

PEOPLE MANAGEMENT SKILLS FOR PROFESSIONALS (PMSP)

A Four-Friday Course by IBA, University of Dhaka

Brochure

BACKGROUND AND COURSE OVERVIEW

In this time of changing business landscape where dealing with people in organizations can pose a significant challenge for management, the Institute of Business Administration (IBA), University of Dhaka is offering a certificate course on “ **PEOPLE MANAGEMENT SKILLS for PROFESSIONALS (PMSP).**” The topics that will be covered in these course will ultimately help you retain, maintain, and motivate your most precious asset i.e. people who work in your organization.

WHAT TO ACHIEVE?

The purpose of the short course is to enhance your sensitivity on the issues that are critical for day to day effective management of human asset. Besides, this course will also provide you with an insight of the issues that are always remaining buried but when come to the surface, it could destroy a healthy work environment.

WHAT IS THE TAKEAWAY?

At the end of this course you, as a professional, would be proficient in identifying and realizing key actions that are needed to be taken at a certain point of time, its short- and long term implications, and their pertinent impact on your career growth.

WHAT WILL BE DISCUSSED?

The course contents would focus on but in no way limited to:

- Introduction to Investment Perspective on Human Asset.
- Workforce Diversity and Gender Issues in Management.
- Managing Conflict in Organization and Developing Assertiveness.
- Power Politics and Ethical Issues in Organization.

WHY CHOOSE US?

PMSP team comprises of experienced academicians from home and abroad, key industry experts and top effective managers. After successful completion of this course you will be attuned to take proactive steps to the needs and demands of the current management issues.

WHO IS IT FOR?

PMSP team believes management is for professionals serving in any position, rank or sector. The earlier you get to understand the contemporary issues, the faster you can respond to those issues, and in the process become

effective manager. This will not only help you to be successful in the short run but also enhance your investment in human asset in the long run.

HOW WILL THE PROGRAM BE DELIVERED?

The program will be delivered using variety of interactive methods which include but not limited to the following.

- Case study
- Group discussion
- Lecture
- Self-Assessment

ELIGIBILITY CRITERIA

Prospective candidates must fulfill the following criteria for admission:

- Bachelor's degree in any discipline;
- Minimum 5 (five) years of work experience with reputed organization/s (work experience can be relaxed for exceptional candidates);

APPLICATION PROCEDURE

Candidates fulfilling the above requirements 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 and scanned application forms can be sent through **pmsp.iba@gmail.com**.

Applications can be made on any day from 10.00 am to 8.00 pm till **5th January 2015**. Shortlisted candidates will be appearing before an interview board for selection. Classes can be expected to start from mid- January 2015.

ADMISSION AND COURSE FEE

Eligible candidates will be called to appear before an interview board for final selection. Selected applicants will have to pay total Tk. 20,000 as course fee. This payment is to be made in bank draft or pay order favor of "MDP, IBA, DU".

CLASS SCHEDULE

Duration of the course is four weeks (4 consecutive Fridays). A total of 8 (eight) classes will be held, and each class is for 2.5 hours culminating to a total of **20 Contact Hours**. Classes will be held at IBA premises on Fridays only.

ASSESSMENT AND CERTIFICATION

The course assessment will be done through individual and group assignments, case studies and examinations. A minimum of 70% class attendance is mandatory for receiving the certificate. On successful completion of the course, participants will be awarded a certificate issued by IBA, University of Dhaka.

KEY RESOURCE PERSONS

The resource persons for the program comprise faculty members from IBA, University of Dhaka (with international trainings and extensive industry exposure) and other reputed business schools of Bangladesh. Leading management practitioners from the industry will also conduct business sessions.

CONTACT DETAILS

For application and other information please contact:

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COURSE ADMINISTRATOR AND COORDINATOR

Dr. Khair Jahan Sogra

Professor

Institute of Business Administration

University of Dhaka

PhD (Macquarie, Australia), MBA (UNB, Canada),

MBA (IBA, DU), MDPW (UNB, Canada) and Professional Member (AHRI, Aus)

Disclaimer:

The authority reserves the right to make any necessary changes in the contents of this brochure.