

Circular No. DBI-04/17/10

Dated: 14-03-2017

**Subject: Short Training Courses & Workshops Scheduled to be held in DBI in April, 2017**

Dear Sir/Madam

**The following short training courses & workshops are scheduled to be held in DCCI Business Institute (DBI) in April, 2017:**

Sl. No.	Training Courses	Fees	Duration
1	<b>How to Establish a New Business</b>	4,500/-	07-08 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	<b>Bangladesh Labour Laws as amended in 2013 &amp; Labour Rules 2015</b>	4,500/-	21-22 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	<b>Understanding L/C Procedures for Export &amp; Import Operation</b>	4,500/-	28-29 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl. No.	Workshops	Fees	Duration
1	<b>Secretarial Skill Development</b>	4,500/-	07-08 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	<b>Development of Employee Efficiency &amp; Productivity</b>	4,500/-	21-22 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	<b>Material and Inventory Management</b>	4,500/-	28-29 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.

**Benefits:** The courses and workshops develop knowledge, skill and positive attitude of forward-looking entrepreneurs, business managers and executives. *These 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 of the Training Courses**

**1. How to Establish a New Business**

**Course Contents:** Identification of Strengths and Weakness of Entrepreneurs and Businesses; Forms of Business Organizations; Appropriate Size, Location and Legal Aspects of Businesses; Business Planning and Control; **Making a Strategic Plan:** SWOT (Strength, Weakness, Opportunities, Threats) Analysis; **Writing a business plan:** Considerations in business plan writing, Steps in business plan writing; Executive Summary of a business plan; Analyzing Market and Customer Behaviour; Reaching the Customers; Sales Management Techniques, Impact of Internet on media Consumption; Action planning; Implementation: Purchase (Material) Budget, Overhead Budget, Commercial/Marketing Expenses Budget; Managing Financial Requirements; Recording Transactions, Cash Book, Sales Book, Purchase Book, Debter Ledger, Creditor Ledger; Preparation of Financial Statement, Profit & Loss Account, Balance Sheet; Financial Projections for a Small Plant; **Learning Checks & Group Presentation.**

**Who Can Attend:** Would be Entrepreneurs, Owners of Enterprises, Business Managers, Financial Executives/ Accountants, Officials Engaged in Providing Counseling / Consultancy Services and Potential New Entrants in the Field of Industry/Business.

## **2. Bangladesh Labour Laws as amended in 2013 & Labour Rules 2015**

**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; **Learning Checks & 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**

**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; **Learning Checks & 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. Secretarial Skill Development**

**Course Contents:** Introduction, What is secretary? Types of Secretary. Roles and Functions of the Office Secretary, List of required Secretarial Skills; **Professional/Technical skills development for secretary:** Knowing own industry/organization, Education and Computer literacy; **Communication/Interpersonal Skill development:** Verbal and non verbal skills, Socio-cultural skills, conflict management skills at workplace, problem solving and how to manage request, **Self-management skill development:** Assertiveness, Time management including scheduling, Reception and office management including office layout and office equipment and filing system, How to conduct meeting and prepare minutes of meeting, **Report and Letter Writing Communication Etiquette:** Using the telephone; Use of Email in internal and external communication, **Learning Checks & Group Presentation.**

**Who Can Attend:** Would-be Entrepreneurs; Office Secretary for MDs & CEOs, Business Executives from any business firm, NGOs, Trusts, Foundations and other persons having special interest in communication and organizational skills.

### **2. Development of Employee Efficiency & Productivity**

**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; **Learning Checks & 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.

### **3. Material and Inventory Management**

**Course Contents:** 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; **Learning Checks & Group Presentation.**

**Who Can Attend:** Persons with background in Material/Inventory/Store Management; Procurement/Purchase Managers/Officers, Planning Managers and Production/Operations Managers employed in Private Sector, Business Organizations and concerned Govt., Semi Govt. and Non Govt. Organizations.

**Facilitators for all Courses:** 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](http://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:** 3 working days prior to the starting date. **Seats are Limited.**

**Certificates:** Certificates are awarded under signature of the President, DCCI and the Acting Executive Director, DBI.

We would appreciate if you would like to participate and/or nominate participants from your esteemed organization for the selected course/workshop. For registration, please contact: DBI at Mobile: 01766018659/ 01718972656/ 01913756587/ 01913745062.

With best regards



**Kazi Md. Shafiqur Rahman**  
Acting Executive Director, DBI

**N.B.** DBI also organizes tailor-made Training Courses/Workshops and rent out training venue with logistic support for any business related Training/workshop.



The first ISO certified  
Chamber in Bangladesh

**For Details & Registration, Please Contact:** DBI, Dhaka Chamber Building (11<sup>th</sup> fl.), 65-66 Motijheel C/A, Dhaka-1000. **Tel:** 9552562 (Hunting) Ext. 281/124/137, **Mobile:** 01718972656/ 01913756587/ 01913745062, **Fax:** 9560830, **E-mail:** [dbi@dhakachamber.com](mailto:dbi@dhakachamber.com), **Website:** [www.dcci-dbi.edu.bd](http://www.dcci-dbi.edu.bd)