Bangladesh Institute of Management 2-week training on Online Office Management (25th Batch)

Course Objectives

Now days, more and more people are adopting information systems in their personal, working and social life. In Bangladesh, citizen, even from the grass root levels are now accessing information in parallel with the increasing rate of Internet penetration. Government is also prioritizing the innovation in public service delivery; following that most of the public servants or service delivery agents are now using e-Filing, e-Procurement through computer, tab or smartphone etc. These devices have the access to so many free online applications to improve the productivity, which ultimately aims to ensure quality service delivery at the doorsteps of citizen. The specific objectives are:

- Accessing the same information irrespective of hardware (Computer/Laptop/Mobile/Tab) or software (MS Windows/Android/Apple).
- Skilled on working from anywhere, anyplace & any time through *Cloud Services*.
- Using readily available, free, up-to-date and easy-to-use cloud-based services for effective office management.

Cou

ourse Outline				
	G Suite Productivity	e-Filing		
	Google Design Thinking	 e-Procurement 		
	LMS using Google Classroom	 Graphics Design Using Cloud Services 		
	Cloud Storage Management	 Advanced Emailing, Account and Contact 		
	Innovation in Public Service Delivery	Management		
	Time Management Using Google Calendar	 Word Processing Using Google Docs 		
	Information Technology Infrastructure Library	 DBMS Using Google Sheets 		
	(ITIL)	 Google Forms 		
	Building Website Using Google Sites	Field Visit		

Prerequisites

Officers with at least one year of working experience with computing, Internet, Smartphone may attend this course.

Training Aids & Methods

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SL TOPIC	RATIO	CONCENTRATION
1 Theory	20%	Focused on industry standards
2 Lab Practice	80%	Skills on Cloud Applications
2.1 Desktop/Laptop based cloud environment	40%	MS Windows based Computer Lab
2.2 Mobile/Tab Apps for Android/iOS	40%	Each Participant will get One Android TAB/Mobile as gift.

প্রাণিসম্পদ মন্ত্রণালয় 09 - 20 January, 2022 (10 Working Days) **Duration** 17:00 - 21:00 (4 Hours) Time BIM, 4 Sobhanbag, Mirpur Road, Dha Venue अद्याखनीय वावश निन् Lear Coordinator म यखनानय S M Ariful Islam, Head, Project Management Division 🔾 উপদ্বাপন করন সচিব (প্রশাসন) এর দপ্তর আলোচনা করন arifull@yahoo.com, pmd.bimdhaka@gmail.com. **जारे** ते २००७ তারিখ % 3/22 🖸 মন্তব্য/ মতাম 01822-800205, tusher.bim@gmail.co প্রতিবের একাছ সচিব যুগা-সচিব যুগা প্রধান Net Pay TK. 30,000/- (Excluding VAT & TAX) উপ-সচিব **Course/E@e/**৩/৪ (A/C Payee to Director General, BIM, Dhaka) উপ-প্রধান সিঃ সঃ সঃ/সহঃ সঃ