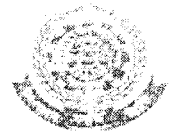


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Government of The People's Republic of Bangladesh
 Ministry of Industries
BANGLADESH INSTITUTE OF MANAGEMENT (BIM)
 Office of the Head, Production Management Division
 4, Sobhanbag, Room No: 308 Mirpur Road, Dhaka-1207



Ref: BIM/Production/2017-2018

Date: 15-10-2017

To

সচিব
 খাদ্য ও খাদ্যের ব্যক্তিগত মন্ত্রণালয়
 ঢাকা-১০০০

সচিবের দপ্তর খাদ্য মন্ত্রণালয়	
<input checked="" type="checkbox"/> অতিরিক্ত সচিব (প্রশাসন)	<input type="checkbox"/> মহা-পরিচালক, বানা অধিদপ্তর
<input type="checkbox"/> অতিরিক্ত সচিব (পরি: ও উন্নয়ন)	<input type="checkbox"/> মহা-পরিচালক, এক্সিমবিডি
<input type="checkbox"/> অতিরিক্ত সচিব (সং: ও সর:)	<input type="checkbox"/> চেয়ারম্যান, বা. বি. খা. ক.
<input type="checkbox"/> মুখ্য সচিব (বাজেট ও অডিট)	<input type="checkbox"/> আইন উপদেষ্টা, খাদ্য অধিদপ্তর
<input type="checkbox"/> মুখ্য সচিব.....	<input type="checkbox"/> সচিবের একান্ত সচিব
নং- তারিখ ০৩/১০/১৭	স্বাক্ষর

Sub: Request for Nomination (s).

Dear Sir/Madam:

The following 54 training courses will be held at Production Management Division of Bangladesh Institute of Management (www.bim.org.bd), Dhaka for the period on December, 2017- May, 2018 in which you are invited to send nomination(s) from your organization:

Sl.	Name of the Training Program	Schedule and Venue (9 A.M to 5 PM)	Course Fee (Tk.)
1.	Productivity and Competitiveness	December 3-4, 2017 Sunday-Monday	Tk.6,000/-
2.	Safety: KPI's, Skills, Assessment, Targets	December 5, 2017 Tuesday	Tk.3,000/-
3.	Productivity Improvement Techniques	December 8-9, 2017 Friday-Saturday	Tk.6,000/-
4.	Maintenance Information System	December 11, 2017 Monday	Tk.3,000/-
5.	Critical Path Method using MS Project 2010/2013	December 15-16, 2017 Friday-Saturday	Tk.6,000/-
6.	Maintenance: KPI's, Goals, Deployment, & Standards	December 19, 2017 ; Tuesday	Tk.3,000/-
7.	Project Management	December 22-23, 2017 Friday-Saturday	Tk.6,000/-
8.	Behavior Driven Safety Culture	December 27, 2017 Wednesday	Tk. 3,000/-
9.	Total Quality Management	December 29-30,2017 Friday-Saturday	Tk.6,000/-
10	Business Process Management, Analysis	January 03, 2018; Wednesday	Tk. 3,000/-
11	Supply Chain Management	January 5-6, 2018 Friday-Saturday	Tk.6,000/-
12	Effective Planning & Scheduling	January 09, 2018; Tuesday	Tk.3,000/-
13	Product Development	January 12-13, 2018 Friday-Saturday	Tk.6,000/-

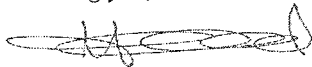
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14	Manufacturing Management	January 15, 2018 Monday	Tk.3,000/-
15	Technological Innovation in Organizations	January 19-20, 2018 Friday-Saturday	Tk.6,000/-
16	Technology Transfer and Innovation	January 26-27, 2018 Friday-Saturday	Tk.6,000/-
17	Critical Area Hazard	January 28, 2018 Sunday	Tk.3,000/-
18	Technological Innovation and Technology Management	January 29-30, 2018 Monday-Tuesday	Tk.6,000/-
19	Hazard Identification, Communication	February 06, 2018 Tuesday	Tk. 3,000/-
20	Earned Value Management for Project Management	February 2-3 , 2018 Friday-Saturday	Tk.6,000/-
21	Preventive Safety Assessment, Poka Yoke	February 12, 2018 Monday	Tk. 3,000/-
22	Project Planning through Log Frame	February 9-10, 2018 Friday-Saturday	Tk.6,000/-
23	Organization for Calamities	February 19, 2018 Monday	Tk.3,000/-
24	Project Appraisal and Evaluation	February 13-14, 2018 Tuesday-Wednesday	Tk.6,000/-
25	Visual Management System & Safety	February 20, 20178 Monday	Tk.3,000/-
26	5S for continual organizational improvement	February 16-17, 2018 Friday-Saturday	Tk.6,000/-
27	Logistics & Distribution Management	February 25, 20178; Sunday	Tk. 3,000/-
28	Project Monitoring and Evaluation	February 23-24 , 2018 Friday-Saturday	Tk.6,000/-

29	Layout: Redesign & Improvement	February 26, 2018; Monday	Tk. 3,000/-
30	Preventive Maintenance	February 15, 2018; Thursday	Tk.3,000/-
31	Technology based HRM	February 27-28, 2018 Tuesday-Wednesday	Tk.6,000/-
32	IMPERATIVES for Globalization of Bangladesh	March 2-3, 2018; Friday-Saturday	Tk. 6,000/-
33	Spare Parts Management System	March 6, 2018 Tuesday	Tk.3,000/-
34	Technological Innovation Management for Enterprises to be Globally Competitive	March 9-10, 2018 Friday-Saturday	Tk.6,000/-
35	Industrial Safety Management for Safety Auditor	March 16-17, 2018 Friday-Saturday	Tk.6,000/-
36	Volume & Labor Productivity	March 22, 2018 Thursday	Tk. 3,000/-
37	Project Financial Analysis and Management	March 20-21, 2018 Tuesday-Wednesday	Tk.6,000/-
38	Workshop on Kaizen	March 23-24, 2018 Friday-Saturday	Tk.6,000/-
39	Performance Improvement Activities	March 25, 2018 Sunday	Tk. 3,000/-
40	Managing Multiple Project effectively	March 30-31, 2018 Friday-Saturday	Tk.6,000/-
41	Occupational Health Safety and Productivity	April 3 - 4, 2018 Tuesday-Wednesday	Tk.6,000/-
42	Internal Auditing for Management Systems	April 6 -7, 2018 Friday-Saturday	Tk.6,000/-
43	Industrial Safety Management and Social Compliance	April 10 - 11, 2018 Tuesday-Wednesday	Tk.6,000/-

44	Problem Solving Routes	April 12, 2018 Thursday	Tk.3,000/-
45	Industrial Safety Management	April 13-14 , 2018 Friday-Saturday	Tk.6,000/-
46	Innovation Leadership for Project Management	April 17- 18 , 2018 Tuesday-Wednesday	Tk.6,000/-
47	Production & Productivity: KPI's, Goals, Standards	April 19, 2017 Thursday	Tk.3,000/-
48	Project Management Professional (PMP) Preparation Course	April 20-21 , 2018 Friday-Saturday	Tk.6,000/-
49	Public Procurement Management	April 24-25 , 2018 Tuesday-Wednesday	Tk.6,000/-
50	Quality Management System: ISO9001-2015	April 27-28 , 2018 Friday-Saturday	Tk.6,000/-
51	Quality Assurance and Management	April 29-30 , 2018 Sun-Monday	Tk.6,000/-
52	Knowledge Management and Organizational Development	May 1 - 2 , 2018 Tuesday-Wednesday	Tk.6,000/-
53	Improving Workplace Effectiveness through Creativity and Innovation	May 4 - 5, 2018 Friday-Saturday	Tk.6,000/-
54	Integrated Management System(QMS/EMS/SMS)	May 11 - 12 , 2018 Friday-Saturday	Tk.6,000/-

Nomination(s) are invited as early as possible, along with the Course Fees draw in favor of the Director General, BIM, Dhaka. For further information, please feel free to contact the Course Director/Coordinator.
Thanking you,



Prof. Dr. Engr. Md. Mamunur Rashid

Senior Management Counsellor and Head, Production Management Division &
Course Director.

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