IBA

Institute of Business Administration (IBA)
University of Dhaka

ADMISSION NOTICE

Human Resource Management Competencies (HRMC)

A Six-Week Course by IBA, University of Dhaka

BACKGROUND

Being the premier business school of the country, Institute of Business Administration (IBA) has been playing a vital role in enhancing the effectiveness of businesses in different industries. Considering the significance of cutting edge knowledge and skills in every industry, IBA, University of Dhaka is offering a six-week certificate course on **'Human Resource Management Competencies (HRMC)'.** Any manager with responsibility of managing staff requires an understanding of the basics of Human Resource (HR) best practices in order to get the best out of the team, and to avoid employment legislation pitfalls. All operational line managers have varying degrees of involvement in HR related activities and it is crucial that they operate following the best contemporary practices and comply with legislations. This course is designed to give the participants an in-depth knowledge of HR so they can contribute to their business's success by managing/utilizing staff in efficient and effective way.

OVERVIEW

Managers of every level need to understand HR if they are to play an active role in achieving the objectives of their organizations. However, not every manager needs the same level of skill and understanding in the arena of HR. A good knowledge of the key concepts of prudent HR management should equip all managers with the knowledge they require. In general, the course seeks to enable participants to explain and apply the basic principles, tools, and techniques of the human resource management. Specifically, the course will explain the fundamental concepts of HR, job description, HR planning, recruitment, interview process, performance appraisal, compensation management, motivation, work life balance, managing diversity issues, conflict management etc.

COURSE SCHEDULE

The course will be taught over six weeks (weekend afternoon/evening only). A total of 12 classes will be held and duration for each class will be 3 hours. Classes will be held at IBA premises on Fridays and Saturdays. The last date for submission of application is Sunday, January 25, 2015. Classes will start from Friday, February 06, 2015.

ELIGIBILITY CRITERIA

Prospective candidates must fulfill the following criteria for admission:

- Bachelor's degree in any discipline;

- Minimum 2 (two) years of work experience with reputed organization/s (work experience can be relaxed for exceptional candidates).

APPLICATION PROCEDURE

Candidates fulfilling the eligibility criteria should apply using the prescribed application form available at www.iba-du.edu. Completed applications are to be submitted at MDP Office, Room# 402 (3rd Floor), IBA, University of Dhaka on any day between 9:30 am to 8:00 pm till Sunday, January 25, 2015.

ADMISSION & COURSE FEES

Eligible candidates will be called to appear before an interview board for final selection. Applications will be reviewed on **_Rolling (First Come First Serve) Basis._** Each Selected applicant has to pay total Tk. 25,000/- as course fees.

ASSESSMENT & CERTIFICATION

The course assessment will be done through individual & group assignments, presentations, case studies, quizzes and examinations. On successful completion of the course, participants will be awarded a certificate for the course issued by IBA, University of Dhaka.

KEY RESOURCE PERSONS

The resource persons for the program comprise faculty members from IBA, University of Dhaka and other reputed business schools of Bangladesh. Leading HR practitioners from the industry will also conduct business sessions.

CONTACT DETAILS

For application and other information please contact:

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