

Circular No. DBI-04/2018/17

Dated: 12-03-2018

Subject: Short Training Courses & Workshops Scheduled to be organized by DBI in April, 2018

Dear Sir/Madam,

The following short training courses & workshops are scheduled to be organized by DCCI Business Institute (DBI) in April, 2018:

Sl. No.	Training Courses	Fees	Duration
1	Business English for Professional Success	4,500/-	06-07 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Bangladesh Labour Laws as amended in 2013 & Labour Rules 2015	4,500/-	20-21 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Understanding L/C Procedures for Export & Import Operation	4,500/-	27-28 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl. No.	Workshops	Fees	Duration
1	Exploring Export Market by Using ITC Market Analysis Tools	4,500/-	06-07 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Warehouse Operation, Inventory and Distribution Management	4,500/-	06-07 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Development of Employee Efficiency & Productivity	4,500/-	20-21 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	Material and Inventory Management	4,500/-	27-28 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.

Benefits: The Training and Workshop helps to develop knowledge, skill and positive attitude of forward-looking entrepreneurs, business managers and executives. Above courses & workshops would help participants to apply advanced tools and techniques for intelligent decision-making, use modern strategic business management methods, cut costs, ensure customer satisfaction, etc. so as to become competitive in global market and reach organizational goals.

Brief on the Training Courses

1. Business English for Professional Success; 06-07 April, 2018

Course Contents: Essentials of Good English-Building Vocabulary, buzz-words, choice of words; **Grammar in writing** - difference in English words and their applications; **Foreign words and phrases** - methods of expression-unity, coherence & proportion, style & tone; **Common mistakes in writing** - Formats of different types of writing- application, draft, email, memos, letters, meeting, minutes, short- report, press release, Feedback & correction; **Elements of Effective Written Communication** - process of systematic writing- Model essay- how to make a good précis-steps in précis writing- Exercises; **Techniques of different modes of Communication**-written and oral communication in English- Format of Summarizing selected text, correcting faulty text and more; **Test of learning through group presentation.**

Who Can Attend: This is an ideal course for professionals in all business organizations especially for would be entrepreneurs, Executives in Marketing and HR department, PROs or Public Relations Officer in any business or professional Institutes. Anyone interested to improve his English language skills.

2. Bangladesh Labour Laws as amended in 2013 & Labour Rules 2015; 20-21 April, 2018

Course Contents: Labor Laws: Introduction, Definition, Amendments of labor law in 2013, Conditions of Service & Employment, Employment of Adolescent, Maternity Benefit, Welfare, Working hours & Leave, Wages & Payment, Workers Compensation for Injury by Accident , Trade Unions & Industrial Relations,

Workers Participation in Companies Profit, Provident Funds, Case study; Labour Rules: Introduction, Contracting, Misconduct & Awarding Punishment, Maternity Benefits, Health & Hygiene, Safety, Welfare, Working Hours & Leave, Payment of Wages, Bonus, Wages Board, Trade Union & Industrial Relations, Profit sharing, Provident Fund, Apprenticeship, Administration and Inspection, Miscellaneous, Forms; **Test of learning through group presentation.**

Who Can Attend: Managers to General Managers who lead an organization; employees who may be assigned to conduct enquiry; persons who want to be professional enquiry officer; any employee specially for Admin & HR department and other interested persons.

3. Understanding L/C Procedures for Export & Import Operation; 27-28 April, 2018

Course Contents: Letter of Credit Operation & Settlement Mechanism; Different types of L/Cs and Obligations of Different parties involved in L/C; Advising & Confirming Export L/Cs, Back to Back L/C & Exercise on Back-to Back L/C; Transport documentation; Bill of Exchange, UCPDC-600; Invoice & Other Documents; International Trade Policy and Procedures, Inco-terms; Scrutiny Lodgment, Retirement of Import Bills; Pre-shipment & Post-shipment Export Financing under L/C; Negotiation of Export documents; **Test of learning through group presentation.**

Who Can Attend: Exporters/Importers/Indenters/Suppliers/Manufacturers and Bank officers, preferably having one year's experience in International Trade/ Foreign Exchange Division of Commercial Banks and others interested.

Brief of the Workshops

1. Exploring Export Market by Using ITC Market Analysis Tools; 06-07 April, 2018

Course Content: Export, Export Market, Trade, Trade Map, Use of Trade Map, How to access the application, Data classification in Trade Map, Harmonized System (HS), National Tariff Lines (NTL) codes, Identify the HS code of your product with Trade Map, Trade Map Analysis, How to identify attractive markets, Analyze world trade for selected product, World import of selected product, World export of selected product, Country trade performance for selected product, Analyze time series, Graphic analysis, Analyze the performance of competing suppliers, Analyze potential for bilateral trade, Company data in Trade Map, Choosing a potential market for Exports (Example-export of leather articles from Bangladesh); What is market access map? Market access map for SMEs, How to access the application, Types of tariffs, Quick search on tariff information, Trade regimes and rules of origin, Compare tariff on market access map, Non-tariff measures, **Test of learning through group presentation.**

Who Can Attend: Entrepreneurs, Managers, In-charges, Executives operating Exports business as well as the new Entrants in such business could participate in the workshop.

2. Warehouse Operation, Inventory and Distribution Management; 06-07 April, 2018

Course Contents: Why we have Warehouse; The objectives of warehouse management. Warehouse cost minimization. Warehouse design, layout, acquisition. Physical control & safety, Inventory records. Inventory categorization technique; Inventory management policy: Traceability & variety reduction; 07 steps of measuring inventory & performance; Setting priorities & plan. Operational & strategic planning for storage management. Measuring inventory movements. Inventory replenishment technique; EOQ, Safety stock measurement. **Concept of distribution**, Myths of distribution; Channels of distribution, Nature of distribution Channels; Channel functions; Distribution strategies design and management; Physical distribution and logistics management; Total cost of distribution; **Developing distribution network:** Team management, Team work and combined report; Preparation of agreement; Monitoring development and building relationship; Planning, management, launching and monitoring a distribution system; The Case of successful distribution companies; **Test of learning through group presentation.**

Who Can Attend: Entrepreneurs, Supply Management and Distribution Management Directors/Managers; Supply Chain, Procurement, Warehousing & Distribution Executives; Head of Procurement and Operations; Logistics & Inventory Control Managers; Material & Production Managers, Professionals and job seekers in related departments.

3. Development of Employee Efficiency & Productivity; 20-21 April, 2018

Course Contents: Preliminary discussion on Employee efficiency and productivity, Importance of Recruitment and Selection in hiring performers and team members, creating ownership of organizational Vision and Mission among employees, Empower yourself with appropriate leadership style and management techniques in leading and managing employees, Working together as a team, Establishing Company policies and procedures and optimum workplace rules, Setting right company culture, Creating organizational citizenship among employees, Aspects of Ergonomics impacting employee efficiency and productivity, Establishing correct communication system and layout and ensuring proper flow of information among employees, Turning conflict into opportunity, Provide motivation and Training to grow and retain your performers, Shaping employee attitude, behaviour and performance using Reward and Punishment, Appropriate Performance Appraisal for building employee's career and development path, Aspects of time management and Stress management and Avoidance of zero-error syndrome in workplace and Work-Life Balance; **Test of learning through group presentation.**

Who Can Attend: Managers, Asst. Managers, Senior Executives, Executives, Supervisors, Officers who lead the organization, any employee specially of HR & Admin dept.; any person who wants to gather knowledge on this topic.

4. Material and Inventory Management; 27-28 April, 2018

Course Contents: Introduction & learning objectives, Definition and aim of Material Management; Four basic needs of Material Management: Material Procurement Process, Make or buy decision, Material Management and Profitability, Material Management and Transportation; Materials handling and equipment, Bill of Material (BOM), Warehouse operation, Safety at warehouse and related issues, Introduction to inventory and related issues, Demand Management, Inventory Replenishment; How much to order; Lead Time Management; Inventory Turnover; Green Concept in Inventory and Material Management and Inventory Valuation & Checking; **Test of learning through group presentation.**

Who Can Attend: Persons with background in Material/Store management, Procurement/Purchase Managers/Executives, Planning Managers and Production/Operations Managers/Executives employed in Business Organizations and concerned Govt., Semi Govt. and Non Govt. Organizations and any interested person.

Facilitators for all Courses & Workshops: Highly qualified, professionally trained, reputed and experienced resource persons in the related areas, having adequate theoretical and practical knowledge from home and abroad, with current information on the subjects, are invited to conduct the training courses/workshops.

Selection Procedure: The intending participants may collect Registration Form from DCCI Business Institute (DBI) or download copy from www.dcci-dbi.edu.bd. Participants belonging to the target group will be registered on payment of requisite fees by Pay Order (PO)/Demand Draft (DD) or in Cash in favour of **Dhaka Chamber of Commerce & Industry** or pay with cost of payment through **bKash, Wallet number 01766018659** (Payment process: dial *247# and select option 3.Payment).

Discount (10%): Applicable for (i) DCCI Members; (ii) women participants; (iii) graduate students; (iv) 3 or more participants from one organization for same course and (v) early bird package (payment 5 days before registration deadline).

Registration Deadline: 2 working days prior to the starting date. **Seats are Limited.**

Certificates: Certificates are awarded with signature of the President, DCCI and the Executive Director, DBI.

It would be a great pleasure for us if you could kindly nominate participants from your esteemed organization for the selected course. For registration, please contact: DBI at Mobile: 01766018659/ 01718972656/ 01913745062.

With best regards



Md. Joynal Abdin
Executive Director

N.B. DBI also organizes tailor-made Training Courses/Workshops and offer training venue with logistic support for any business related Training/Workshop.



For Details & Registration, Please Contact: DBI, Dhaka Chamber Building (11th fl.), 65-66 Motijheel C/A, Dhaka-1000. **Tel:** 9552562 (Hunting) Ext. 281/137, **Mobile:** 01718972656/ 01913745062, **Fax:** 9560830, **E-mail:** dbi@dhakachamber.com, **Website:** www.dcci-dbi.edu.bd