



## A Brief Profile

### About us

Institute of Professional Development Programs (IPDP) is a dynamic and innovative professional services firm offering *training*, *consultancy* and *education* services. We focus on strong relationship with our clients and deliver added value to them. Our aim is to provide management and development services to a wide range of well-known private, public and social sector organizations in Bangladesh.

### Mission Statement

“Our mission is to develop skilled personnel who can implement the best knowledge through latest technological advancement where the firm can get the highest output from the resources.”

### Vision Statement

“Our vision is to become the ‘provider of choice’ of learning and development solutions in the market we serve. We design and deliver high quality, original learning and development solutions that meet our client's organizational needs. We are devoted to inspiring people to realize their full potential through a wealth of learning solutions that is engaging, innovative and challenging.”

### Activities of the Institute

We offer a wide variety of courses through our training program. Putting together training is easy, but making sure your employees actually understand and implement the essential subject matter of the training content is what we do best. Training designed in various format such as Short Courses, Workshop, Seminars, Inbound, Outbound and Functional programs.

**Customized Corporate Training:** Institute of Professional Development Programs (IPDP), in addition to the scheduled programs, can accommodate request /tailor made programs for clients. A pool of expert trainers is capable of organizing customized programs in almost all the functional areas of management such as Team Building, Business Communication, Interpersonal Skills, Conflict Management, Virtual Team Management, Soft Skills and Training Need Analysis (TNA) etc.

## ***Benefits to Clients***

### **Engaging Your People in Your Strategy**

IPDP training programs can support a new or changed company strategy. New strategic directions create the need to engage the firm's people in the strategy. They need to understand the strategy, believe it is meaningful to them and understand how they personally can contribute to its success.

It may be helpful to support a senior executive team in the process of articulating and communicating the strategy; to help mid-level managers translate the strategy for their group; and to support the managers charged with executing the strategy effectively.

### **Education in Business Context**

We help our clients implement their strategy through development of their people. We focus workshops on what the organization's people need to know, do and believe in order to address current or anticipated challenges, and attain specific business objectives.

### **Impact Across Levels of the Organization**

We design and deliver programs focused on the executive, leaders in the mid level, or managers/professionals on the front line. We can provide a set of integrated solutions that target all three levels in turn. While those programs differ based on the needs of each level, they convey common themes and common message enabling greater understanding among people at different levels.

### **Partnership & Client Relationship Skills**

We operate with client-oriented teams that thoroughly get to know their clients and pride themselves on being flexible and developing a relationship based on credibility and trust. We begin our work by listening to our clients and gaining an understanding of their business issues. We then work with them to articulate their desired business destination. That business destination drives our work throughout the life of the project. We design and develop content to client's business outcomes, not the content we have to offer.

### **Business Value for Your Money**

We can begin by designing a program to meet all your needs, or by constraining the design within price limits you set. Such flexibility results in a wide range of custom-made programs, and we are committed to providing high value at each price point. We will work with you to optimize the trade-off between what you want to accomplish and the investment level you would like to make.

## Experts behind IPDP

### **Dr. AKM Matiur Rahman**

### **The Chairman, Advisory Board**

*First Secretary (Tax), National Board of Revenue, Ministry of Finance.*

He has worked in the field level in different capacities as Assistant Commissioner of Taxes, Deputy Commissioner of Taxes, Joint Commissioner of Taxes and Additional Commissioner of Taxes. He has also worked in the NBR before as a Second Secretary (Tax) and was involved in policy formulation and budget. He obtained his Doctorate degree on direct taxation in 2006 from the London Institute of Technology, UK. He finished Master of Science in Materials science from the Ohio State University, USA in 1995. He earned his B.Sc. Engineering and M.Sc. Engineering degrees from the Bangladesh University of Engineering and Technology (BUET) in 1991 and 1993 respectively. He has conducted a number of research works on taxation and presented professional papers in national and international forums. He was a principal researcher of a research project of International Finance Cooperation (IFC) of World Bank on Investment Climate in Bangladesh. He has strong passion for teaching and was an Assistant Professor at the BUET from 1991-1993 and he taught at the American International University-Bangladesh from 2007-2011 on lien and was Professor and Associate Dean of the faculty of Business Administration. Mr. Rahman has published about 15 articles in national and international Journals.

### **Noor Mohammad**

### **The Vice Chairman, Advisory Board**

*Country HR Manager, Nokia Siemens Networks Bangladesh*

*Vice president of Bangladesh Society for Human Resources Management(BSHRM)*

He boasts a fast-track career in HR, possessing both national and international experience. He has worked for Fonterra, previously known as New Zealand Dairy, as Head of HR in Bangladesh and Saudi Arabia. He also had a regional HR stint in Singapore. Trained in 'HAY job evaluation' and compensation methodology, he has accreditation for 'Lominger interview architect and Harrison assessments' (a psychometric selection tool). He holds an MBA in marketing from North South University, Dhaka, and a BBA from Madras, India. He also has a postgraduate diploma in personnel management (BIM).

<b>Board of Advisors</b>	
<b>M N Islam FCA</b>	M. N. Islam & CO. Chartered Accountants
<b>Shah Alam Khan FCMA</b>	Managing Director & CEO, S A Khan Associates
<b>Zakaria Masud ACMA</b>	Head of Accounting Department, Business School American International University-Bangladesh
<b>Hannan Molla ACMA</b>	Assistant General Manager , Destiny Group Ltd.
<b>Md. Afsar Uddin</b>	Head of Quality Assurance,Rahim Afrooz Distribution Bangladesh Ltd.
<b>Mir Redwanul Haque Suja</b>	Head of Networking Division, IT Department, American International University-Bangladesh
<b>A.K Nazmul</b>	Assistant Professor, Business School, American International University-Bangladesh
<b>Nabil Ibne Nazrul PMP</b>	Project Manager Nokia Siemens Networks Bangladesh Ltd.