



# IBA

UNIVERSITY OF DHAKA

INSTITUTE OF BUSINESS ADMINISTRATION



*For the FIRST TIME in Bangladesh*

Introducing Certificate Course on

## PEOPLE MANAGEMENT SKILLS for PROFESSIONALS (PMSP)

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.

### ELIGIBILITY CRITERIA

- 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 requirements should apply using the prescribed application form available at [www.iba-du.edu](http://www.iba-du.edu). Completed applications are to be submitted at MDP Office, Room# 402 (3rd Floor), IBA, University of Dhaka or scanned application forms can be sent to [pmsp.iba@gmail.com](mailto:pmsp.iba@gmail.com).

Applications can be made on any day from 10.00 am to 8.00 pm till 5th January 2015. Expected date of starting the course is mid-January 2015.

#### ADMISSION AND COURSE FEE

Eligible candidates will appear before an interview board for final selection. Selected applicants will pay total Tk. 20,000 as course fee. This payment is to be made in bank in 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.

#### FOR APPLICATION AND OTHER INFORMATION PLEASE CONTACT

##### Management Development Program (MDP)

Room# 402, IBA

University of Dhaka, Dhaka 1000

Phone: +88-02-9664691

Cell: +8801620227492, +8801931225998

Email: [pmsp.iba@gmail.com](mailto:pmsp.iba@gmail.com)

Website: [www.iba-du.edu](http://www.iba-du.edu)