Dhaka-1207
Tel: +8802-58155034, +8802-58155116,
+8802-41025571, +8802-41025563-5
e-mail: bim@bim.gov.bd*

CHATTOGRAM CAMPUS

*Chandgaon R/A
Kalurghat Road, Bahaddarhat, Chattogram-4212
Phone: +880241388241*

KHULNA CAMPUS

*Boyra
Khulna-9000
Phone: +8802477702391*

Website

www.bim.gov.bd

PREFACE

I am pleased to present the Annual Program for 2026-27 of the Bangladesh Institute of Management (BIM), the leading training institute under the Ministry of Industries. BIM is dedicated to fostering management excellence through an extensive array of training, research, and consultancy services designed to equip professionals with the skills necessary to thrive in a dynamic business environment.



This annual program provides an overview of our upcoming training initiatives, each designed to address contemporary trends and challenges. Our focus on management excellence, innovation, sustainable development, inclusivity, and resilience reflects our commitment to meeting the evolving needs of our stakeholders.

In the current globalized landscape, organizations encounter considerable challenges in enhancing productivity and achieving competitiveness across borders. Addressing these challenges requires the implementation of holistic human resource development strategies within a technologically driven workplace. BIM is prepared to support client organizations through the training programs detailed in this annual program, as well as through customized offerings tailored to their specific requirements. Moreover, the inauguration of our state-of-the-art 12-story training complex marks a significant milestone in our commitment to providing cutting-edge facilities. This modern infrastructure will not only enhance our training capabilities but also ensure that we deliver superior services, fostering an environment conducive to learning and development for our valued clients.

This Annual Program is a clear guide that includes course outlines, fees, venue details, and durations for all training programs. It helps organizations choose the right participants for regular and specialized training courses.

We highly encourage your feedback on our programs and any aspects of BIM's current or future initiatives. Please feel free to contact us at bim@bim.gov.bd. Your insights are invaluable and play a crucial role in shaping our commitment to managerial innovation and excellence.

Md. Salim Ullah

Director General (Additional Secretary),
Bangladesh Institute of Management (BIM)

Director's (Administration) Note

The Bangladesh Institute of Management (BIM) is committed to providing an enabling administrative environment that supports excellence in training, research, consultancy, and institutional development. The Annual Program for the academic year 2026–2027 reflects our continued efforts to strengthen organizational capacity through efficient administration, modern facilities, and quality support services.

Effective administration is the foundation of a productive learning environment. At BIM, we continuously strive to enhance our operational systems, improve service delivery, and ensure the optimum utilization of resources. Our focus is on maintaining a professional, transparent, and responsive administrative framework that facilitates the smooth implementation of academic and professional development activities.

With the expansion of our modern training facilities and the integration of digital administrative processes, we are better equipped to provide a comfortable, secure, and technology-enabled environment for participants, faculty members, and stakeholders. We remain committed to upholding high standards of governance, accountability, and institutional efficiency in all aspects of our operations.

I warmly invite professionals, organizations, and development partners to participate in BIM's training and capacity-building initiatives. Your continued support and collaboration inspire us to further strengthen our administrative excellence and contribute to the development of competent managers and resilient institutions for the nation.



Mohammad Nazrul Islam Nazrul

Director (Administration) (Joint Secretary)

Director's (Training) Note

The yearly schedule for the academic year 2026–2027 has been issued by the Bangladesh Institute of Management (BIM). Designed to empower individuals with the skills and knowledge essential for thriving in a rapidly changing world. In this new normal era, organizations that adeptly navigate change can seamlessly adjust roles and responsibilities, minimizing disruption and ensuring resilience.

In this new era, organizations that adapted effectively to changes were able to shift roles and responsibilities among their employees, minimizing disruptions to their business operations. To achieve this, employers should consider cross-training employees to create opportunities for talent-sharing. This not only enhances engagement but also helps reduce turnover and attract new talent, ensuring the organization's continued success.

Training and development programs assist employees in managing activities independently or collaboratively, based on a comprehensive understanding of processes and well-defined objectives.



Engr. Md. Tariqul Islam

Director Training (Current Charge)

Director's (Finance) Note

The Bangladesh Institute of Management (BIM) proudly presents its annual program for the academic year 2026-2027, to foster this adaptability, employers are encouraged to embrace cross-training initiatives, unlocking talent-sharing opportunities that ignite engagement, lower attrition rates, and attract fresh talent. This proactive approach is vital for sustaining organizational success. The courses offered by BIM are meticulously designed to enhance participants' efficiency and sharpen their problem-solving abilities, equipping them to tackle real-world challenges in the workplace with confidence. Furthermore, we are committed to providing both online and in-person training options this year, ensuring accessible and impactful learning experiences for all stakeholders.



As technology advances and workplace strategies evolve, it is crucial for professionals to adapt their knowledge and skills accordingly. By providing employees with relevant and consistent training, organizations can significantly boost performance and efficiency in the workplace.

Engr Md. Mehboob Hasan Kallol

Director Finance (Additional Charge)

BOARD OF GOVERNORS

BANGLADESH INSTITUTE OF MANAGEMENT

Chairman:

- Secretary, Ministry of Industries, Government of the People's Republic of Bangladesh

Members:

- Executive Chairman, National Skills Development Authority
- Representative from Ministry of Industries (at least at the rank of Additional Secretary)
- Director General, Bangladesh Institute of Development Studies (BIDS)
- Chairman, Bangladesh Chemical Industries Corporation
- Chairman, Bangladesh Steel & Engineering Corporation
- Chairman, Bangladesh Small and Cottage Industries Corporation
- Director General, Bangladesh Industrial Technical Assistance Center
- Representative from Ministry of Education (at least at the rank of Joint Secretary)
- Representative from Finance Division, Ministry of Finance (at least at the rank of Joint Secretary)
- Representative from Ministry of Science and Technology (at least at the rank of Joint Secretary)
- President, The Federation of Bangladesh Chambers of Commerce & Industry
- Director, Institute of Business Administration (IBA), University of Dhaka
- Dean, Faculty of Mechanical Engineering, Bangladesh University of Engineering and Technology (BUET)

Member Secretary:

- Director General, Bangladesh Institute of Management

ACADEMIC COMMITTEE

POST GRADUATE DIPLOMA PROGRAMS, BIM

- (a) Director General or a person nominated by him, who shall also serve as the Chairperson of the Committee;
- (b) A Deputy Secretary or Senior Assistant Secretary-level officer nominated by the Ministry of Industries;
- (c) The President of the Dhaka Chamber of Commerce & Industry (DCCI);
- (d) A professor from the commerce faculty of a public university, nominated by the Ministry of Education;
- (e) A senior research officer nominated by the Bangladesh Institute of Development Studies (BIDS);
- (f) A Director-level officer nominated by the Bangladesh Employers' Federation;
- (g) An Assistant Professor from the Department of Mechanical Engineering nominated by the Vice-Chancellor of Bangladesh University of Engineering and Technology (BUET); and
- (h) Two officers nominated by the Director General of BIM, one of whom shall also serve as the Member-Secretary of the Committee.

EXECUTIVE COMMITTEE

POST GRADUATE DIPLOMA PROGRAMS, BIM

Chairman:

Director General Bangladesh Institute of Management (BIM)

Members:

*Director*¹ Institute of Business Administration, Dhaka University

*Professor*¹ Department of Finance and Banking, Dhaka University

*Professor*² 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 Faculty*³ Representatives from Diploma Course

CONTENTS

Brief Profile BIM	01
Programs at a Glance	05
ACCOUNTING & FINANCIAL MANAGEMENT	13
Internal Audit Management	14
Advanced Certificate Course on Financial Management: Valuation and Analysis (FMVA)	15
ভূমি ব্যবস্থাপনার অত্যাবশ্যকীয় নিয়মাবলী	17
Business Data Analytics & Financial Forecasting Online Course (Excel Based Modeling)	19
Certificate Course on Digital Data Transformation in Managerial Applications and Decision Making	22
COMPUTER APPLICATIONS AND DIGITAL SKILLS	23
Cyber Security Awareness Workshop	24
Data Analysis & Visualization with MS Excel Online Course (Lab Based)	25
GENERAL MANAGEMENT	27
Leadership Development	28
Advanced Certificate Course in Business Communication	30
Negotiation & Influence Masterclass	31
Certificate Course on Leadership and Managerial Competencies (CCLMC)	32
Management for New Managers	33
Stress & Time Management at Workplace	35
Effective Managerial Communication	36
HUMAN RESOURCE MANAGEMENT	39
Basic Issues of Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	40
Bangladesh Labour Act, 2006: Essentials & Latest Amendments	42
KPI Master Class	43
Green Human Resource Management (GHRM)	44
Basic Issues of Human Resource Management	45
Application of AI on Human Resource Management	47
Certificate Course on Human Resource Management (CHRM)	48
HR Excellence in Public, Private & Development Sectors	49
Bangladesh Labour Act, 2006: Essentials & Latest Amendments	52
HR Legal Mastery: A Compliance Guide for Managers & Executives	53
Labor Laws, Compliance, and Administrative Rules for HR Professionals	54
RESEARCH, INNOVATION AND INTELLECTUAL PROPERTY MANAGEMENT	57
Trademarks Registration: Legal Safeguard for Brands	58
Copyright Registration: Law, Responsibilities & Applications	59

Innovation Management: Strategies for Driving Growth and Change	60
Patent Registration and Technology Transfer	61
Research Proposal Writing: A Practical Approach	62
Fundamentals of Intellectual Property Rights (IPRS)	63
Mastering statistical analysis with IBM SPSS Statistics	64
MARKETING AND SALES MANAGEMENT	67
Brand Management for Successful Marketing	68
Marketing and Sales Management to the New Economy	69
PROJECT AND SUPPLY CHAIN MANAGEMENT	71
Operations and Supply Chain Management	72
Project Management	74
Maritime Logistics and Supply Chain Management	76
Short Course on Supply Chain Management	77
Project Monitoring, Evaluation, Accountability and Learning (PMEAL)	78
Application of AI and Data Analytics in Supply Chain Operations	80
PUBLIC SECTOR MANAGEMENT	81
Capacity Development for Managing Electronic Public Procurement Process	82
PPR 2025 and Annual Procurement Planning	83
Public Procurement Management, BNQF Level-06	85
পেনশন ও আর্থিক ব্যবস্থাপনা	87
PPR 2025 and Public Procurement Management	88
সরকারি চাকরির অত্যাৱশ্যকীয় নিয়মাবলী	90
সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	91
সরকারি বাজেট প্রস্তুতকরণ ও বাস্তবায়ন	92
Emerging Technologies for Government Office	94
QUALITY MANAGEMENT	95
Building Quality Together: An Internal Auditor's Guide to ISO 9001:2026 & Total Quality Management	96
SUSTAINABILITY MANAGEMENT	99
Sustainable Corporate Management	100
TRAINING OF TRAINERS (ToT)	101
Training of Trainers (ToT), CTG Campus	102
Training of Trainers (ToT), Dhaka Campus	103
POST- GRADUATE DIPLOMA AND DIPLOMA PROGRAMS	105
Schedule for Post Graduate Diploma Programs, 2026-27	106
Post-graduate Diploma Courses	107
Schedule for Diploma Programs, 2026-27	109
Brief of 6-Month-long Diploma Courses	110
Faculty Members of BIM	112

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 to the Management Development Centre with effect from 1-7-1970, thereby providing the centre with autonomous status.

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

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

VISION STATEMENT

“Management Excellence in Bangladesh.”

During the early nineties, in the context of opening up of the market, structural changes and private sector-driven growth strategy for rapid development, the 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 that the Bangladesh Management Development Centre (BMDC) was converted into an institute-the Bangladesh Institute of Management (BIM) on August 04, 1997, to open up opportunities to offer postgraduate degree Programs in Business Administration, Executive MBA, Master's 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 it 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 2025, a total number of 68,980 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, (v) Computer Science & (vi) Supply Chain Management. Apart from the above Post-Graduate Diploma courses, BIM offers 6-month Diploma courses in Social Compliance, Productivity & Quality Management & Advanced 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 a 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 35 research projects within the last decade.

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 enables them to better empathize 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 center of Dhanmondi, Dhaka. A 12-storied building under the “BIM Strengthening Project” will be completed by the end of December 2024. The inauguration will be held this year, and this will enhance the capacity of BIM. After the completion of the project, there will be a capacity of 24 classrooms with modern training facilities where 1,536 participants can be accommodated at a time. Apart from this, there is a conference room, multipurpose hall, and seminar and workshop gallery with a holding capacity of 1,064 participants. Considering the hostel capacity, there will be 08 VIP hostels and 84 hostel rooms containing 184 persons. Other facilities include a fitness center, business center, audio-visual lab, etc. 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. In 2013, an MoU was signed between DIU & BIM, specifically to use the digital library of DIU for all of the participants and faculty 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 a conducive learning environment to the participants of computer-related courses. Latest software is 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).

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, and human resource development are always welcome.

Contact Address

Dr. Engr. Md. Mamunur Rashid
Senior Management Counsellor and Divisional Head
Production Management Division &
Senior Editor (In Charge)
Management Development: A Quarterly Published Journal of
Bangladesh Institute of Management
Room # 210, Administrative Building, 2nd Floor
Cell: 01712 700412, Phone: +8802-41025571, Ext.115
e-mail: mamunur.rashid@bim.gov.bd

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.

PROGRAMS AT A GLANCE (Monthly Basis)

JULY, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Operations and Supply Chain Management	July 09-11, 2026	09:00-17:30	BIM, Dhaka	Dr. Engr. Mamunur Rashid	Tk. 7,000/-	76
2	Trademarks Registration: Legal Safeguard for Brands	July 22 - 24, 2026	18:30 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman and Zakia Rahman	Tk. 4,000/-	58
3	Building Quality Together: An Internal Auditor's Guide to ISO 9001:2026 & Total Quality Management	July 23-25, 2026	09:00-17:30	BIM, Dhaka	Dr. Engr. Mamunur Rashid	Tk. 7,000/-	100
4	Internal Audit Management	July 25-28, 2026	18.00 - 21:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 4,500/-	14
5	Capacity Development for Managing Electronic Public Procurement Process	July 26 - 30, 2026	9:30-17:00	BIM, Dhaka	Md. Aminul Islam	Tk. 8,000/-	86

AUGUST, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Project Management	August 06-08, 2026	09:00-17:30	BIM, Dhaka	Dr. Engr. Mamunur Rashid	Tk. 7,000/-	78
2	Basic Issues of Bangladesh Labor Act 2006 And Bangladesh Labor Rules 2015	August 09-13, 2026	17:00-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	40
3	Leadership Development	August 16-20, 2026	17:30-21:30	BIM, Dhaka	Lamia Farha	Tk. 7,500/-	28

AUGUST, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
4	Copyright Registration: Law, Responsibilities & Applications	August 19 - 21, 2026	18:30 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman and Md. Hasan Ali	Tk. 4,000/-	59
5	Public Procurement Management	August 20-22, 2026	09:00-17:30	BIM, Dhaka	Dr. Engr. Mamunur Rashid	Tk. 7,000/-	89
6	Sustainable Corporate Management	August 21, 2026	09:30 - 16:00	Online (Zoom Platform)/ Blended	Mohammad Nazmi Newaz	Tk. 1,500/-	104
7	Bangladesh Labour Act, 2006: Essentials & Latest Amendments	August 21, 2026	09:00 - 17:00	BIM, Chattogram Campus	Akhund A. Shamsul Alam	Tk. 2,500/-	42
8	Advanced Certificate Course in Business Communication	August 22- 25, 2026	18:30-21:30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 5,000/-	30

SEPTEMBER, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Innovation Management: Strategies for Driving Growth and Change	September 09 - 11, 2026	18:30 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman and Md. Hasan Ali	Tk. 4,000/-	60
2	Emerging Technologies for Government Office	September 14-15, 2026	10:00 - 14:00	Online	Shaikh Sajibur Rahman	Tk. 3,000/-	98
3	KPI Master Class	September 18-19, 2026	09:00 - 17:00	BIM, Dhaka	Mamun Muztaba	Tk. 5,000/-	43
4	Green Human Resource Management (GHRM)	September 25-26, 2026	15:00-21:00	BIM, Dhaka	Momotaz Khatun	Tk. 5,000/-	44
5	Training of Trainers (ToT)	September 20 - 24, 2026	17:00 - 21:30	BIM, CTG	Md. Rabiul Islam Khan	Tk. 7,000/-	106

OCTOBER, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Capacity Development for Managing Electronic Public Procurement Process	October 11 – 15, 2026	9:30-17:00	BIM, Dhaka	Md. Aminul Islam	Tk. 8,000/-	86
2	PPR 2025 and Annual Procurement Planning	11-15 October 2026	10:00-16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol and Md. Hasan Ali	Tk. 9,000/-	87
3	Basic Issues of Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015	October 13-17, 2026	17:00-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	40
4	Patent Registration and Technology Transfer	October 14 - 16, 2026	18:30 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman and Md. Nazmus Sakib	Tk. 4,000/-	61
5	Negotiation & Influence Masterclass	October 24-25, 2026	09:00-17.00	BIM, Dhaka	Shumaiya Akter Keya	Tk. 5,000/-	31
6	পেনশন ও আর্থিক ব্যবস্থাপনা	অক্টোবর ২৫-২৬, ২০২৬	০৯:০০-১৭:০০	বিআইএম, ঢাকা	এম. আমিনুর	৳. ৫,০০০/-	91
7	Research Proposal Writing: A Practical Approach	October 28-29, 2026	10:00 – 16:00	BIM, Dhaka	Zakia Rahman	Tk. 5,000/-	62
8	Maritime Logistics and Supply Chain Management	October 30-31, 2026	09:30 - 16:00	Online (Zoom Platform)/ Blended	Mohammad Nazmi Newaz	Tk. 2,000/-	80

NOVEMBER, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Basic Issues of Human Resource Management	November 08-12, 2026	17:00-21:30	BIM, Dhaka	Mohammad Mainul Islam	Tk. 7,000/-	45
2	Fundamentals of Intellectual Property Rights (IPRS)	November 11 - 13, 2026	18:30 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman and Md. Nazmus Sakib	Tk. 4,000/-	63
3	Short Course on Supply Chain Management	November 12 – 21, 2026	18:30 – 21:30	BIM, CTG	Engr. Md. Tariqul Islam	Tk. 8,000/-	81
4	Training of Trainers (ToT)	November 15-19, 2026	17:00-21:30	BIM, Dhaka	Farkhunda Dorin and Mamun Muztaba	Tk. 7,000/-	107
5	PPR 2025 and Public Procurement Management	15-26 November 2026;	10:00-16:00	BIM, Dhaka	Engr. Md. Mehboob Hasan Kallol and Md. Nazmus Sakib	Tk. 18,000/-	92
6	Advanced Certificate Course on Financial Management: Valuation and Analysis (FMVA)	Nov. 22 - Dec. 10, 2026.	18.30-21.30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 10,000/-	15
7	Project Monitoring, Evaluation, Accountability and Learning (PMEAL)	November 22-26, 2026	17:30-21:30	BIM, Dhaka	Aklima Zaman	Tk. 7,000/-	82
8	সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী	নভেম্বর ২২-২৩, ২০২৬	০৯:০০-১৭:০০	বিআইএম, ঢাকা	এম. আমিনুর	৳. ৫,০০০/-	94
9	Application of AI on Human Resource Management	November 23-25, 2026	18:00 – 21:00	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 5,000/-	47
10	HR Excellence in Public, Private & Development Sectors	November 27-28, 2026	09:30 – 17:00	BIM, Dhaka	Md Zafar Ali	Tk. 7,000/-	49

DECEMBER, 2026							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	সরকারি বাজেট প্রস্তুতকরণ ও বাস্তবায়ন	ডিসেম্বর ৯-১০, ২০২৬	৯.০০-১৬.০০	বিআইএম, ঢাকা	অমিত দাস	৳. ৫,০০০/-	96
2	Business Data Analytics & Financial Forecasting Online Course (Excel-Based Modeling)	December 19-22, 2026	18.30-21.30	BIM, Dhaka	Md. Rajibul Hoque	Tk. 3,500/-	19
3	Application of AI and Data Analytics in Supply Chain Operations	December 26 – 27, 2026	9:30-17:00	BIM, Dhaka	Md. Aminul Islam	Tk. 5,000/-	84
4	সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন	ডিসেম্বর ২৭-২৮, ২০২৬	০৯:০০-১৭:০০	বিআইএম, ঢাকা	এম. আমিনুর	৳. ৫,০০০/-	95
5	Training of Trainers (ToT)	December 20 - 24, 2026	17:00 - 21:30	BIM, CTG	Md. Rabiul Islam Khan	Tk. 7,000/-	106
6	ভূমি ব্যবস্থাপনার অত্যাৱশকীয় নিয়মাবলী	ডিসেম্বর ০৭-১১, ২০২৬	০৯:০০-১৭:০০	বিআইএম, ঢাকা	তানভীর হোসাইন	৳. ২০,০০০/-	17
7	সরকারী চাকুরীজীবীদের আয়কর পরিগণনা এবং অন-লাইনে (Online) রিটার্ন দাখিল	ডিসেম্বর ২৩-২৪, ২০২৬	০৯:০০-১৭:০০	বিআইএম, ঢাকা	তানভীর হোসাইন	৳. ৭,০০০/-	20
8	Bangladesh Labour Act, 2006: Essentials & Latest Amendments	December 04, 2026	09:00 - 17:00	BIM, CTG	Akhund A. Shamsul Alam	Tk. 2,500/-	52

JANUARY, 2027							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Certificate Course on Human Resource Management (CHRM)	January 10-21, 2027	18:30 – 21:30	BIM, Dhaka	Shaikh Sajibur Rahman	Tk. 8,000/-	48
2	HR Legal Mastery: A Compliance Guide for Managers & Executives	January 17-21, 2027	17:00 - 21:30	BIM, Dhaka	Md Zafar Ali	Tk. 7,000/-	53
3	Certificate Course on Leadership and Managerial Competencies (CCLMC)	January 22-23, 2027	09:00 -17:00	BIM, Dhaka	Mamun Muztaba	Tk. 5,000/-	32
4	Certificate Course on Digital Data Transformation in Managerial Applications and Decision Making	January 22 - April 03, 2027	09:30 - 16:00	Online (Zoom Platform)/ Blended	Mohammad Nazmi Newaz	Tk. 5,000/-	22
5	Management for New Managers	January 24-28, 2027	17:30-21:30	BIM, Dhaka	Lamia Farha	Tk. 7,000/-	33
6	Trademarks Registration: Legal Safeguard for Brands	January 27 - 29, 2027	18:30 - 21:30	BIM Dhaka	Mohammad Sayeedur Rahman and Zakia Rahman	Tk. 4,000/-	58

FEBRUARY, 2027							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Stress & Time Management at the Workplace	February 6-7, 2027	09:00-17:00	BIM, Dhaka	Shumaiya Akter Keya and Amit Das	Tk. 5,000/-	35
2	Cyber Security Awareness Workshop	February 12-13, 2027	09:00-17:00	BIM, Dhaka	S M Ariful Islam	Tk. 15,000/-	24

MARCH, 2027							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Data Analysis & Visualization With MS Excel Online Course (Lab-Based)	March 19-20, 2027	18.30 – 21:30	BIM, Dhaka	Farkhunda Dorin and Md. Rajibul Hoque	Tk. 3,500/-	25

APRIL, 2027							
SL No	Title of the Course	Duration	Timing	Venue	Name of Coordinator	Fee (Tk.)	Page No
1	Labor Laws, Compliance, and Administrative Rules for HR Professionals	April 23-24, 2027	09:30 - 17:00	BIM, Dhaka	Md Zafar Ali	Tk. 7,000/-	55
2	Project Monitoring, Evaluation, Accountability and Learning (PMEAL)	April 25-29, 2027	17:30 - 21:30	BIM, Dhaka	Aklima Zaman	Tk. 7,000/-	82
3	Mastering Statistical Analysis with IBM SPSS Statistics	April 26-27, 2027	17:30 - 21:30	BIM, Dhaka	Akhund A. Shamsul Alam	Tk. 7,000/-	64
4	Effective Managerial Communication	April 27-29, 2027	18:00 -22:00	Zoom Platform	Lamia Farha	Tk. 3,000/-	36

MAY, 2027							
1	Brand Management for Successful Marketing	May 16 - 27, 2027	17:00 - 21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 9000/-	72
2	Training of Trainers (ToT)	May 23 - 27, 2027	17:00 - 21:30	BIM, CTG	Md. Rabiul Islam Khan	Tk. 7,000/-	106

JUNE, 2027							
1	Marketing and Sales Management to The New Economy	June 13 - 24, 2027	17:00 - 21:30	BIM, Dhaka	Dr. Uttam Kumar Datta	Tk. 9000/-	73

ACCOUNTING, FINANCIAL & ASSET MANAGEMENT

INTERNAL AUDIT MANAGEMENT

Course Duration	: July 25-28, 2026
Timing	: 18.00-21:30
Venue	: Face-to-Face Class
Course Fee	: Tk. 4,500/-

Course Objectives

Auditing is independent, objective assurance designed to improve and add value to an organization's operations. The course is aimed at developing the knowledge and skill of the participants with regard to a number of important concepts which underlie 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 policies and procedures, as well as international and local laws and regulations.
- **Best Practices:** Helps the organization maintain or improve a competitive advantage by comparing its practices with those of identified companies.
- **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

- Audit Concept
- Relevant ISAs
- Corporate Governance
- Assurance and Materiality
- Internal Control
- Designing and Testing Internal Control
- Audit Planning
- Audit Check List & Audit Documentation
- Risk-Based Audit
- Tools to be used in Auditing
- Audit Methodology
- Audit Evidence
- Audit Report Writing
- Audit Committee

Who should attend:

Any individual, graduate from any discipline working in private, public, or NGO, or self-employed (fresh graduates). This is also suitable for individuals who want to build up their career in the field of audit.

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

Coordinator : Md. Rajibul Hoque, Management Counsellor, BIM
M: 01914484406
Email: rajibul.hoque@bim.gov.bd, rajibulatbim@gmail.com

ADVANCED CERTIFICATE COURSE on FINANCIAL MANAGEMENT: VALUATION AND ANALYSIS (FMVA)

Course Duration	: November 22, 2026 - December 10, 2026.
Timing	: 18.30-21.30
Venue	: Blended (5 days face-to-face & 6 days online)
Course Fee	: Tk. 10,000/- (Ten Thousand Taka only)

Course Objectives

The course is designed to equip the participants with the knowledge of Financial Management and the skill of analyzing and interpreting financial statements of an organization. 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. Participants will be able to gain hands-on model-building experience and will be able to prepare a dashboard for decision-making.

Course Outline

Module: One Financial Management Foundation

- Overview of Financial Management and Major Decision Making.
- **Accounting information for management planning & control**
- Function of Financial Management
- **Recording and reporting system of Financial Statements.**
 - Financial Statements Preparation
 - Analyzing Annual Report
 - Cash flow Statement Preparation
 - Analyzing financial statements to determine business performance
 - Different types of Financial Statements
 - Statements of Nonprofit organizations
 - **Forecasting & Proforma Statement construction**

Module: Two: Financial Modeling

- **Financial Modeling (Excel Based)**
 - Project /Investment Evaluation Techniques (Using Excel)
 - Return on investment (ROI)
 - Discounted Payback Period
 - Net Present Value (NPV) of discounted cash flows (DCF)
 - Internal rate of return (IRR)
 - Modified Internal Rate of Return (MIRR)
 - XNPV, XIRR & APV

➤ **Decision Making Dashboard Preparation**

- Short Term Financing Decision
- Long-Term Financing Decisions

Module Three: Financial Analysis & Evaluation Criteria

➤ **Concept of Financial Analysis & Evaluation Criteria**

➤ **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**

➤ **CVP analyses**

➤ **Sensitivity Analysis**

Module Four: Financial Valuation (Excel-Based Models)

➤ **DCF Valuation Model (MS Excel)**

➤ **Relative Valuation**

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, Management Counsellor, BIM

M: 01914484406

Email: rajibul.hoque@bim.gov.bd, rajibulatbim@gmail.com

ভূমি ব্যবস্থাপনার অত্যাবশ্যকীয় নিয়মাবলী

- প্রশিক্ষকের তারিখ : ডিসেম্বর ০৭-১১, ২০২৬ (০৫ দিন) (অনাবাসিক)
প্রশিক্ষণ শুরুর কমপক্ষে ০৭ দিন পূর্বে মনোনয়ন প্রেরণ করতে হবে।
- স্থান : বিআইএম, ঢাকা
- প্রশিক্ষণের ফি : জন প্রতি কোর্স ফি ২০,০০০/- (বিশ হাজার মাত্র) (আয়কর ও ভ্যাট ব্যতীত)। প্রশিক্ষণে অংশগ্রহণ করার পূর্বে "মহাপরিচালক বিআইএম"-এ নামে ট্রেন্স চেকের মাধ্যমে পরিশোধ করতে হবে।
- প্রশিক্ষার্থীর সংখ্যা : ৩০ জন

ভূমি আমাদের দেশের সকল নাগরিকের জন্য অত্যন্ত গুরুত্বপূর্ণ বিষয়। কিন্তু অধিকাংশ মানুষ বাংলাদেশের ভূমি ব্যবস্থাপনা সম্পর্কে যথাযথ জ্ঞান রাখেন না। ভূমি ব্যবস্থাপনা সম্পর্কে সঠিক ধারণা না থাকার কারণে অনেক সময় সাধারণ মানুষ ভূমি ক্রয়, ভূমি রেকর্ড সংশোধন, নামজারি (মিউটেশন), ভিপি (শত্রু) সম্পত্তি ব্যবস্থাপনা, খাসজমি বন্দোবস্ত, ভূমি উন্নয়ন কর পরিশোধ, ভূমি অধিগ্রহণ ও প্রিম্পশন ইত্যাদি ক্ষেত্রে বিভ্রান্তি ও সমস্যার সম্মুখীন হন। ভূমি ব্যবস্থাপনা দক্ষতা বৃদ্ধির জন্য বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট (বিআইএম) ঢাকা ক্যাম্পাসে ০১ (এক) সপ্তাহ ব্যাপী “ভূমি ব্যবস্থাপনার অত্যাবশ্যকীয় নিয়মাবলী” শীর্ষক একটি প্রশিক্ষণ কোর্স আয়োজন করছে। কোর্সের মৌলিক তথ্যাদি নিম্নরূপ:

- (১) কোর্সের উদ্দেশ্য : ১. বাংলাদেশের ভূমি ব্যবস্থাপনা, ভূমি রেকর্ড প্রস্তুতকরণ, মিউটেশন, ভূমি ক্রয়-বিক্রয় যাচাই ও নিবন্ধন, এবং সংশ্লিষ্ট আইন-কানুন বিষয়ে অংশগ্রহণকারীগণ সুস্পষ্ট ও কার্যকর ধারণা অর্জন করবেন।
২. ভূমি উন্নয়ন কর নির্ধারণ, আদায় ও পরিশোধ পদ্ধতি, ভেস্টেড/শত্রু সম্পত্তি ও খাসজমি ব্যবস্থাপনা, অধিগ্রহণ এবং ভূমিহীনদের অগ্রাধিকার সংক্রান্ত প্রশাসনিক ও আইনগত বিষয়ে সম্যক জ্ঞান লাভ করবেন।
৩. ভূমি সংক্রান্ত প্রিম্পশন, পাওয়ার অব অ্যাটর্নি এবং সংশ্লিষ্ট আবেদন ও ব্যবস্থাপনা বিষয়ে অংশগ্রহণকারীদের দক্ষতা ও জ্ঞান উন্নীত হবে।

- (২) পাঠ্যসূচী : - বাংলাদেশের ভূমি ব্যবস্থাপনা পদ্ধতি সংক্রান্ত সাধারণ ধারণা
- ভূমি রেকর্ড (খতিয়ান)
 - নামজারি (মিউটেশন) ও সংশ্লিষ্ট দলিলাদি
 - ভূমি ক্রয় যাচাই ও নিবন্ধন ব্যবস্থা
 - নিবন্ধন সংক্রান্ত বিষয়াবলি, মিথ্যা দলিল এবং দলিল উপস্থাপনার নমুনা
 - ভূমি উন্নয়ন কর, ভূমি বিবরণী ও সার্টিফিকেট মামলা
 - ভেস্টেড সম্পত্তি (শত্রু সম্পত্তি)

-
- খাসজমি
 - চর ও ভাঙ্গনভূমি
 - ভূমি অধিগ্রহণ
 - প্রত্যাখ্যানের অধিকার (প্রিম্পশন)
 - পাওয়ার অব অ্যাটর্নি
 - অনলাইন ভূমি ব্যবস্থাপনা ব্যবস্থা
-

(৩) প্রশিক্ষণে : সরকারী/আধা-সরকারী/স্বায়ত্বশাসিত/বিধিবদ্ধ সংস্থা/ কোম্পানী/ বেসরকারীখাতের
অংশগ্রহনকারী কর্মরত কর্মচারীগণ।

কোর্স সমন্বয়কারী : জনাব তানভীর হোসাইন
উপপরিচারক (চট্টগ্রাম ক্যাম্পাস) ও
উর্দ্ধতন ব্যবস্থাপনা উপদেষ্টা, বিআইএম
মোবাইল নং: : ০১৭২৬১৩৪৪০০
ই-মেইল : bim.tanvir@gmail.com

BUSINESS DATA ANALYTICS & FINANCIAL FORECASTING ONLINE COURSE (EXCEL BASED MODELING)

Course Duration : December 19-22, 2026
Timing : 18.30 – 21:30
Venue : BIM, Dhaka
Course Fee : Tk. 3,500/-

Course Objectives

The major objective of the course is to equip individual and institutional participants from different professions with analytical skills 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
- VLOOKUP, HLOOKUP 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, or NGO, or self-employed (fresh graduates).

Training Methods: Lecture, Exercise, Group work & Demonstration

Co-Ordinator : Md. Rajibul Hoque, Management Counsellor, BIM
M: 01914484406
Email: rajibul.hoque@bim.gov.bd, rajibulatbim@gmail.com

সরকারী চাকুরীজীবীদের আয়কর পরিগণনা এবং অন-লাইনে (Online) রিটার্ন দাখিল

- প্রশিক্ষনের তারিখ : ডিসেম্বর ২৩-২৪, ২০২৬ (০২ দিন) (অনাবাসিক)
প্রশিক্ষণ শুরুর কমপক্ষে ০৭ দিন পূর্বে মনোনয়ন প্রেরণ করতে হবে।
- প্রশিক্ষণের সময় : সকাল ৯:০০-বিকেল: ৫:০০
- স্থান : বিআইএম, ঢাকা
- প্রশিক্ষণের ফি : জন প্রতি কোর্স ফি ৭,০০০/- (সাত হাজার মাত্র) (আয়কর ও ভ্যাট ব্যতীত)। প্রশিক্ষণে অংশগ্রহণ করার পূর্বে "মহাপরিচালক বিআইএম"-এ নামে ফ্রস চেকের মাধ্যমে পরিশোধ করতে হবে।
- প্রশিক্ষার্থীর সংখ্যা : ৩০ জন

কোর্সের সারসংক্ষেপ

এই বিশেষায়িত প্রশিক্ষণ কর্মসূচি সরকারি চাকুরীজীবীদের আয়কর পরিগণনা ও রিটার্ন দাখিল বিষয়ে সর্বশেষ বিধিবিধান অনুসারে বিস্তৃত জ্ঞান ও ব্যবহারিক দক্ষতা প্রদান করবে। অংশগ্রহণকারীরা সঠিকভাবে করযোগ্য আয় নিরূপণ, প্রযোজ্য ছাড় ও কর রেয়াত প্রয়োগ এবং ম্যানুয়াল ও অনলাইনে আয়কর রিটার্ন দাখিল করতে সক্ষম হবেন। এর মাধ্যমে স্বচ্ছতা, জবাবদিহিতা এবং জাতীয় রাজস্ব বোর্ডের (NBR) নীতিমালা অনুযায়ী কর-সম্মতি নিশ্চিত করা সম্ভব হবে। কোর্সের মৌলিক তথ্যাদি নিম্নে উপস্থাপন করা হলো:

(১)	কোর্সের উদ্দেশ্য	:	এই প্রশিক্ষণ শেষে অংশগ্রহণকারীরা সক্ষম হবেন- • সরকারি চাকুরীজীবীদের আয়করের মৌলিক নীতিমালা সঠিকভাবে জানা। • বেতন, ভাতা ও অন্যান্য সুবিধার ভিত্তিতে আয়কর সঠিকভাবে নিরূপণ। • রিটার্ন দাখিলের সময় সাধারণত যেসব ভুল হয়, তা এড়ানোর কৌশল এবং সংশোধনের নিয়মাবলী জানানো। • ম্যানুয়াল ও অনলাইনে আয়কর রিটার্ন প্রস্তুত ও দাখিল করা। • অনলাইনে আয়কর রিটার্ন দাখিলের পদ্ধতি, প্রয়োজনীয় কাগজপত্র প্রস্তুতকরণ ও দাখিলের ধাপসমূহ হাতে-কলমে শেখানো।
(২)	পাঠসূচী	:	মডিউল ১: আয়করের মৌলিক ধারণা • আয়কর আইন ২০২৩ সম্পর্কে ধারণা • সরকারি চাকুরীজীবীদের করযোগ্য আয়ের ধারণা। • আয়ের উৎসসমূহ, কর স্ল্যাব, ছাড় ও কর সম্মতির কাঠামো। মডিউল ২: করযোগ্য আয় পরিগণনা • সরকারী চাকুরীজীবীদের বেতন খাতে আয় পরিগণনা • বাড়ী ভাড়া ও কৃষি খাতে আয় পরিগণনা • মূলধনী লাভ ও সুদ খাতে আয় পরিগণনা • অন্যান্য খাতে আয় পরিগণনা

		মডিউল ৩ : রিটার্ন দাখিল প্রস্তুত • নথি সংরক্ষণ ও ডকুমেন্টেশন। • বিনিয়োগজনিত কর রেয়াত পরিগণনা • ম্যানুয়াল রিটার্ন প্রস্তুত মডিউল ৪: অনলাইনে রিটার্ন দাখিল • অনলাইনে রিটার্ন দাখিলের ধাপে ধাপে প্রদর্শন। • সাধারণ ভুলত্রুটি ও তা প্রতিরোধের কৌশল।
(৩)	লক্ষ্যভিত্তিক অংশগ্রহণকারী	: • সরকারি কর্মকর্তা (প্রথম ও দ্বিতীয় শ্রেণি)। • আধা-সরকারি ও স্বায়ত্তশাসিত প্রতিষ্ঠানের কর্মকর্তা। • বিভিন্ন মন্ত্রণালয় ও সরকারি সংস্থার কর্মকর্তা। • দপ্তর/অধিদপ্তর/বিশ্ববিদ্যালয়/পরিদপ্তর/সংশ্লিষ্ট প্রতিষ্ঠান
(৪)	প্রশিক্ষণ পদ্ধতি	: • লেকচার ও প্রেজেন্টেশন। • ব্যবহারিক কর পরিগণনা অনুশীলন। • অনলাইনে হাতে-কলমে কর দাখিল। • বাস্তব অভিজ্ঞতাভিত্তিক কেইস স্টাডি। • মুক্ত আলোচনা ও প্রশ্নোত্তর পর্ব।

কোর্স সমন্বয়কারী : জনাব তানভীর হোসাইন
উপপরিচারক (চট্টগ্রাম ক্যাম্পাস) ও
উর্দ্ধতন ব্যবস্থাপনা উপদেষ্টা, বিআইএম

মোবাইল নং: : ০১৭২৬১৩৪৪০০
ই-মেইল : bim.tanvir@gmail.com

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

Schedule	:	22 January – 03 April, 2027 (12 weeks)
Timing	:	6:30 PM – 09:30 PM (or flexible) - Weekends
Venue	:	Online (Zoom Platform)/Blended
Course Fee	:	BDT 5,000/- (Excluding Income Tax and VAT)

In the era of fast-moving technological advancements, the world has become in our palms. Moreover, the initiative for a future-ready Bangladesh moves us forward with digital innovation and advanced data management technology. Organizations have to adapt to the developments and shape their decision structure along with different applications aimed at improving productivity.

COURSE OBJECTIVES

This is a long course. During the period of 12-weeks, participants will acquire 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 decisions become more effective. Successful completion of the training offers the participant

- to understand data and digital data
- to manage data, even if it is huge
- to know 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 out, this long training program deals with digital data management and transformation for managerial applications. The brief course content is provided below:

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

COURSE MANAGEMENT

Coordinator : Mohammad Nazmi Newaz, PhD.
Senior Management Counsellor, BIM.
Email: nnewaz@gmail.com
Cell: 01325680800

COMPUTER APPLICATIONS AND DIGITAL SKILLS

CYBER SECURITY AWARENESS WORKSHOP

Duration : 12 & 13 February, 2027 (Friday & Saturday)
Time : 09:00 - 17:00 (6 Hours)
Venue : BIM, 4, Sobhanbag, Mirpur Road, Dhaka-1207.
Course Fee : **Net Pay TK. 15,000/- (Excluding VAT&TAX)**
(A/C Payee to Director General, BIM, Dhaka)

About This Course

In Today's organizational Environment, almost every role involves working with Computers in some manner. Recent events have indicated that security breaches could happen with almost any computer user, 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.

Who Should Attend?

All ICT Focal Point Officer/Office Executives/Computer End Users having basic computing skills should have this knowledge to protect digital information.

Course Outline

- Introduction to Information Systems
- Securing Information
- Types of Cybercrime and business loss from cybercrime
- Guard against cybercrime
- Physical access control
- Email and Internet Security
- Role of Encryption in Network Security
- Security outside of the office
- ISMS ISO-27000
- Policy and Legal Issues of Cyber Security
- Digital Signature
- Case Analysis & Group Discussion

Training Methods

Lecture, Lab Practice, Group Discussion, Questions and Answers, etc.

Coordinator : S M Ariful Islam,
Senior Management Counsellor, BIM
arifull@yahoo.com, pmd.bimdhaka@gmail.com
Contact: 01822-800205, tusher.bim@gmail.com
01913965581, amit.das@bim.gov.bd

DATA ANALYSIS & VISUALIZATION with MS EXCEL ONLINE COURSE (Lab-Based)

Course Duration	: March 19-20, 2027
Timing	: 18.30 – 21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 3,500/-

Course Objectives

The major objective of the course is to equip individual and institutional participants from different professions with analytical skills 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
- VLOOKUP, HLOOKUP and other useful tools
- Consolidation, Slicer, Timeline and Filter
- Cell References, Formatting & Styles
- Regression Analysis
- Multiple Regression
- Sort, Filter and Advanced Filter
- What-if Analysis: Sensitivity Analysis
- Time Series Analysis (Prediction)
- Use of Pivot Table for Reporting & Analysis
- Data Visualization
- Advanced Charts

Who should attend:

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

Training Methods: Lecture, Exercise, Group work & Demonstration

Co-Ordinator : Farkhunda Dorin, Senior Management Counsellor, BIM
&
Md. Rajibul Hoque, Management Counsellor, BIM
M: 01914484406
Email: rajibul.hoque@bim.gov.bd, rajibulatbim@gmail.com

GENERAL MANAGEMENT

LEADERSHIP DEVELOPMENT

Course Duration	: August 16-20, 2026
Timing	: 17:30-21:30
Venue	: BIM, Dhaka
Course Fee	: Tk. 7,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

This course is suitable for all levels 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, 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 building, lead, inspiring, and motivating 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 organization. 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 skills
- 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

#	Session Title	Duration (hr)	Training Methods
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 hours:	20	

Course Coordinator : Lamia Farha, Senior Management Counsellor, BIM
 Mobile : 01711-221-226
 E-mail : lamia.farha@bim.gov.bd
 lamia.farha.bim@gmail.com

ADVANCED CERTIFICATE COURSE IN BUSINESS COMMUNICATION

Course Duration : August 22- 25, 2026.
Timing : 18:30-21:30
Venue : Blended (2 days face-to-face & 2 days online)
Course Fee : Tk. 5,000/-

Course Objectives

The course aims to enhance the professional expertise of participants to attain business objectives through effective communication that will develop a 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 for 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, Management Counsellor, BIM
M: 01914484406
Email: rajibul.hoque@bim.gov.bd, rajibulatbim@gmail.com

NEGOTIATION & INFLUENCE MASTERCLASS

Course Duration	: October 24-25, 2026
Timing	: 09:00-17.00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of participants	: 10

COURSE OBJECTIVES:

It is expected that after completing the course, participants will be able to:

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

COURSE OUTLINE:

- Negotiation: An art.
- Internal Vs External Negotiation.
- Negotiation Phases, process, tools & techniques.
- Effective Communication as a powerful tool of Negotiation.
- Challenges of negotiation.
- Leadership building and negotiation
- Negotiation and productivity.

WHO SHOULD ATTEND:

This course is designed for professionals including:

- Executives, managers, supervisors, team and project leaders;
- Human Resource professionals;
- Frontline, sales and customer service staff;
- Entrepreneurs & business owners; and
- Anyone looking to enhance their Leadership skills.

TRAINING METHOD:

Lecture, Case study, Group discussion, etc.

Coordinator : Shumaiya Akter Keya
Associate Management Counsellor, BIM
Mobile : 01982-017295
E-mail : shumaiyaakter.bim@gamil.com
shumaiya.akter@bim.gov.bd

CERTIFICATE COURSE ON LEADERSHIP AND MANAGERIAL COMPETENCIES (CCLMC)

Course Duration: : January 22-23, 2027
Timing: : 09:00 a.m-17:00 p.m
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 organization. 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, course closing, and evaluation

Target Group/who should attend:

This course is suitable for all levels 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 employee management.

Training Methods:

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

Co-ordinator: Mamun Muztaba, Management Counsellor, BIM
Mobile: 01716653626
E- mail: mamunmuztaba.bim@gmail.com

MANAGEMENT FOR NEW MANAGERS

Course Duration	: January 24-28, 2027
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, NGOs or self-employed.

Background of the Course:

This course is designed for new managers within an organization, team leaders and supervisors who 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

#	Session Title	Duration (hr)	Training Methods
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, course closing and evaluation	1	All non-participatory methods
	Total contact hours	20	

Course Coordinator : Lamia Farha, Senior Management Counsellor, BIM
 Mobile : 01711-221-226
 E-mail : lamia.farha@bim.gov.bd
 lamia.farha.bim@gmail.com

STRESS & TIME MANAGEMENT AT THE WORKPLACE

Course Duration	: February 6-7, 2027
Timing	: 09:00-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-
Number of participants	: 10

COURSE OBJECTIVES:

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

COURSE Background:

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

WHO SHOULD ATTEND:

Any employee working in the government or Private sector.

COURSE OUTLINE:

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

TRAINING METHOD:

Lecture, Case study, Group Work, etc.

Coordinators :		Shumaiya Akter Keya	Amit Das
		Associate Management Counsellor,	Associate Management Counsellor,
		BIM	BIM
Mobile	:	01982-017295	01913965581
E-mail	:	shumaiyaakterkeya786@gamil.com	amit.das@bim.gov.bd
		shumaiya.akter@bim.gov.bd	amit.dasky@gmail.com

EFFECTIVE MANAGERIAL COMMUNICATION

Course Duration	: April 27-29, 2027
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	

Course Coordinator : Lamia Farha, Senior Management Counsellor, BIM
Mobile : 01711-221-226
E-mail : lamia.farha@bim.gov.bd
lamia.farha.bim@gmail.com

HUMAN RESOURCE MANAGEMENT

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

Course Duration	: August 09-13, 2026 evening (Excluding Holidays) October 13-17, 2026 evening (Excluding Holidays)
Timing	: 17:00-21:30
Venue	: BIM, Dhaka.
Course Fee	: 7,000/- (Excluding Vat & Tax)

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 employee management.

Eligibility for the course:

Any individual, graduate from any discipline, working in private, public, or 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 promote trade unionism and collective bargaining. Furthermore, the 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 Acts and Rules effectively in their workplace:

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

Evaluation Method:

Learning level : Pre-test and post-test.

Reaction Level : Training evaluation.

Course Outline

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

Co-ordinator : Mohammad Mainul Islam, Senior Management Counsellor, BIM
Mobile : 01720462202
E-mail : mainul0786@yahoo.co.in, mainul.islam@bim.gov.bd

BANGLADESH LABOUR ACT, 2006: ESSENTIALS & LATEST AMENDMENTS

Course Duration	: August 21, 2026 (Friday) (01 Full Day)
Timing	: 9:00 AM – 5:00 PM
Venue	: BIM, Chattogram Campus
Course Fee	: TK. 2,500/- per participant (Payable in advance in the form of an Account Payee Check in favor of "Director General, BIM")
Number of Participants	: 15

Course Objectives:

Upon completion of this course, participants will be able to:

- Understand the legal provisions relating to the classification of workers, conditions of employment, working hours, leave, wages, and maternity benefits.
- Apply the prescribed disciplinary procedures in accordance with the Labour Act and relevant rules.
- Explain the legal requirements governing different types of employment separation, including resignation, discharge, dismissal, removal, termination, retrenchment, and retirement.
- Identify employer responsibilities for preventing sexual harassment and workplace harassment and promoting a legally compliant work environment.
- Explain the major changes introduced through the latest amendments to the Bangladesh Labour Act, 2006.

Course Outline:

- Definition and Classification of Workers
- Conditions of Employment
- Compensation and final settlement
- Working Hours, Overtime, Leave, and Holidays
- Payment of Wages and Deductions
- Maternity Benefit
- Disciplinary Procedure
- Sexual Harassment at the Workplace
- Latest Amendments to the Bangladesh Labour Act

Target Group/who should attend:

The program is designed for managers, HR executives, administrative officers, labour welfare officers, and other mid-level executives in corporate and private sector organizations. It is also suitable for executives working in NGOs, as well as fresh graduates from any discipline who are interested in pursuing a career in human resource management.

Training Method: Lecture, Group discussion, Exercise, and Q&A.

Course Coordinator:

Akhund A. Shamsul Alam,
Senior Management Counsellor, BIM.
E-mail: akhundalam@gmail.com

Contact Person: Md. Kamal Hossain; Mobile: 01738-668699

KPI MASTER CLASS

Course Duration: : September 18-19, 2026
Timing: : 09:00 a.m-17:00 p.m
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 organization. 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;
- Driving 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 levels 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 employee management.

Training Methods:

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

Co-ordinator : Mamun Muztaba, Management Counsellor, BIM
Mobile : 01716653626
E-mail : mamunmuztaba.bim@gmail.com

GREEN HUMAN RESOURCE MANAGEMENT (GHRM)

Course Duration: September 25-26, 2026

Timing: 15:00-21:00

Venue: BIM, Dhaka

Course Fee: 5,000/-

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

Course Objectives:

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

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

Who Should Attend:

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

Course Outline:

- Why to go Green? Origin of Green Human Resource Management (GHRM) and its' Concepts
- Green jobs and Green employee Concepts
- Green Human Resource Management Practices
- Life cycle of Green practices with human capital
- HR factors affecting Green Management Initiatives
- The relationships: Green Human Resource Management, Sustainability Management and Sustainable Development.
- The relationship between Green Human Resource Management and Corporate Social Responsibility (CSR)
- Faces the challenges of Green Human Resource Management

Training Method:

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

Co-ordinator : Momotaz Khatun, Associate Management Counsellor, BIM

Mobile : 01757-313973

E-mail : momotaz.khatun@bim.gov.bd
momotaz.bim22@gmail.com

BASIC ISSUES OF HUMAN RESOURCE MANAGEMENT

Course Duration	: November 08-12, 2026, 05 Days evening (Excluding Holidays)
Timing	: 17:00-21:30
Venue	: BIM, Dhaka.
Course Fee	: 7,000/- (Excluding Vat & Tax)

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

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

Co-ordinator : Mohammad Mainul Islam, Senior Management Counsellor, BIM
Mobile : 01720462202
E-mail : mainul0786@yahoo.co.in
mainul.islam@bim.gov.bd

APPLICATION OF AI ON HUMAN RESOURCE MANAGEMENT

Duration: 23-25 November 2026

Time: 6.00 PM to 9.45 PM

Venue: BIM Dhaka

Course Fee: BDT 5000

Training Method:

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

Learning Objectives:

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

Training Content:

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

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 of HR, artificial intelligence and design thinking.

Course Coordinator: Shaikh Sajibur Rahman, Management Counsellor, BIM

Cell: 01911187780

E-mail: sksajibbim@gmail.com

CERTIFICATE COURSE ON HUMAN RESOURCE MANAGEMENT (CHRM)

Duration: 10 – 21 January 2027

Time: 5.30 PM to 9.30 PM

Venue: BIM Dhaka

Course Fee: BDT 8000

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
- 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 employee management.

Training Method:

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

Course Coordinator: Shaikh Sajibur Rahman, Management Counsellor, BIM

Cell: 01911187780

E-mail: sksajibbim@gmail.com

HR EXCELLENCE IN PUBLIC, PRIVATE & DEVELOPMENT SECTORS

Course Duration	: 27-28 November, 2026
Timing	: 09:30 a.m. - 05:00 p.m.
Venue	: BIM, Dhaka
Course Fee	: Tk. 7000/- (Excluding VAT &TAX)

Course Objective:

The overall objectives of this 2-day training are to:

1. Enhance understanding of core and strategic Human Resource Management (HRM) concepts across public, private, and development sectors.
2. Build practical HR skills in recruitment, performance management, employee engagement, and training & development.
3. Strengthen institutional capacity by improving HR systems, policies, and practices.
4. Promote ethical, transparent, and accountable HR practices in diverse organizational contexts.
5. Develop strategic thinking to align HR functions with organizational goals and service delivery.
6. Encourage cross-sector learning and sharing of best practices among participants.

Learning Outcomes:

By the end of the training, participants will be able to:

Knowledge-Based Outcomes

- Explain key principles and functions of Human Resource Management.
- Differentiate HR practices across government, semi-government, private, and NGO sectors.
- Understand modern HR trends, tools, and strategic approaches.

Skill-Based Outcomes

- Conduct basic workforce planning and develop job descriptions.
- Apply effective recruitment and selection techniques.
- Design and implement performance management systems.
- Develop employee engagement and retention strategies.
- Plan and evaluate training and capacity development programs.

Attitude & Behavioral Outcomes

- Demonstrate a proactive and strategic HR mindset.
- Promote fairness, transparency, and ethical practices in HR processes.
- Foster collaboration and knowledge-sharing across sectors.
- Support organizational change and continuous improvement.

Practical Application Outcomes

- Prepare an action plan to improve HR practices in their own organization.
- Apply learned tools and techniques to real workplace challenges.
- Contribute to strengthening institutional effectiveness and service delivery

Course Outline:

#	Session Title	Duration (hr)	Training Methods
1.	Session 1: Opening & Training Overview • Welcome and introductions • Training objectives & expectations • Pre-training assessment (optional) • Overview of HR challenges across sectors	2	Lecture, group discussion
2.	Fundamentals of HRM • Key concepts and functions of HRM • Differences in HR practices: Public vs Private vs NGO sectors • Role of HR in organizational effectiveness • HR as a strategic partner Activity: Group discussion on sector-specific HR challenges	1	Lecture, Exercise, group work
3.	Workforce Planning & Job Analysis • Human resource planning process • Job analysis and job descriptions • Competency frameworks • Workforce forecasting in different sectors Exercise: Drafting a sample job description	1	Lecture, group discussion
4.	Recruitment & Selection • Modern recruitment strategies • Transparent hiring in government & NGOs • Competency-based selection techniques • Interviewing skills & bias reduction Activity: Mock interview session	1	Lecture, Exercise, group work
5.	Performance Management Systems • Designing effective appraisal systems • KPIs vs competency-based evaluation • Performance challenges in public & development sectors • Linking performance with organizational goals Case Study: Improving a weak performance appraisal system	1	Lecture, group discussion
6.	Employee Engagement & Motivation • Understanding employee motivation • Engagement strategies across sectors • Managing diversity and inclusion • Retention strategies Activity: Engagement strategy brainstorming	2	Lecture, Exercise, group work

#	Session Title	Duration (hr)	Training Methods
7.	Training, Learning & Development • Training needs assessment (TNA) • Designing effective training programs • Capacity building in public & NGO sectors • Evaluating training effectiveness Exercise: Develop a mini training plan	1	Lecture, Exercise, group work
8	HR Policies, Ethics & Compliance • HR policies and procedures • Labor laws and regulatory compliance (contextualized) • Ethics, integrity, and accountability • Handling disciplinary issues Discussion: Real-life HR ethical dilemmas	1	Lecture, Exercise, group work
9	Leadership & Change Management • Role of HR in change management • Leadership development • Managing organizational change in public and NGO sectors • Building a positive organizational culture Activity: Change management simulation	1	Lecture, Exercise, group work
10	Strategic HRM & Future Trends • Aligning HR strategy with organizational goals • Digital HR and HR analytics • Future of work (automation, remote work, AI) HR innovation across sectors	1	Lecture, Exercise, group work
	Total contact hour	12	

Training method:

- Interactive lectures
- Group discussions
- Case studies
- Role plays
- Practical exercises

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

Course Coordinator : Md Zafar Ali, Management Counsellor, BIM
Mobile : 01712594621
Email : alijafarbim@gmail.com

BANGLADESH LABOUR ACT, 2006: ESSENTIALS & LATEST AMENDMENTS

Course Duration	: December 04, 2026 (Friday) (01 Full Day)
Timing	: 9:00 AM – 5:00 PM
Venue	: BIM, Chattogram Campus
Course Fee	: TK. 2,500/- per participant (Payable in advance in the form of Account Payee Check in favor of "Director General, BIM")
Number of Participants	: 15

Course Objectives:

Upon completion of this course, participants will be able to:

- Understand the legal provisions relating to the classification of workers, conditions of employment, working hours, leave, wages, and maternity benefits.
- Apply the prescribed disciplinary procedures in accordance with the Labour Act and relevant rules.
- Explain the legal requirements governing different types of employment separation, including resignation, discharge, dismissal, removal, termination, retrenchment, and retirement.
- Identify employer responsibilities for preventing sexual harassment and workplace harassment and promoting a legally compliant work environment.
- Explain the major changes introduced through the latest amendments to the Bangladesh Labour Act, 2006.

Course Outline:

- Definition and Classification of Workers
- Conditions of Employment
- Compensation and final settlement
- Working Hours, Overtime, Leave, and Holidays
- Payment of Wages and deductions
- Maternity Benefit
- Disciplinary Procedure
- Sexual Harassment at the Workplace
- Latest Amendments to the Bangladesh Labour Act

Target Group/who should attend:

The program is designed for managers, HR executives, administrative officers, labour welfare officers, and other mid-level executives in corporate and private sector organizations. It is also suitable for executives working in NGOs, as well as fresh graduates from any discipline who are interested in pursuing a career in human resource management.

Training Method: Lecture, Group discussion, Exercise, and Q&A.

Course Coordinator:

Akhund A. Shamsul Alam,
Senior Management Counsellor, BIM.
E-mail: akhundalam@gmail.com

Contact Person: Md. Kamal Hossain; Mobile: 01738-668699

HR LEGAL MASTERY: A COMPLIANCE GUIDE FOR MANAGERS & EXECUTIVES

Course Duration : 17-21 January-2027
Timing : 17:00 p.m. - 21:30 p.m.
Venue : BIM, Dhaka
Course Fee : Tk. 7000/- (Excluding VAT &TAX)

Course Objective:

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

Learning Outcomes:

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

Course Outline:

#	Session Title	Duration (hr)	Training Methods
1.	Introduction to HR Legal Landscape in Bangladesh: • Overview of employment laws in Bangladesh • Key regulatory bodies and their roles • Importance of legal compliance in HR management	2	Lecture, group discussion
2.	Labor Laws and Employment Contracts: • The Bangladesh Labor Act (2006) and its significance • Employee rights and employer obligations • Employment contract essentials and legal implications	3	Lecture, Exercise, group work

#	Session Title	Duration (hr)	Training Methods
3.	Employee Rights and Protection: • Anti-discrimination laws and policies • Gender equality in the workplace • Protection of wages, working hours, and overtime regulations • Employee leave entitlements and benefits	3	Lecture, group discussion
4.	Workplace Safety and Health Regulations: • Ensuring workplace safety under the Labor Act • Employer responsibility for worker safety • Compliance with workplace health regulations	3	Lecture, Exercise, group work
5.	Termination and Dispute Resolution: • Legal procedures for termination of employment • Dismissals, redundancy, and layoffs within the law • Employee grievance procedures and dispute resolution mechanisms • Role of the Bangladesh Labor Court	3	Lecture, group discussion
6.	Handling Workplace Harassment and Bullying: • Legal provisions for preventing harassment at the workplace • Employer obligations in addressing workplace harassment • Case studies and practical steps for HR professionals	3	Lecture, Exercise, group work
7.	Employee Benefits and Welfare: • Provident funds, gratuities, and other mandatory benefits • Compliance with welfare laws and programs	3	Lecture, Exercise, group work
	Total contact hour	20	

Training method:

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

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

Course Coordinator : Md Zafar Ali, Management Counsellor, BIM
 Mobile : 01712594621
 Email : alijafarbim@gmail.com

LABOR LAWS, COMPLIANCE, AND ADMINISTRATIVE RULES FOR HR PROFESSIONALS

Course Duration : 23-24 April, 2027
Timing : 09:30 a.m. - 05:00 p.m.
Venue : BIM, Dhaka
Course Fee : Tk. 7000/- (Excluding VAT &TAX)

Course Objectives

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

Course Outline:

#	Session Title	Duration (hr)	Training Methods
1.	Scope and application of the Bangladesh Labor Act	1	Lecture, group discussion
2.	Definition and classification of workers	1	Lecture, Exercise, group work
3.	Conditions of employment	1	Lecture, group discussion
4.	Misconduct, punishment and disciplinary proceedings	1	Lecture, Exercise, group work
5.	Health, safety and welfare	1	Lecture, group discussion
6.	Functions and eligibility of welfare officer	1	Lecture, Exercise, group work
7.	Formation and functions of safety committee	1	Lecture, Exercise, group work
8.	Working hour and Leave	1	Lecture, Exercise, group work
9.	OT calculation	1	Lecture, Exercise, group work

#	Session Title	Duration (hr)	Training Methods
10.	Maternity leave and calculation of benefit	1	Lecture, Exercise, group work
11.	Wage: Payments and deductions	1	Lecture, Exercise, group work
12.	industrial relations: Trade Union and Collective Bargaining Agent (CBA), Formation and function of Participation Committee	1	Lecture, Exercise, group work
	Total contact hour	12	

Who Should Attend?

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

Training Methods:

Lecture, Case study, Exercise and Group discussion.

Course Coordinator : Md Zafar Ali, Management Counsellor, BIM
Mobile : 01712594621
Email : alijafarbim@gmail.com

RESEARCH, INNOVATION AND INTELLECTUAL PROPERTY MANAGEMENT

TRADEMARKS REGISTRATION: LEGAL SAFEGUARD FOR BRANDS

Course Duration	: July 22 & 23, 2026 (Hybrid), 06:30 pm - 09:30 pm July 24, 2026 (On Campus) 09:30 am - 04:30 pm : January 27 & 28, 2027 (Hybrid), 06:30 pm - 09:30 pm July 29, 2027 (On Campus) 03:30 am - 09:30 pm
Venue	: BIM Dhaka
Course Fee	: Tk. 4,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

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

Course Objectives

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

Course Outline:

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

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

Co-ordinator(s) : Mohammad Sayeedur Rahman,
Senior Management Counsellor, BIM
: Zakia Rahman, Research Officer, BIM
Contacts : M: 01949826279, eM: zakia.rahman@bim.gov.bd

COPYRIGHT REGISTRATION: LAW, RESPONSIBILITIES & APPLICATIONS

Course Duration : August 19 & 20, 2026 (Hybrid), 06:30 pm - 09:30 pm
August 21, 2026 (On Campus), 09:30 am - 04:30 pm
Venue : BIM Dhaka
Course Fee : Tk. 4,000/-
Number of Participants : 15

Target Group/Who Should Attend:

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

Course Objectives

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

Course Outline:

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

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

Co-ordinator(s) : Mohammad Sayeedur Rahman,
Senior Management Counsellor, BIM
: Md. Hasan Ali, Associate Management Counsellor, BIM
Contacts : M: 01712551152, eM: hasan.ali@bim.gov.bd



INNOVATION MANAGEMENT: STRATEGIES FOR DRIVING GROWTH AND CHANGE

Course Duration	: September 09 & 10, 2026 (Hybrid), 06:30 pm - 09:30 pm September 11, 2026 (On Campus) 03:30 am - 09:30 pm
Timing	: 06:30 pm - 09:30 pm
Venue	: BIM Dhaka
Course Fee	: Tk. 4,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

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

Course Objectives

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

Course Outline:

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

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

Co-ordinator(s) : Mohammad Sayeedur Rahman,
Senior Management Counsellor, BIM
: Md. Hasan Ali, Associate Management Counsellor, BIM
Contacts : M: 01712551152, eM: hasan.ali@bim.gov.bd



PATENT REGISTRATION AND TECHNOLOGY TRANSFER

Course Duration : October 14 & 15, 2026 (Hybrid), 06:30 pm - 09:30 pm
October 16, 2026 (On Campus) 03:30 am - 09:30 pm
Venue : BIM Dhaka
Course Fee : Tk. 4,000/-
Number of Participants : 15

Target Group/Who Should Attend:

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

Course Objectives

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

Course Outline:

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

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

Co-ordinator(s) : Mohammad Sayeedur Rahman,
Senior Management Counsellor, BIM
: Md. Nazmus Sakib, Associate Management Counsellor, BIM
Contacts : M: 01682158827, eM: nazmus.sakib@bim.gov.bd



RESEARCH PROPOSAL WRITING: A PRACTICAL APPROACH

Course Duration: October 28-29, 2026

Timing: 10:00 am - 04:00pm

Venue: BIM, Dhaka

Course Fee: 5,000/-

A well-developed research proposal serves as the foundation of a successful research project. Whether for academic, organizational, or policy purposes, the ability to formulate a research problem and prepare a structured proposal is an essential professional skill. This course is designed to provide participants with practical knowledge and hands-on experience in developing a research proposal from idea generation to methodology selection and proposal writing.

Course Objectives:

The course aims to develop participants' understanding of the fundamental components of a research proposal and equip them with the practical skills required to prepare a concise and effective proposal. Upon completion of the course, participants will be able to:

- Understand the basics of research proposal development.
- Formulate research problems, objectives, and questions.
- Conduct basic literature reviews and conceptualization.
- Select suitable research methods and data collection techniques.
- Prepare a complete and structured research proposal.

Who Should Attend:

This course is suitable for officers, executives, researchers, faculty members, project personnel, development professionals, and individuals interested in enhancing their research and proposal writing skills.

Course Outline:

- Fundamentals of research proposal development.
- Research topic selection and problem formulation.
- Objectives, research questions, and literature review.
- Research methodology and data collection methods.
- Structure and components of a research proposal.
- Common mistakes and practical proposal writing exercise.

Training Method:

Lecture, case study, group discussion, practical exercise, and proposal writing exercise.

Co-ordinator: Zakia Rahman, Research Officer, BIM

Mobile: 01949826279

E-mail: zakia.rahman.bim@gmail.com

zakia.rahman@bim.gov.bd

FUNDAMENTALS OF INTELLECTUAL PROPERTY RIGHTS (IPRs)

Course Duration : November 11 & 12, 2026 (Hybrid), 06:30 pm - 09:30 pm
November 13, 2026 (On Campus) 03:30 am - 09:30 pm
Venue : BIM Dhaka
Course Fee : Tk. 4,000/-
Number of Participants : 15

Target Group/Who Should Attend:

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

Course Objectives

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

Course Outline:

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

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

Co-ordinator(s) : Mohammad Sayeedur Rahman, SMC, BIM
: Md. Nazmus Sakib, Associate Management Counsellor, BIM
Contacts : M: 01682158827, eM: nazmus.sakib@bim.gov.bd



MASTERING STATISTICAL ANALYSIS WITH IBM SPSS STATISTICS

Course Duration	: 26–30 April 2027
Timing	: 5:30 PM – 9:30 PM
Venue	: BIM, Dhaka Campus
Course Fee	: TK. 7,000/- per participant (Payable in advance in the form of Account Payee Check in favor of "Director General, BIM")
Number of Participants	: 15

Course Objectives

Upon completion of this course, participants will be able to:

- Understand the fundamental concepts of statistics and their application in research, business, and social sciences.
- Manage data entry, coding, and data importing to prepare datasets using IBM SPSS Statistics.
- Perform descriptive statistical analyses and present data using appropriate tables and charts.
- Select and apply appropriate inferential statistical techniques based on research objectives and data characteristics.
- Conduct hypothesis testing, correlation, regression, reliability, and exploratory factor analyses using SPSS.
- Interpret SPSS outputs accurately and prepare professional statistical reports for research and decision-making.

Course Outline

Day 1: Introduction to Statistics and IBM SPSS

- Introduction to Statistics
- Types of Data and Variables
- Levels of Measurement
- Sampling Techniques
- Introduction to IBM SPSS Interface
- Data Entry, Coding, and Importing

Day 2: Descriptive Statistics and Data Preparation

- Frequency Distribution
- Measures of Central Tendency
- Measures of Dispersion
- Cross-tabulation

Day 3: Hypothesis Testing

- Fundamentals of Hypothesis Testing
- One-Sample t -Test
- Independent Sample t -Test
- Paired Sample t -Test

Day 4: Advanced Hypothesis Testing

- One-Way ANOVA
- Post Hoc Analysis
- Chi-square Test
- Introduction to Non-parametric Tests
 - Mann–Whitney U Test
 - Wilcoxon Signed-Rank Test
 - Kruskal–Wallis Test

Day 5: Correlation, Regression, and Interpretation

- Correlation Analysis and Interpretation
- Simple Linear Regression
- Multiple Linear Regression
- Assumptions of Regression
- Interpretation of Regression Output
- Question & Answer Session

Target Group / Who Should Attend

The program is designed for researchers, postgraduate and undergraduate students, government officials, NGO professionals, HR and business executives, development practitioners, and anyone interested in learning statistical data analysis using IBM SPSS Statistics. No prior knowledge of SPSS is required.

Training Methods

Interactive lectures, live SPSS demonstrations, hands-on computer-based exercises, case studies, group discussions, practical data analysis, and Q&A sessions.

Course Coordinator

Akhund A. Shamsul Alam
Senior Management Counsellor,
Bangladesh Institute of Management (BIM)
E-mail: akhundalam@gmail.com
Mobile: 01715-511354

MARKETING AND SALES MANAGEMENT

BRAND MANAGEMENT FOR SUCCESSFUL MARKETING

Course Duration : May 16-27, 2027
Time : 05.00 a.m. – 09.30 p.m.
Venue : BIM, Dhaka
Course Fees : Tk. 9,000/-

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 Mid level 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.

Co-Ordinator : Dr. Uttam Kumar Datta, Senior Management Counsellor, BIM
M: 01715782054
Email: [uttam.datta @bim.gov.bd](mailto:uttam.datta@bim.gov.bd)

MARKETING AND SALES MANAGEMENT TO THE NEW ECONOMY

Course Duration	: June 13-24, 2027
Time	: 05:00 a.m. - 09:30 p.m.
Venue	: BIM, Dhaka
Course Fees	: Tk. 9,000/-

Course Objectives

The main objective of this course is to trained 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.

Co-Ordinator : Dr. Uttam Kumar Datta, Senior Management Counsellor, BIM
M: 01715782054
Email: [uttam.datta @bim.gov.bd](mailto:uttam.datta@bim.gov.bd)

PROJECT AND SUPPLY CHAIN MANAGEMENT

OPERATIONS AND SUPPLY CHAIN MANAGEMENT

Course Duration	: 09-11 July 2026, 03 Days (including holidays),
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Number of Participants	: 25
Course Fee	: Tk.7,000/- (excluding tax and vat)

Target Group/who should attend:

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

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

Background of the course:

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

Course Objectives

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

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

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

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline.	1	
2.	Operations and Supply Strategy	2	Lecture, group discussion

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

Co-ordinator(s) : Dr. Engr. Mamunur Rashid, Senior Management Counsellor, BIM

Contacts : M: 01712700412, eM: mamun87245@gmail.com

PROJECT MANAGEMENT

Course Duration	: 06-08 August, 2026, 03 Days (including holidays),
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Number of Participants	: 25
Course Fee	: Tk.7,000/- (excluding tax and vat)

Target Group/who should attend:

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

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

Background of the course:

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

Course Objectives

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

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

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

Course Outline

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

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

Co-ordinator(s) : Dr. Engr. Mamunur Rashid, Senior Management Counsellor, BIM
Contacts : M: 01712700412, eM: mamun87245@gmail.com

MARITIME LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Schedule	:	30-31 October 2026 (Friday and Saturday)
Timing	:	9:30 AM – 04:00 PM
Venue	:	Online (Zoom Platform)/Blended
Course Fee	:	BDT 2,000/- (Excluding Income Tax and VAT)

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

COURSE MANAGEMENT

Coordinator : Mohammad Nazmi Newaz, PhD.
Senior Management Counsellor, BIM.
Email: nnewaz@gmail.com
Cell: 01325680800

SHORT COURSE ON SUPPLY CHAIN MANAGEMENT

Course Duration : 12 – 21 November, 2026 (06 days, 03 days/week)
Timing : 6:30 PM – 09:30 PM
Venue : BIM, Chattogram Campus
Course Fee : TK. 8,000/- per participant payable in advance in the form of Pay Order/Bank Draft in favor of "Director General, BIM"
Last Date of Registration: 10 November, 2026 (Tuesday, 5:00 PM)

Course Objectives:

The course is designed to give an orientation of Supply Chain Management and to improve the understanding of the participants in key Supply Chain Strategies and how these can be used to lower costs and add values for the customers and increase the competitive standing of the organization.

Course Outline:

- ❖ Issues and Challenges in Business at present
- ❖ Basic Concepts of Supply Chain Management
- ❖ Supply Chain Relationships
- ❖ Demand Management
- ❖ Distribution Management
- ❖ Transportation Management
- ❖ Up Scaling Customer Satisfaction
- ❖ Sustainable Supply Chain Design

Who Should Attend ?

Managers, Executives, and other professionals who have been working in business functions in the organizations. Also, fresh graduates from any discipline may participate in this course.

Co-ordinator(s) : Engr. Md. Tariqul Islam
Director (Training) (C.C.), BIM
M: 01717661566, eM: tariqul.islam @bim.gov.bd

Contact Person: Md. Kamal Hossain; Mobile: 01738-668699

PROJECT MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING (PMEAL)

Course Duration	: November 22-26, 2026
	: April 25- 29, 2027
Timing	: 17:30-21:30
Venue	: BIM Dhaka.
Course Fee	: Tk. 7,000/-
Number of Participants	: 15

Target Group/Who Should Attend:

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

Eligibility for the Course:

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

Background of the Course:

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

Course Objectives

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

- Basic Concepts on Monitoring, Evaluation, Accountability and Learning.
- The Need for Monitoring, Evaluation, Accountability and Learning.
- Logical frame work to MEAL Framework,
- Designing MEAL System.
- MEAL Tools and Technologies.
- Data Collection, Analysis and Utilizing Data for Decision Making.
- Stakeholder Engagement.
- Evaluation and Impact Assessment.
- MEAL in Project Cycle Management.

Evaluation Method:

Learning level - Pre-test and Post test.

Reaction Level: Training evaluation.

Course Outline

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

Coordinator : Aklima Zaman
Management Counsellor
Cell: 01816-591884
E-mail : aklima.zaman@bim.gov.bd
zamanaklima@gmail.com

APPLICATION OF AI AND DATA ANALYTICS IN SUPPLY CHAIN OPERATIONS

Course Duration	: 26 – 27 December, 2026
Timing	: 9:30-17:00
Venue	: BIM, Dhaka
Course Fee	: Tk. 5,000/-

Course Objectives

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

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

Course Outline

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

Who should attend

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

Training Method

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

Co-ordinator	: Md. Aminul Islam, Senior Management Counsellor, BIM
Mobile	: 01718-427947
E-mail	: aminulmcbim@gmail.com aminul.islam@bim.gov.bd

PUBLIC SECTOR MANAGEMENT

CAPACITY DEVELOPMENT FOR MANAGING ELECTRONIC PUBLIC PROCUREMENT PROCESS

Course Duration : 26 — 30 July, 2026
11 — 15 October, 2026
Timing : 9:30-17:00
Venue : BIM, Dhaka
Course Fee : Tk. 8,000/-

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 2025. 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 2025,
- 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 2025.

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, Senior Management Counsellor, BIM
Mobile : 01718-427947
E-mail : aminulmcbim@gmail.com
aminul.islam@bim.gov.bd

PPR 2025 AND ANNUAL PROCUREMENT PLANNING

Course Duration : 11-15 October 2026, 5 Days (Working days)
Timing : 10:00-16:00
Venue : BIM, Dhaka
Course Fees : Tk. 9000/
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 2025 (PPR 2025)" 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 2025 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2025, 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, 2025 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, 2025	1.0	Lecture, group discussion

#	Session Title	Duration (hrs)	Training Methods
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	3.0	Lecture, group work
6.	Methods of Procurement of Services	3.0	Lecture, Group work
7.	Delegation of Financial Power	1.0	Lecture, Exercise, Group work
8.	Annual Procurement Planning	3.0	Lecture, Exercise, Group work
9.	e-GP Overview	4.0	
10.	Post-Test	1.0	
11.	Certificate awarding and course closing and evaluation	1.0	
	Total contact hour	20.0	

Coordinator : Engr. Md. Mehboob Hasan Kallol,
 Senior Management Counsellor, BIM
 Mobile : 01754460100
 e-mail : kallol@bim.gov.bd

PUBLIC PROCUREMENT MANAGEMENT, BNQF Level-06

Course Duration	: 20-22 August, 2026, 03 Days (including holidays),
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Number of Participants	: 25
Course Fee	: Tk.7,000/- (excluding tax and vat)

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
10	Inauguration, Registration, Sharing course outline.	1	
11	Procurement Process	3	Lecture, group discussion
12	Procurement Management of Supply Contracts	2	Lecture, Exercise, group work
13	Procurement of Physical Services	3	Lecture, Exercise, group work
14	Works Procurement Management	3	Lecture, group discussion

#	Session Title	Duration (hr)	Training Methods
15.	Procurement of Consultancy services;	3	Lectures, Exercise,
16.	Dispute settlement and Fraud and Corruption in Public Procurement	2	Case Studies and practical demonstration.
17.	Procurement Audit and E-Procurement (Legal issues and implementation models)	3	Lecture, Exercise, group work
18.	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs.	

Co-ordinator(s) : Dr. Engr. Mamunur Rashid, Senior Management Counsellor, BIM
Contacts : M: 01712700412, eM: mamun87245@gmail.com

পেনশন ও আর্থিক ব্যবস্থাপনা

প্রশিক্ষণের তারিখ : অক্টোবর ২৫-২৬, ২০২৬
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

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

প্রশিক্ষণের উদ্দেশ্যঃ সরকারি প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

মূল্যায়নপদ্ধতিঃ

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস্ট

প্রশিক্ষণসূচি

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

কোর্স সমন্বয়কারী : এম. আমিনুর,
উর্ধ্বতন ব্যবস্থাপনা উপদেষ্টা, বিআইএম
মোবাইল নং: : ০১৭১৬৫৫১৬৬১
ই-মেইল : amenoor @bim.gov.bd
amenoor.bim@gmail.com

PPR 2025 AND PUBLIC PROCUREMENT MANAGEMENT

Course Duration : 15-26 November 2026, 10 Days (Working days)

Timing : 10:00-16:00

Venue : BIM, Dhaka

Course Fees : Tk. 18,000/-

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 2025 (PPR 2025)" 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 2025 for the procurement of any goods, works or services using public fund. Without a good knowledge on the PPA 2006 and the PPR 2025, 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, 2025 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, 2025	2.5	Lecture, group discussion
3.	Public Procurement Committees	1.0	Lecture, group discussion
4.	Methods of Procurement of Goods and Works	3.0	Lecture, group work
5.	Processing of Procurement	3.0	Lecture, group discussion

#	Session Title	Duration (hrs)	Training Methods
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	3.0	Lecture, Group work
11.	Complaint and Appeals	1.0	Lecture
12.	Delegation of Financial Power	1.0	Lecture, Exercise, Group work
13.	e-GP Overview	4.5	Lecture, group discussion
14.	Annual Procurement Planning	4.0	Lecture, Exercise, Group work
15.	Post-Test	1.0	
16.	Certificate awarding and course closing and evaluation	1.0	
	Total contact hour	45.0	

Coordinator : Engr. Md. Mehboob Hasan Kallol,
 Senior Management Counsellor, BIM
 Mobile : 01754460100
 e-mail : kallol@bim.gov.bd

সরকারি চাকরির অত্যাবশ্যকীয় নিয়মাবলী

প্রশিক্ষনের তারিখ : নভেম্বর ২২-২৩, ২০২৬
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

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

প্রশিক্ষণের উদ্দেশ্যঃ

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

মূল্যায়নপদ্ধতিঃ

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস

প্রশিক্ষণসূচি

#	আলোচ্যসূচি	সময় (ঘণ্টা)	প্রশিক্ষণ পদ্ধতি
1.	সরকারি চাকরির সাধারণ শর্তাবলী	২	বক্তৃতা, আলোচনা
2.	সরকারি কর্মচারী (আচরন) বিধিমালা ১৯৭৯	২	বক্তৃতা, আলোচনা, অনুশীলন
3.	সরকারি কর্মচারি(শৃঙ্খলা ও আপীল) বিধিমালা ২০১৮	২	বক্তৃতা, আলোচনা
4.	সরকারি চাকরির শিষ্টাচার, ম্যানার ও প্রোটোকল	৩	বক্তৃতা, আলোচনা
5.	বেতন ও অন্যান্য সুবিধাদিঃ	২	বক্তৃতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
6.	ছুটিঃ	২	বক্তৃতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
7.	পেনশন সাধারণ বিধিসমূহ	১.৫	বক্তৃতা, আলোচনা
8.	পেনশন মঞ্জুর শর্তাবদি	১.৫	
	সর্বমোট প্রশিক্ষণ সময়	১৬	

কোর্স সমন্বয়কারী : এম. আমিনুর
উর্ধ্বতন ব্যবস্থাপনা উপদেষ্টা, বিআইএম
মোবাইল নং: : ০১৭১৬৫৫১৬৬১
ই-মেইল : amenoor @bim.gov.bd
amenoor.bim@gmail.com

সরকারি অফিস ব্যবস্থাপনা ও দক্ষতা উন্নয়ন

প্রশিক্ষণের তারিখ : ডিসেম্বর ২৭-২৮, ২০২৬
সময়কাল : ০৯:০০-১৭:০০
স্থান : বিআইএম, ঢাকা
প্রশিক্ষণের ফি : ৫,০০০/-
প্রশিক্ষার্থীর সংখ্যা : ২০ জন

যারা অংশগ্রহণ করতে পারবেনঃ

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

প্রশিক্ষণের উদ্দেশ্যঃ সরকারি প্রতিষ্ঠানে কর্মরত কর্মকর্তা ও কর্মচারীদের দক্ষতা বৃদ্ধি।

মূল্যায়নপদ্ধতিঃ

শিক্ষণপর্যায়ঃ প্রি-টেস্ট ও পোস্ট-টেস্ট

প্রশিক্ষণসূচি

#	আলোচ্যসূচি	সময় (ঘণ্টা)	প্রশিক্ষণ পদ্ধতি
1.	অফিস ব্যবস্থাপনা	২	বক্তৃতা, আলোচনা
2.	নাথ ব্যবস্থাপনা	৩	বক্তৃতা, আলোচনা, অনুশীলন
3.	রেকর্ড ব্যবস্থাপনা	১	বক্তৃতা, আলোচনা
4.	জাতীয় শুদ্ধাচার কৌশল	১	বক্তৃতা, আলোচনা
5.	সভা ও দাপ্তরিক যোগাযোগ	২	বক্তৃতা, আলোচনা
6.	সরকারি কর্মচারী (আচরন) বিধিমালা ১৯৭৯	৩	বক্তৃতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
7.	সরকারি কর্মচারী (শৃঙ্খলা ও আপীল) বিধিমালা ২০১৮	৩	বক্তৃতা, আলোচনা ঘটনা বিশ্লেষণ ইত্যাদি।
8.	তথ্য অধিকার আইন, ২০০৯	১	বক্তৃতা, আলোচনা
	সর্বমোট প্রশিক্ষণ সময়	১৬	

কোর্স সমন্বয়কারী : এম. আমিনুর
সহযোগী ব্যবস্থাপনা উপদেষ্টা, বিআইএম
মোবাইল নং : ০১৭১৬৫৫১৬৬১
ই-মেইল : amenoor @bim.gov.bd
amenoor.bim@gmail.com

সরকারি বাজেট প্রস্তুতকরণ ও বাস্তবায়ন

প্রশিক্ষণের তারিখ : ডিসেম্বর ৯-১০, ২০২৬
সময় : ৯.০০-১৬.০০
স্থান : বিআইএম, ঢাকা
কোর্স ফি : ৳ ৫,০০০/=
প্রশিক্ষণার্থী সংখ্যা : ১০

যাদের উদ্দেশ্যে প্রশিক্ষণটি:

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

কোর্সটির প্রেক্ষাপট:

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

প্রশিক্ষণটির উদ্দেশ্য:

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

মূল্যায়ন প্রক্রিয়া:

প্রশিক্ষণার্থী: পোস্ট-টেস্ট

ফিডব্যাক: কোর্স মূল্যায়ন

কোর্স সূচি:

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

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

সমন্বয়কারী

পদবি

মোবাইল নং

ই- মেইল

অমিত দাস

সহযোগী ব্যবস্থাপনা উপদেষ্টা, বিআইএম

০১৯১৩-৯৬৫৫৮১

amit.das@bim.gov.bd

amit.dasky@gmail.com

EMERGING TECHNOLOGIES FOR GOVERNMENT OFFICE

Course Duration : 14-15 September 2026
Venue : BIM (Online)
Timing : 10:00 AM – 02:00 PM
Course Fee : 3000/-

Course Objective:

- Define key emerging technologies
- Accelerating appropriate decision-making process in office through Smart Office
- Identify their relevance in government operations.
- Recognize the role of technology in modernizing public services.
- Learn how emerging technologies enhance data-driven decision-making.

Course Outline:

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

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, Case Study and Demonstration.

Coordinator: Shaikh Sajibur Rahman,
Management Counsellor, BIM
Mobile: 01911187780
E- mail: sksajibbim@gmail.com

QUALITY MANAGEMENT

BUILDING QUALITY TOGETHER: AN INTERNAL AUDITOR'S GUIDE TO ISO 9001:2026 & TOTAL QUALITY MANAGEMENT

Course Duration	: 23-25 July, 2026, 03 Days (including holidays),
Timing	: 09:00-17:30
Venue	: BIM, Dhaka
Number of Participants	: 25
Course Fee	: Tk.7,000/- (excluding tax and vat)

Target Group/who should attend:

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

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

Background of the course:

In today's competitive world, delivering consistent quality and meeting customer expectations are essential. Internal auditors play a vital role in supporting continuous improvement through effective management systems. This course—*Building Quality Together: An Internal Auditor's Guide to ISO 9001:2026 & Total Quality Management*—equips participants with the knowledge and skills to conduct internal audits confidently. It offers a competency-based approach to understanding ISO 9001:2026 and TQM principles, enhancing productivity, ensuring products and services are fit for use, and boosting competitiveness. Participants will also gain insights into legal procedures and business policies that support sustainable quality management.

Course Objectives

The course is designed to provide the concepts and techniques of *Building Quality Together: An Internal Auditor's Guide to ISO 9001:2026 & Total Quality Management*. It is expected that after the successful completion of the course, participants will be able to:

- Realize the theoretical fundamentals of the quality management.
- Give a general description of the quality management using, as appropriate, typical examples.
- Interpret the analysis results and apply knowledge in a practical manner.
- Understand the mechanism of adoption, monitoring and institutionalization of TQM.
- Gain insight to procedural aspects of obtaining certification is ISO 9001:2026
- Get familiar with the methodology of Total Quality Management (TQM) and to help assess enterprises through ISO 9001:2026

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

Course Outline

#	Session Title	Duration (hr)	Training Methods
13	Inauguration, Registration, Sharing course outline.	1	
14	Concept of Quality in the Emerging Scenario of TQM.	2	Lecture, group discussion
15	Role of Standardization in TQM.	3	Lecture, Exercise, group work
16	Step by step approach for ISO 9001:2026	3	Lecture, Exercise, group work
17	QC Problem Solving Approach	3	Lecture, group discussion
18	Quality Circle; Kaizen	3	All non-participatory methods
19	Hazard Analysis for Risk based thinking	3	Lecture, Exercise, group work
20	Technological Innovation and Management	2	Lecture, Exercise, group work
21	Certificate awarding and course closing and evaluation	1	
	Total contact hour	21 hrs	

Co-ordinator(s) : Dr. Engr. Mamunur Rashid, Senior Management Counsellor, BIM

Contacts : M: 01712700412, eM: mamun87245@gmail.com

SUSTAINABILITY MANAGEMENT

SUSTAINABLE CORPORATE MANAGEMENT

Schedule	:	Saturday, 21 August 2026
Timing	:	9:30 AM – 04:00 PM (or flexible)
Venue	:	Online (Zoom Platform)/Blended
Course Fee	:	BDT 1,500/- (Excluding Income Tax and VAT)
Payment	:	<i>Pay-order in favor of Director General, BIM or CASH</i>

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 below:

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

COURSE MANAGEMENT

Coordinator : Mohammad Nazmi Newaz, PhD.
Senior Management Counsellor, BIM.
Email: nnewaz@gmail.com
Cell: 01325680800

TRAINING OF TRAINERS (ToT)

TRAINING OF TRAINERS (TOT)

Course Duration	: September 20 - 24, 2026 : December 20 - 24, 2026 : May 23 - 27, 2027
Timing	: 17:00 p.m. - 21:30 p.m.
Venue	: BIM, Chattogram.
Course Fees	: Tk. 7,000/-

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.

Co-ordinator	: Md. Rabiul Islam Khan, Management Counsellor, BIM
Mobile	: 01716-917741
E-mail	: rabiul.islam@bim.gov.bd; prubelbd2010@gmail.com

TRAINING OF TRAINERS (ToT)

Course Duration	: November 15-19, 2026
Timing	: 05:00 p.m-09:30 p.m
Venue	: BIM, Dhaka.
Course Fee	: Tk.7,000/-
Number of Participants	: 10

Course Objective:

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:

- Training Concept & Process
- Training Needs Assessment
- Designing Training Curriculum
- Facilitation Skills Development
- Training Methods
- Tools & Techniques of Conducting Participatory Training Program
- Presentation Skills of a trainer/facilitation
- Role of facilitator & co-facilitator in classroom situation
- Training Evaluation

Target Group/who should attend:

- Any professionals from Public/ Private/ NGOs, etc.
- Experienced trainers, facilitators, or educators
- Professionals engaged in capacity-building, workshops, salesmanship or technical training
- Fresh graduate with high aspirations to establish in HRD, Public speaking, facilitating, etc.

Training Methods:

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

Co-Ordinator:

Mobile:

E- mail:

Farkhunda Dorin, Senior Management Counsellor, BIM

01711907418

farkhunda.dorin@bim.gov.bd

&

Mamun Muztaba, Management Counsellor, BIM

01716653626

mamunmuztaba.bim@gmail.com

POST- GRADUATE DIPLOMA AND DIPLOMA PROGRAMS

SCHEDULE FOR POST GRADUATE DIPLOMA PROGRAMS, 2026-27							
SL No	Name of the Course	Invitation for Application	Admission Open	Commencement of Academic Sessions	Campus and Session Hours	Fees (Tk.)	Contact Person
1	Post-Graduate Diploma in Human Resource Management (PGDHRM)	November 01, 2026	December 01, 2026	January 03, 2027	♦ Dhaka: (Day & Evening) ♦ Chattogram: Evening ♦ Khulna: Evening	50,000/-	For Dhaka: Roksana Parvin, Assistant Coordination Officer (CC) Mo:01550725337 Most. Shamsunnaheer Khatun, Assistant Coordination Officer (CC) Mo:01797550394
2	Post-Graduate Diploma in Financial Management (PGDFM)	November 01, 2026	December 01, 2026	January 03, 2027	Dhaka: (Evening)	50,000/-	For Chattogram: Tanvir Hossain, Deputy Director (Additional Charge) Chattogram Campus Mo: 01726134400
3	Post-Graduate Diploma in Marketing Management (PGDMM)	November 01, 2026	December 01, 2026	January 03, 2027	Dhaka: (Evening)	50,000/-	
4	Post-Graduate Diploma in Industrial Management (PGDIM)	November 01, 2026	December 01, 2026	January 03, 2027	Dhaka: (Hybrid)	50,000/-	For Khulna: Md. Aminul Islam Deputy Director (Additional Charge) Khulna Campus Mo: 01718-427947
5	Post-Graduate Diploma in Computer Science (PGDCS)	November 01, 2026	December 01, 2026	January 03, 2027	Dhaka: (Hybrid)	55,000/-	
6	Post-Graduate Diploma in Supply Chain Management (PGDSCM)	November 01, 2026	December 01, 2026	January 03, 2027	Dhaka & Chattogram: (Hybrid: Weekend & Online)	50,000/-	

POST- GRADUATE DIPLOMA COURSES

Regular Session: January to December; the admission process starts in mid-October.

Special Session: July to June; the admission process starts in mid-April.

For circulars, follow www.bim.gov.bd

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

Post Graduate Diploma in Supply Chain Management

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.

Post Graduate Diploma in Supply Chain Management (Weekend)

Supply chain management has become a critical area in business, trade, and economics, influenced by changing regulations, international relations, human rights, and legal frameworks. In the post-pandemic era, rapid technological advancements, particularly the Fourth Industrial Revolution (4IR), along with climate change, have transformed industries and logistics, making supply chain responsiveness and resilience essential. As a result, organizations increasingly require skilled supply chain professionals with techno-functional and data-driven capabilities. Recognizing this need, BIM has been offering short courses in supply chain management since 2011 and introduced the Post Graduate Diploma in Supply Chain Management (PGDSCM) in 2023 to develop globally competitive professionals and strengthen local businesses for international growth.

Admission Enquiry

Venue	Co-ordinators	Contact Number
Dhaka	Roksana Parvin Assistant Coordination Officer (CC)	01710503393 roksana.parvin@bim.gov.bd
	Most. Shamsunnaheer Khatun Assistant Co-ordination Officer (CC)	01797550394 shamsunnaheer@bim.gov.bd
Chattogram	Tanvir Hossain Deputy Director (Additional Charge) Chattogram Campus	01726134400 tanvir.hossain@bim.gov.bd bim.tanvir@gmail.com
Khulna	Md. Aminul Islam Deputy Director (Additional Charge) Khulna Campus	01718-427947 aminul.islam@bim.gov.bd aminulmcbim@gmail.com

SCHEDULE FOR DIPLOMA PROGRAMS, 2026-27							
SL No	Name of the Course	Invitation for Application	Admission Open	Commence-ment of Academic Sessions	Campus and Session Hours	Fees (Tk.)	Contact Person
1	Diploma in Social Compliance (DSC)	November 01, 2026 and April 04, 2027	December 06, 2026 and May 02, 2027	January 03, 2027 and June 06, 2027	Dhaka: (Hybrid: Weekend & Online)	36,000/-	Mohammad Mainul Islam, SMC, BIM Cell: 01720462202 Mamun Muztaba, MC, BIM Cell: 01716653626
2	Diploma in Productivity and Quality Management (DPQM), BNQF Level-06	October 15, 2026 and April 15, 2027	November 15, 2026 and May 15, 2027	January 03, 2027 and July 03, 2027	Dhaka, Hybrid	50,500/-	Dr. Engr. Md. Mamunur Rashid, SMC, BIM Cell: 01712-700412
3	Diploma in Public Procurement Management (DPPM), BNQF Level-06	October 15, 2026 and April 15, 2027	November 15, 2026 and May 15, 2027	January 03, 2027 and July 03, 2027	Dhaka, Hybrid	50,500/-	Dr. Engr. Md. Mamunur Rashid, SMC, BIM Cell: 01712-700412
4	Diploma in Project Management (DPM), BNQF Level-06	October 15, 2026 and April 15, 2027	November 15, 2026 and May 15, 2027	January 03, 2027 and July 03, 2027	Dhaka, Hybrid	50,500/-	Dr. Engr. Md. Mamunur Rashid, SMC, BIM Cell: 01712-700412

BRIEF OF 6-MONTH-LONG DIPLOMA COURSES

*Two (2) Regular Sessions: January to June and July to December
(The admission process starts in November and April, respectively).*

For circulars, follow www.bim.gov.bd

Diploma in Social Compliance (DSC)

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 classroom sessions, participants have to do a 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 the factory level. BIM has been offering this course since, 2008.

Program Director

Mohammad Mainul Islam

Senior Management Counsellor & Program Director

Bangladesh Institute of Management.

Cell: 01720462202

E-mail: mainul.islam@bim.gov.bd

Program Coordinator

Mamun Muztaba

Management Counsellor & Program Coordinator

Bangladesh Institute of Management.

Cell: 01716653626

E-mail: mamun.muztaba@bim.gov.bd

BRIEF OF 6-MONTH-LONG DIPLOMA COURSES

*Two (2) Regular Sessions: January to June and July to December
(The admission process starts in November and April, respectively).*

For circulars, follow www.bim.gov.bd

Diploma in Productivity and Quality Management (DPQM), BNQF Level-06

BIM has introduced the Diploma Program of 6 (six) months' duration on "Diploma in Productivity and Quality Management (DPQM)" 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. The 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 South East Asia.

Diploma in Public Procurement Management (DPPM), BNQF Level-06

The Bangladesh Institute of Management (BIM) offers a Diploma in Public Procurement Management (DPPM) to develop practical and professional skills in public procurement. The course covers procurement planning, legal and regulatory frameworks, tender preparation, e-GP systems, bid evaluation, and contract management. Designed for bidders and procuring entities (PEs), it combines theory with hands-on exercises, case studies, and simulations. Participants will gain competencies in ensuring transparency, accountability, compliance, and value for money, aligned with national and international best practices in procurement and governance.

Diploma in Project Management (DPM), BNQF Level-06

The Bangladesh Institute of Management (BIM) offers a Diploma in Project Management (DPM) to develop practical and professional competencies in planning, executing, monitoring, and closing projects across public and private sectors. The program covers project initiation, scope, schedule, cost, risk, quality, procurement, stakeholder management, and project leadership. Designed for project managers, engineers, executives, development professionals, and aspiring project leaders, it combines theory with case studies, simulations, and project-based assignments. Participants will gain the skills to manage resources effectively, mitigate risks, and deliver projects successfully in line with national and international project management best practices.

Course Director

Dr. Engr. Md. Mamunur Rashid

Senior Management Counsellor &

Director, IQAC & Founder Member Secretary,

Program Director, Diploma in Public Procurement Management (DPPM),

Program Director, Diploma in Project Management (DPM),

Bangladesh Institute of Management (BIM).

Cell: 01712-700412

E-mail: mamunur.rashid@bim.gov.bd

Faculty Members of BIM

DIRECTOR GENERAL

Md. Salim Ullah

Director General (Additional Secretary),
Bangladesh Institute of Management (BIM)

DIRECTORS

Mohammad Nazrul Islam Nazrul

Director (Administration) (Joint Secretary)
Bangladesh Institute of Management (BIM)
E-mail: director.admin@bim.gov.bd

Engr. Md. Tariqul Islam

Director (Training) (Current Charge)
Bangladesh Institute of Management (BIM)
Cell: 01717661566
E-mail: tariqul.islam@bim.gov.bd

Engr. Md. Mehboob Hasan Kallol

Director (Finance) (Additional Charge) and
Senior Management Counsellor & Divisional Head,
Computer Services Division
Bangladesh Institute of Management (BIM)
Cell: 01754460100
E-mail: kallol@bim.gov.bd

DEPUTY DIRECTORS

Md. Aminul Islam

Deputy Director (Additional Charge)

Khulna Campus

B.Sc (Hons)

Master in Procurement & Supply Management

MPhil, PGDHRM (BIM).

Cell: 01718-427947

E-mail: aminul.islam@bim.gov.bd

aminulmcbim@gmail.com

Tanvir Hossain

Deputy Director (Additional Charge)

Chattogram Campus

Master of Professional Human Resource Management (MPHRM), FBS, DU.

Master's in Public Affairs (IER), DU

B. Com (Hons), MBS (Accounting)

MBA (Finance and Banking),

PGDFM, PGDMM (BIM),

PGdMC, ITP, CFC.

Cell :01726-134400

E-mail : tanvir.hossain@bim.gov.bd

bim.tanvir@gmail.com

ACCOUNTING AND FINANCIAL MANAGEMENT DIVISION

Amenoor

Senior Management Counsellor &

Divisional Head

BBA, MBA (AIS), RU.

PGDFM (BIM), LLB (NU).

Cell: 01716-551661

E-mail : amenoor@bim.gov.bd

amenoor.bim@gmail.com

Md. Hasan Ali

Associate Management Counsellor

PGDCS, PGDSCM (BIM)

NASSCOM (India)

Microsoft Certified Solutions Associate (MCSA)

Red Hat Certified System Administrator (RHCSA)

Cisco Certified Network Associate (CCNA)

Diploma in Network Technology (DNT)

Master's in Information and Communication Technology

BBA(Accounting), MBA(Accounting)

Cell: 01712-551152, 01571-709094

E-mail: hasan.ali@bim.gov.bd

mhasan.bim@gmail.com

COMPUTER SERVICES DIVISION

Engr. Md. Mehboob Hasan Kallol

Senior Management Counsellor &

Divisional Head

M. Sc. Eng. (Electrical)

PGD in Computer Science

Cell : 01754-460100

E-mail : kallol@bim.gov.bd

mmhkallol@gmail.com

CONSULTANCY AND PRODUCTIVITY SERVICES DIVISION

Md. Aminul Islam
Senior Management Counsellor & Divisional Head

B.Sc (Hons)
Master in Procurement & Supply Management
MPhil, PGDHRM (BIM).
Cell: 01718-427947
E-mail : aminul.islam@bim.gov.bd
aminulmcbim@gmail.com

Aklima Zaman
Management Counsellor

B.S.S.(Hons.), M.S.S (Sociology), DU.
M.Phil (Sociology), DU.
PGDHRM (BIM)
Cell: 01816-591884
E-mail : aklima.zaman@bim.gov.bd
zamanaklima@gmail.com

Shaikh Sajibur Rahman
Management Counsellor

BBA (Management),
MBA (HRM), DU.
PGDMM (BIM),
Cell:01911-187780
E-mail: shaikh.sajibur@bim.gov.bd
sksajibbim@gmail.com

GENERAL MANAGEMENT DIVISION

Mohammad Nazmi Newaz, PhD
Senior Management Counsellor & Divisional Head

BBA, MBA (DU), LLM (Australia)
PhD, University of Newcastle.
Cell : 01715-366717
E-mail : nazmi.newaz@bim.gov.bd
newaz@gmail.com

Momotaz Khatun
Associate Management Counsellor

BBA (Management),
MBA (HRM), DU
Cell: 01757-313973
E-mail: momotaz.khatun@bim.gov.bd
momotaz.bim22@gmail.com

HUMAN RESOURCE MANAGEMENT DIVISION

Akhund Ahammad Shamsul Alam
Senior Management Counsellor & Divisional Head

B. Com. (Hons.),
M. Com. (Accounting)
PGD in Personnel Management, BIM
Cell: 01977-429097
E-mail: akhund.alam@bim.gov.bd
akhundalam@gmail.com

Md. Zafar Ali
Management Counsellor

MBA (Management),
LLB (NU)
Cell: 01712-594621
E-mail : zafar.ali@bim.gov.bd
alizafarbim@gmail.com

Md. Nazmus Sakib
Associate Management Counsellor

BSc Building Engineering & Construction Management, KUET.
Cell: 01682-158827
E-mail: nazmus.sakib@bim.gov.bd
nazmussakib.bim@gmail.com

MARKETING MANAGEMENT DIVISION

Dr. Uttam Kumar Datta
Senior Management Counsellor & Divisional Head
B. Com. (Hons.), M. Com. (Marketing)
M. Phil, Marketing, DU
PhD Marketing, DU
Cell: 01715-782054
E-mail : uttam.datta@bim.gov.bd
ukdatta1969@gmail.com

Nirjhar Mazumder
Management Counsellor
BBA (Marketing),
MBA (Banking), DU.
PGDMM, PGDHRM (BIM),
Cell : 01511-111222, 01918785013
E-mail: nirjhar.mazumder@bim.gov.bd
mazumdernirjharbim@yahoo.com

PROJECT AND SOCIAL SERVICES DIVISION

S.M. Ariful Islam
Senior Management Counsellor & Divisional Head
B.Sc. Urban and Rural Planning
Cell:01719500008
E-mail: ariful.islam@bim.gov.bd
arifull@yahoo.com

Amit Das
Associate Management Counsellor
MBA (AIS), BBA (AIS),
Jagannath University
Cell: 01913-965581
E-mail: amit.das@bim.gov.bd
amitdas.bim@gmail.com

PRODUCTION MANAGEMENT DIVISION

Dr. Engr. Md. Mamunur Rashid
Senior Management Counsellor & Divisional Head
B.Sc in Mech. Engg. (1st Class with 8th Position) (RUET/BIT),
M.Sc in Mech. Engg. (BUET) under NST Fellowship
MBA (BOU), Diploma in Computer Science and Application (BOU)
PGD in HRM (IPM), PGD in Marketing Management (BIM)
LLB (NU), LLM (BUP), MSS in IRLS, ISWR, DU (1st Class 1st)
PGT in Mechatronics (Singapore), PGT in TQM (Hyderabad),
PGT (Malaysia), PGT (Thailand)
Doctor of Engineering in Manufacturing Eng. (Kitami-IT, Japan)
Cell:01712-700412
E-mail: mamunur.rashid@bim.gov.bd
mamun87245@gmail.com

RESEARCH AND PUBLICATION DIVISION

Mohammad Sayeedur Rahman
Senior Management Counsellor & Divisional Head
B.Sc. (Hons), M.Sc. (Economics),
LLM (IPRs).
Cell: 01819-231219
E-mail: sayeed19@gmail.com

Zakia Rahman
Research Officer
BBA, MBA (Marketing)
University of Dhaka
Cell: 01949826279, 01550725334
E-mail: zakia.rahman@bim.gov.bd
zakia.rahman.bim@gmail.com

TOT & BEHAVIOURAL MANAGEMENT DIVISION

Farkhunda Dorin
Senior Management Counsellor & Divisional Head
B.Sc (Hons), M.Sc. (CSE).
Jahangirnagar University, OCA.
PGDHRM (BIM).
Cell: 01711-907418
E-mail : farkhunda.dorin@bim.gov.bd
dorin.bim@gmail.com

Md. Rajibul Hoque
Management Counsellor
BBA (Accounting & Finance)
MBA(Finance)
PGDMM (BIM).
Cell: 01914-484406
E-mail : rajibul.hoque@bim.gov.bd
rajibulatbim@gmail.com

Mamun Muztaba
Management Counsellor
BSS (Hons),
MSS (Pub Admn.), DU
MPA in HRM, DU.
MBA (OB & Ops Mgt.)
IMI, New Delhi, India
PGDPM, PGDMM, (BIM)
Cell: 01716-653626
E-mail: mamun.muztaba@bim.gov.bd
mamunmuztaba.bim@gmail.com

Shumaiya Akter Keya
Associate Management Counsellor
B.S.S.(Hons), M.S.S. (Mass Communication & Journalism), JnU
Cell-01982-017295
E-mail: shumaiya.akter@bim.gov.bd
shumaiyaakterkeya786@gmail.com

OFFICE OF THE DIRECTOR GENERAL

Mohammad Mainul Islam
Senior Management Counsellor
Office of the Director General (Attached)
BA (Hons), (Sociology) (Aligarh),
MSS (Peace and Conflict Studies), DU
MPhil (Peace and Conflict Studies), DU
MBA (HRM) DU, LLB. (NU)
PGD in Personnel Management, (BIM).
PGD in Social Compliance (BIM).
Cell:01720462202
Email: mainul.islam@bim.gov.bd
mainul0786@yahoo.co.in

ATTACHED IN DHAKA OFFICE

Tanvir Hossain
Senior Management Counsellor
Master of Professional Human Resource Management (MPHRM), FBS, DU.
Master's in Public Affairs (IER), DU
B. Com (Hons), MBS (Accounting)
MBA (Finance and Banking),
PGDFM, PGDMM (BIM),
PGdMC, ITP, CFC.
Cell :01726-134400
E-mail : tanvir.hossain@bim.gov.bd
bim.tanvir@gmail.com

Lamia Farha
Senior Management Counsellor
B.S.S. (Hons), M.S.S. (Pub Admn), DU.
PGDHRM (BIM).
Master of Professional Human Resource Management (MPHRM), FBS, DU.
MSc in Management & International Human Resource Management, University of Dundee, UK.
Cell:01711-221226
E-mail: lamia.farha@bim.gov.bd
lamia.farha.bim@gmail.com

CHATTOGRAM CAMPUS

Tanvir Hossain
Deputy Director
(Additional Charge)
Chattogram Campus

Master of Professional Human Resource
Management (MPHRM), FBS, DU.
Master's in Public Affairs (IER), DU
B. Com (Hons), MBS (Accounting)
MBA (Finance and Banking),
PGDFM, PGDMM (BIM),
PGdMC, ITP, CFC.
Cell :01726-134400
E-mail : tanvir.hossain@bim.gov.bd
bim.tanvir@gmail.com

Md. Rabiul Islam Khan
Management Counsellor
B.Sc (Hons), M.Sc. (Statistics).
PGDMM (BIM),
Cell: 01716-917741
E-mail : rabiul.islam@bim.gov.bd
prubelbd2010@gmail.com

KHULNA CAMPUS

Md. Aminul Islam
Deputy Director
(Additional Charge)
Khulna Campus

B.Sc (Hons)
Master's in Procurement &
Supply Management
MPhil, PGDHRM (BIM).
Cell: 01718-427947
E-mail: aminul.islam@bim.gov.bd
aminulmcbim@gmail.com

BIM New Training Complex

Description of facilities

Basement-1&2

Parking

Ground Floor

101-Information Centre
103-Board Room
104-Academic Cell
105-Member Secretary
106-Security & CCTV ROOM
108-Semi Gallery Hall-1
109-Electromechanical Room
111-Semi Gallery Hall-2
112-Front Office

Third Floor

401-Reading Room
402-Library
403-Training Room
404-Training Room
405-Training Room
406-Training Room
407-Training Room
408-Training Room
Faculty Room

Fifth Floor

601-Audio Visual Lab
602-Productivity Lab
603-Workshop Studio
604-Training Room
605-Training Room
606-Training Room
607-Training Room
608-Training Room
609-Training Room
Faculty Room

Eight Floor

901-916-Dormitory
917-928-Dormitory
929-Dormitory Office
930-Office (Hostel)
931-Gymnasium
932-Indoor Games
933-Laundry Room

First Floor

201-TISC & GI Gallery
202-Souvenir Stall
203-Cafateria-1
204-Chef Chamber & Kitchen
205-Cafateria-2

Second Floor

301-Indoor Games
302-Training Room
303-Training Room
304-Training Room
305-Training Room
306-Training Room
307-Training Room
Faculty Room

Fourth Floor

501-Training Room
502-Training Room
503-Training Room
504-Training Room
505-Training Room
506-Training Room
507-Female Prayer Room
508-Computer Lab
509-Computer Lab
510-Computer Lab
511-Computer Lab
Faculty Room

Sixth Floor

701-707-Dormitory (VIP)
708-723-Dormitory
724-735- Dormitory
736-Dormitory Office
737-Male Common Room

Seventh Floor

801-816-Dormitory
817-828-Dormitory
829- Dormitory Office
830-Indoor Games
831-Female Common Room
832-Laundry Room

Ninth Floor

1001-Hall Room-1
1002-Seminar Hall
1003-Hall Room-2



Bangladesh Institute of Management

Dhaka Office

4 Sobhanbag, Mirpur Road, Dhaka-1207

Phone: +8802-58155034, +8802-58155116,

+8802-41025571, +8802-41025563-5

Email: bim@bim.gov.bd

Chittagong Office

Chandgaon R/A Kalurghat Road,

Bahaddarhat, Chattogram-4212

Phone: +880241388241

Khulna Office

Boyra, Khulna-9000

Phone: +8802477702391