

LIST OF REGULAR TRAINING PROGRAM OFFERED BY IPTM

Sl. No.	Training Topics
01.	Effective Business Communication Skills
02.	Professional Training on Cyber Security
03.	Strategic Human Resources Management
04.	Trade Marketing Master Class
05.	Leadership for Administrative Professionals
06.	Advanced Course on Monitoring & Evaluation
07.	Inventory and Warehousing / Store Management
08.	Result Based Management
09.	Certificate in Professional Salesmanship
10.	Professional Etiquette for Supportive Staff
11.	Training on Stress Management
12.	Advanced Transport Management Certificate Course
13.	First Aid Training with Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR) for Safer Workplace
14.	Salesmanship for Professional and Personal Growth
15.	Computer & Software Sales Training
16.	Effective Corporate Communication Skills
17.	Brand Management Workshop
18.	Communication for Result
19.	Finance for Non Financial Managers
20.	Certificate Course on Project Planning and Management
21.	Managing HR & Administrative Functions with Google Tools
22.	English for Effective Business Communication
23.	SPSS Statistics
24.	Advanced Excel Table, Charts, PivotTable, PivotChart and Dashboard Reporting
25.	Certificate Course on Practical Accounting
26.	Motion Graphics Design Basics with Adobe After Effects
27.	Advanced Communication Skill for Managers
28.	Customer Service Excellence
29.	Strategic HR Management Workshop
30.	Practical HR
31.	Public Speaking Workshop - Conquering Your F.E.A.R Factor
32.	Certified Human Resource Associate [CHRA] Program
33.	Planning, Monitoring, Evaluation, Accountability and Learning (PMEAL) Training
34.	Successful Implementation of ERP System
35.	Advanced Business Intelligence with Excel and PowerBI 2.0
36.	Social Entrepreneurship Course: Turning Ideas into Action
37.	Developing Win-Win Negotiation Skills
38.	Organizational Development & Change Management
39.	Effective Employee Counseling and Grievance Handling Mechanism
40.	Professional Report Writing Skills
41.	Strategic Sourcing for Supply Chain Professionals
42.	Excellence in Corporate Sales Management
43.	Corporate Grooming and Etiquette
44.	Train the Trainer Masterclass

Sl. No.	Training Topics
45.	Construction / Project Work Safety Management
46.	Certificate Course on Contemporary Supply Chain and Logistics Management
47.	Effective Communication with Email
48.	Applied Sales Techniques for Better Performance
49.	Leadership Development Program
50.	How to Deal with Difficult Customers/ Clients
51.	Capacity Building Training for Administrative Professional
52.	How to Setup Robust Distribution of Sales
53.	Workshop on Job Analysis, HR Planning & Succession Management
54.	Career Booster for Sales and Marketing Professional
55.	Effective Project Management under PMI Framework
56.	Retail Sales Master Class
57.	Workplace Health and Safety Training
58.	English for better communication : Meet the Need
59.	Negotiation Skills Workshop
60.	Conflict management and problem solving skills for Admin Professionals
61.	Learn How to Start a Small Business
62.	Cost Containment Strategies Certificate Course
63.	Graphics Design Basics with Adobe Photoshop & Illustrator
64.	Project Planning and Management Certificate Course
65.	Project Management with MS Project
66.	Facebook Messenger Marketing with ChatBot
67.	Energy Management for increasing Profitability & Productivity (EMPP)
68.	Train The Trainer - FAST TRACK
69.	Workshop on Effective Governance
70.	Modern Practices of Supply Chain and Logistic Management
71.	Applied Sales Techniques
72.	Strength Based Leadership Workshop
73.	Effective Sales Management Training
74.	Disaster Management and Climate Change Adaptation
75.	Competency Based Interview Technique (CBIT)
76.	Inventory, Transportation, Warehousing, Packaging and Distribution Management
77.	Export Oriented Agro Business Establishment Strategies
78.	Certificate Course on Basic Financial Analysis
79.	3D Animation Fundamentals
80.	Essential Skills for Supply Chain Professionals
81.	Telesales Charisma (Outbound Sales)
82.	Modern Practices of Supply Chain and Logistic Management
83.	How to Prepare a Factory for Social Compliance Audit
84.	Fire Safety & First Aid Management
85.	Problem Solving Techniques for Professionals
86.	Training on NGO Project Management
87.	Contact Center Management
88.	Office Management
89.	Brand Management Workshop
90.	C-TPAT Compliance Training with Industrial Practices
91.	Customer Behavior, Service & Satisfaction

Sl. No.	Training Topics
92.	Effective Safety and Health Implementation in Factories
93.	Effective Negotiation Techniques and Strategies
94.	Develop Emotional Intelligence
95.	Basic to Advance Sales Strategies
96.	Production Planning and Control Mechanism
97.	Organizational Leadership at 21st Century
98.	E-mail Etiquette and Business writing
99.	Practical Accounting Training
100.	Corporate Sales Management Excellence: Advance Negotiation Skills
101.	Secrets of Effective Communication Skills
102.	Industrial Electrical Safety Workshop
103.	Advance FMCG Sales Management
104.	Leadership at Workplace
105.	Workshop on Effective English Writing
106.	Leadership Development Training
107.	Result-based Monitoring and Evaluation
108.	Essentials of Business English and Communication [EBEC]
109.	Telemarketing and Telesales
110.	Retail Sales Techniques : From Theory to Practice
111.	Customer Service Master Class
112.	Professional Communication & Etiquettes
113.	Training on Customer Care & Dealing with Complaints
114.	Organizational Leadership Master Class
115.	Environmental Management System (EMS)
116.	Strategic Sales Leadership
117.	Training of Trainers (TOT) for Facilitation Skills
118.	Inventory and Store Management
119.	Effective Telephony Skill & Front Desk Management
120.	Training on Spoken, Pronunciation and Presentation Skills
121.	Finance for the Supply Chain Professional
122.	Business Development & Planning (Small Scale), Market Survey, Sourcing & Costing Process
123.	Advanced Course on Research Methodology
124.	People Capacity Enhancement Program
125.	Management Skills for HR and Admin Professionals
126.	Strategic Procurement and Supplier Relationship Management
127.	Project Management
128.	Efficient Commercial Manager
129.	Strategic Brand Management Excellence
130.	TNA, Budget & ROI of Training
131.	Advanced Certificate Course on Report Writing Management
132.	Winning Business Presentations and Communications
133.	Comprehensive Selling Skills
134.	Employee Recruitment & Selection Process
135.	Retail Customer Service
136.	Self-Development Skill for Commercial & Supply Chain Professional
137.	Excellence in Sales Leadership

Sl. No.	Training Topics
138.	Managerial Competencies Master Class
139.	Sales Team Management Excellence
140.	Excellence in Telesales
141.	Recruitment & Selection through CBI Skill for HR Professionals

FOR ANY QUERIES RELATED TO THIS DOCUMENT PLEASE LIAISE WITH

Dr. Mohammad Anwar Javed
 Chief Executive Officer, IPTM
 & Authorized Representative of AIT-VN
 Cell: +880-1933-332277
 Email: drjaved7@gmail.com



Dr. Mohammad Anwar Javed
 Training Specialist

'Capacity Enhancement of NEC-ECNEC & Coordination Wing by Introducing Digital Data Base & Archive System' Project
 Room # 32, Block # 01, NEC-ECNEC & Coordination Wing
 Planning Division, Ministry of Planning, Sher-e-Bangla Nagar
 Dhaka- 1207, Bangladesh

Contacts:
 Cell : +880 193 3332277 () () ()
 E-mail : drjaved7@gmail.com

Dr. Mohammad Anwar Javed
 Training Management Specialist

Urban Primary Health Care Services Delivery Project
 Local Govt. Division, Ministry of LGRD&C

Project Management Unit (PMU)
 Room # 629, Nagar Bhaban Phone : +880 9550917
 5, Phoenix Road, Dhaka-1000 Fax : 880-2-9569124
 E-mail: drjaved7@gmail.com Mobile: +88 01933332277

Dr. Mohammad Anwar Javed
 Training Specialist

Strengthening Monitoring & Evaluation Capabilities of IMED Project
 IMED, Ministry of Planning
 Government of the People's Republic of Bangladesh

Room #30, Block#12 Cell phone: +88 01933332277
 Sher-e-Bangla Nagar, Dhaka-1207 +88 01713409407
 Bangladesh Email: drjaved7@gmail.com

Dr. Mohammad Anwar Javed
 Training Specialist, PEDP-3

Directorate of Primary Education
 Ministry of Primary & Mass Education
 Section-2, Mirpur, Dhaka-1216
 Tel: +880 2 9640255, Fax: +880 2 9640253
 Cell: +880 1933 332277

E-mail: drjaved7@gmail.com

Dr. Mohammad Anwar Javed
 Training Management Specialist

Higher Education Quality Enhancement Project
 UGC, Ministry of Education

Dhaka Trade Centre (8th Floor) Phone : 02-8189020 (Off)
 99, Kazi Nazrul Islam Avenue Fax : +088-02-8189021
 Kawran Bazar, Dhaka- 1215 Cell : 01713409407
 Email : overseas.training.heqep@gmail.com 01933332277
 drjaved@tttd.com

DR MOHAMMAD ANWAR JAVED
 International Training Management Specialist
 Advisor, AIT-Vietnam
 Managing Partner, IPTM

IPTM & AIT-Vietnam Initiatives
 Success, Nothing Less