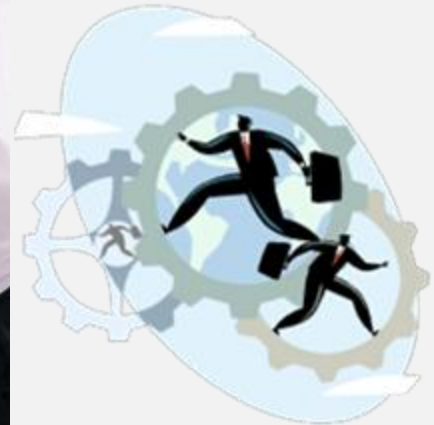


## DIVERSIFIED SKILL AND COMPETENCY DEVELOPMENT TRAINING



### Key Features

- Computer based practical training
- Experienced and expert facilitator
- Latest tools and techniques
- Online materials
- Knowledge Enhancement web access
- Latest training aids and training software

## Training Topics

- Resume writing & Interview tips
- HRIS implementation and benefits
- Advance Training on Bangladesh Labor Law & Labor Rules 2015
- Balanced Scorecard: Tool for navigating KPI Achievement
- Essential Tools and Formats for HR & Admin Functions
- Recruitment: Tools and techniques
- Disciplinary Process & Departmental Inquiry
- Compensation & Benefit
- Training & Development- Employee Empowerment
- Business Communication Skill
- Presentation – How to expose yourself
- Report Writing for Project Monitoring, Evaluation & Training
- Business Report Writing
- Accounting Tax & VAT Assurance
- Audit: Tools and Techniques
- Leadership and team management
- Basics of Computer & internet
- Web development - Wordpress
- Advance Graphics design
- Outsourcing Basics
- Social Media Marketing
- How to Be An Efficient Commercial Manager
- IT Project Management
- Project Proposal Writing for NGOs
- Advanced Application Development: Microsoft Excel 2007 & 2010
- Employee Engagement
- Budget Planning & Control

**Any customized topics by the participants**

### Get in Touch

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