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|  | ***BANGLADESH-JAPAN TRAINING INSTITUTE*** |

 Day - long Exclusive Training on

**English for Executives**

Resource Person: **Ms.** **Sanjida Kaium**

Freelance Consultant of Training and Capacity Development of

Entrepreneurship development, Women empowerment, SRHR, Gender, Mass Media, SBCC, Counseling, Teachers training, Education, Program and Capacity development

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| **English for Executives** |
| **Course Objective:** Support Executives to be confident in presenting themselves | **Course Contents:** * Introducing oneself
* Professional presentations.
* Negotiating skills.
* Writing emails.
* How to ask and answer over phone
* Professional Communication
* Formal and Informal English
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| **Who Should Attend:**Executives from all background |
| **Language:**English and Bangla |  **Methodology:*** brain storming, Games, Group works, Pair works, Digital presentation
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Held Date: 20 June 2025



08:45 am - 05:00 pm

Deadlinefor Registration: 19 June 2025

Bangladesh-Japan Training Institute, Room # 7, 7th Floor, Eastern Plaza, Sonargaon Road, Dhaka.



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| **Resource Person:****Ms. Sanjida Kaium** **Freelance Consultant of Training and Capacity Development of****Entrepreneurship development, Women empowerment, SRHR, Gender, Mass Media, SBCC, Counseling, Teachers training, Education, Program and Capacity development** | **Ms. Sanjida Kaium** Individual Consultant of Training and Capacity Development, has verse experience to work on Communications, entrepreneurship development, Sexual and Reproductive Health and Rights (SRHR) Education, Gender, Media, Health, Education, capacity Development, communication, counseling, Advocacy, Awareness building, mentoring, and Program Development got more than **20 years** of experience of design, development of training manuals and facilitation of training courses in the area of communication, Education, Personal health and hygiene, nutrition and Behaviour Change Communications (BCC). She has completed her Hounors and Masters in English. She has successfully completed ToT on Sexual and Reproductive Health and Rights, Administration and management, Teachers Training Right Based Approach (RBA), VAW, BCC, Pedagogy and Advocacy. She worked for Marie Stopes Bangladesh, Pathfinder International, BCCP NHSDP project, Ministry of Education, BIAM Laboratory School, BWCCI, ASOD, Newslets.Inc and she worked with Friendship international in their Rohingya project on Awareness development on Gender Based Violence(GBV).She has been working with Bangladesh Betar since 2005 as an anchor, News caster and Program director. She has worked as communications Consultant of Radio Naf the concern of ACLAB on rohingya issue where She worked to develop and supervise Radio programs on Gender Based Violence, Family Planning, Mother and Child health, Nutrition, SRHR and ASRHR. She has developed tools and materials for communication, counseling activities and motivating service providers on providing services through proper communication covering campaigning, community mapping, BCC planning. |

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| **Registration Fees** | **BDT 4,000/-** Per Participant **excluding VAT & TAX.** (Members of BJTI, BAAS and Organizations nominating five or more delegates will enjoy **10%** discount on course fee). The fee will cover tuition, stationery, reproduction of training material, training aids/ equipment, cost of venue, food & refreshment, certificate etc. |

Certificate of attendance will be provided