

BANGLADESH SKILL DEVELOPMENT INSTITUTE



TRAINING CALENDAR

Customized Corporate Training

BSDI's TRAINING DIVISIONS

Technical
Education

Fashion & Arts

Professional
Call Center

Hotel Management

Business &
Language

Corporate
Training

SUBMITTED BY

K. M. HASAN RIPON

Deputy Director

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NATIONAL & INTERNATIONAL RECOGNITION



Bangladesh Technical
Education Board



CEA UK



School of Arts and
Fashion Technology, India



IIC Malaysia



Addvalue Training
Solution, India

H# 2B, R# 12, MIRPUR ROAD, DHANMONDI, DHAKA-1209 PH# 8110818, 01713493206

TRAINING CALENDAR FOR BUSINESS SKILLS

BUSINESS AND LANGUAGE															
PROGRAM TITLE	Duration	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Contact person	
Effective Communication Skills	3 Days	15-17		19-21		07-09		09-11		10-12		12-14		K. M. Hasan Ripon-01714072185	
Effective Communication & Report Writing Skills	5 Days			10-14			09-13			15-19			22-26		
Friday Workshop on Time Management	1 Day	23		13		8		10		11		20			
Friday Workshop on Stress Management	1 Day		20		17		19		28		30		18		
Project Management and Basics of Microsoft Project	1 Month	Jan-Feb			Apr-May			Jul-Aug			Oct-Nov				
Customer Service Excellence	2 Days		13-14		24-25		26-27		07-08		23-24		11-12		
Professional Training for Call Center Executives	2 Days	30-31		27-28		29-30		24-25		25-26		27-28			
Friday Workshop on Business Etiquette and Grooming	1 Day		27		10		05		07		16		04		
Effective Marketing Skills	1 Day			19		21		23		24		26			
Professional Sales Management	1 Day			07		23		18		17		12			
Organizational Conflict and Negotiation	2 Days		20-21		24-25						02-03		18-19		
Business English for Executives	2 Months			Mar-Apr			Jun-Jul			Sep-Oct			Dec-Jan-10		

TRAINING CALENDAR FOR IT SKILLS

IT PROGRAMS															
PROGRAM TITLE	Duration	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Contact Person	
Diploma in Information Technology-4th to 7th Batch	1 Year			Mar-Feb			Jun-May			Sep-Aug			Dec-Nov	Mr. K. M. Parvez Boby-0171-3493243	
Basic Computer Application	2 Months	Jan-Feb		Mar-Apr		May-Jun		Jul-Aug		Sep-Oct		Nov-Dec		Mr. K. M. Parvez Boby-0171-3493243	
Advanced Computer Training [Only Friday-Saturday]	12 Days	Jan to Feb		Mar-Apr		May-Jun		Jul-Aug		Sep-Oct		Nov-Dec		Mr. Zahirul Islam- 0171-3493206	
Workshop on Hardware Maintenance & Troubleshooting	3 Days	16-17		20-21		22-23		24-25		25-26		27-28		Mr. Zahirul Islam- 0171-3493206	
Workshop on Microsoft Project	3 Days		13-14								14-16			Mr. Zahirul Islam- 0171-3493206	
Certificate in Graphics Design	2 Months		Jan-Feb			Jan-Feb			Jan-Feb			Jan-Feb		Mr. K. M. Parvez Boby-0171-3493243	
Certificate in Management Information System [MIS]	3 Months			Mar-May				Jul-Aug				Sep-Nov		Dec-Feb	Mr. K. M. Hasan Ripon-01713493206
Certificate in Web Development	3 Months			Mar-May				Jul-Aug				Sep-Nov		Dec-Feb	Mr. K. M. Parvez Boby-0171-3493243
Workshop on Microsoft Outlook	3 Days	24-26		27-29		29-31		24-26		25-27		27-29		Mr. K. M. Parvez Boby-0171-3493243	