

TRAINING PROGRAM TOPICS RELATED TO GARMENTS INDUSTRY

For different levels of employee / workers / supervisor

Sl No	Topic of the Training	Likely Participants
1.	Pros & Cons of Garments HR	HR
2.	Improving Efficiency & Productivity	Supervisor / Workers
3.	Productivity Vs Quality	Supervisor / Workers
4.	Floor Etiquette	Supervisor / Workers
5.	Floor Behavior	Supervisor / Workers
6.	Floor Communication	Supervisor / Workers
7.	Attitude towards Success	Supervisor / Workers
8.	Task: Responsibility: Role: Similarities & Dissimilarities	Supervisor / Workers
9.	Maintenance of Machines: Basic Concept	Supervisor / Workers
10.	Absenteeism & Leave: Hidden effect	Supervisor / Workers
11.	Owner: Management: Worker: Balancing	Supervisor / Workers
12.	Time & Motion Study	Worker
13.	Hidden Benefit towards Worker	Supervisor / Workers
14.	Quality Management	Supervisor / Workers
15.	Productivity Improvement	Supervisor / Workers
16.	Supervisory Skill Development	Supervisor
17.	Managerial Skill Development	Supervisor
18.	Counseling Techniques and areas	HR, Counselors, Supervisor
19.	Environment, Health & Safety	Supervisor / Workers
20.	Fire Training	Supervisor / Workers
21.	Compliance Management	HR, Compliance, Supervisor
22.	Audit Management	HR, Compliance
23.	Ethical Model Factory	Supervisor / Workers
24.	Attitude / Behavioral Training	Supervisor / Workers
25.	Building Ownership	Supervisor / Workers
26.	Employee Partnership Concept	Supervisor / Workers
27.	Production Management	Supervisor / Workers
28.	Handling Subordinates	Supervisor
29.	Motivating Workers / Supervisors	Supervisor / Workers
30.	Cost Minimization	Management
31.	Profitability	Management
32.	Report Preparation , Analysis & Feedback	Management, Production, Quality
33.	Line Management / Line Balancing	Supervisor
34.	Floor Management	Supervisor
35.	Bangladesh Labor Law	HR, Compliance, Supervisors

For personnel's involved with management of Garments Industry

List of Management Development Courses

1. Management Staff: Development & Role in business growth
2. Employee Turnover: The secret & its remedy
3. Best Utilization of Manpower: Focus & Assurance
4. Employee satisfaction Vs Business Growth
5. Attitude: Turning towards success
6. Be an effective Departmental Head
7. Role of Department Head in the organizational sustainability and growth
8. Competence Mapping: The Voice of achievement [for different department or organization]
9. Delegation: The Key to success of a Manager
10. Career Planning and Opportunities

For lower/mid/upper level executives

TRAINING PROGRAM TOPICS RELATED TO GARMENTS INDUSTRY

SI No	Topic of the Training
1.	Business Communication for Corporate Executive
2.	Organization Behavior & Professional Etiquette
3.	Business Report Writing Skills
4.	Problem Solving & Decision Making Skills
5.	Emotional Intelligence in Decision Making
6.	Essential Managerial Skills
7.	Leadership & Human Relation Skills
8.	Effective Meeting Management
9.	Monitoring & Evaluation Skills
10.	Effective Motivational Skills
11.	Boss-Subordinate relationship Skills
12.	Emotional Intelligence in decision making
13.	Stress Awareness & Management
14.	Effective Office Management
15.	Best Utilization of Manpower Judging the capacity Delegations Functional Relation
16.	To be a Highly Effective People
17.	Advance Communication Skills/ Effective Communication that Works
18.	Art of Presentation
19.	Customers are really everything (C.A.R.E.)
20.	Essential Skills for New Managers
21.	How to keep your customer
22.	Finance for Non-Finance executives
23.	Personality Development

SI No	Topic of the Training
24.	Using positive words to make a positive difference
25.	Professional / Business Ethics
26.	Change Management
27.	Crisis Management
28.	Competency Mapping and Analysis
29.	How to Value-Add Today's Managers – The Leadership Competencies
30.	How to be an efficient and effective department manager – the essential competencies
31.	Negotiation Skills
32.	Problem Solving & Decision Making
33.	Organization Development: For owner / Top level
34.	Developing Strategic Business Plan
35.	How to achieve competitive Advantage
36.	How to overcome competitors
37.	Leadership & Monitoring
38.	Business English/ Communicative English
39.	Technical Report Writing
40.	Roles of leadership
41.	Critical Factors for Success for Effective Strategic Management
42.	Essentials of Leadership
43.	Leadership Models and ways
44.	Business Communication with Report Writing for Corporate Executives
45.	Advanced & Effective Communication that works in Life
46.	How to keep your Customer: Customers are Really Everything C.A.R. E
47.	Professional Etiquette and Mannerism
48.	Stress Awareness & Management
49.	Success in Selling
50.	Corporate Social Responsibility
51.	Conflict Management
52.	Talent Management
53.	Risk Management
54.	Supervisory Skill
55.	Total Quality Management
56.	Team Dynamics: Way to success
57.	Effectiveness in Supervision
58.	Public Speaking and Personality Development
59.	Business Etiquettes and Manners