

Circular No. DBI-08/16/22

Dated: 16-07-2016

Subject: Short Training Courses/ Workshops Scheduled to be held in DBI in August, 2016

Dear Sir/ Madam

The following short training courses/ workshops are scheduled to be held in DCCI Business Institute (DBI) in August, 2016:

S. No.	Training Courses	Fees	Duration
1	Human Resource Management & HRIS	4,500/-	05-06 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Import and Indenting Procedures	4,500/-	12-13 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Logistics, Inventory and Store Management	4,500/-	19-20 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
S. No.	Workshops	Fees	Duration
1	Effective Office Secretary for MD/CEO	4,500/-	05-06 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Income Tax Planning to Minimize Tax Burden Legally	4,500/-	12-13 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Conflict Management Techniques for Leaders	4,500/-	19-20 August (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 globalised market and reach organizational goals.*

Brief of the Training Courses

1. Human Resource Management & HRIS

Course Contents: Introduction and brief History of Human Resource Management (HRM), Modern HR Management Functions, Job Analysis, Recruitment and Selection Policies, HR Planning, Performance System, Motivation of HR, Compensation & Benefits Packages, Staff Development and Succession Planning, Industrial Relations and CBA, Managing Grievances and conflicts and more;
Learning Checks & Group Presentation.

Who Can Attend: Entrepreneurs & Would- be Entrepreneurs; Line Managers and HR Management Professionals; Would-be HR Professionals; job seekers and other suitable candidates.

2. Import and Indenting Procedures

Course Contents: Introduction to Import and Indenting Business in Bangladesh, Functions of C & F Agents; Negotiations for Commission and Realization thereof; Duties and Taxes for Importable Products in the Light of Latest Changes in National Budget; Indenting Business in Bangladesh; Market Exploration and Apprising the Principals/Suppliers/Manufacturers of the Imported Products, Formalities and Legal Documents for Operating an Indent House; Looking for the Principals/Suppliers/Manufacturers and Reaching an understanding with them as Indenter/Agent, How to Collect Proforma Invoice/Indent and Formalities of Opening the L/C; International Tenders – Different Types of International Tenders, Tenders and Techniques of Handling; Indenting in Private (Industrial & Commercial) Sector; Case Study for Submission of Quotations to the Private Importers and Tenders to the Govt. Organizations and Commission Realization; **Learning Checks & Group Presentation.**

Who Can Attend: Importers, Directors/ Managers/ In-charges/ Executives operating indenting house & import-export business & buying houses, manufacturer's representatives, new entrants in such business and other persons having special interest on the subject, with functional Knowledge in English.

3. Logistics, Inventory and Store Management

Course Contents: Concept of Logistic & Store Management; Production/Operation Planning; Stores and Store Planning for Better Store Keeping, Safety, etc.; Store Handling Equipments; Material Management, Inventory Control, Materials Requirement Planning and Use of Computer; Make or Buy Decisions; Cost Associated with Inventory; Purchasing Principles and Procedures to Replenish the Inventory/Stock; and Other Models for Better and Effective way of Managing Inventory with a view to reducing cost and improving inventory system; **Learning Checks & Group Presentation.**

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

Brief of the Workshops

1. Effective Office Secretary for MD/CEO

Course Contents: Introduction, Roles and Functions of the Office Secretary; **Essentials for Communication Skills:** Avoiding Communication Breakdown, Listening Skills, Assertiveness, Managing Requests, Managing Conflict; Board/Committee Meeting Procedures, Taking Notes, Preparation of Minutes and Resolutions; Report & Letter Writing; **Desk Management:** Office Layout and Ergonomics, Information System, Managing the Paper Load, E-mail and Office Technology; **Communication Etiquette:** Using the telephone & E-mail as effective procedures in Internal & External Business 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. Income Tax Planning to Minimize Tax Burden Legally

Course Contents: An Overview of Income Tax; Different Heads of Income and Methods of Calculation of Taxes; Filing of Return; Hearing & Assessment; Appeal & References; Deduction at Source & Advance Payment of Tax; Fiscal Incentives and Use of them for Business; Double Taxation and How to Avoid it; Avoidance of Tax Penalties & Prosecution; Real World Case Study on Individual Tax Assessment and Open Floor Discussion; **Learning Checks & Group Presentation.**

Who Can Attend: Accounts & Finance Managers, Tax Managers, HR Managers, Tax Consultants, Entrepreneurs, would-be entrepreneurs and other persons who want to fill up their Income tax return by themselves.

3. Conflict Management Techniques for Leaders

Course Contents: Defining conflict, Conflict generation exercise, Causes of conflict at work and society, Finding common ground, stages in conflict, Establishing the 5 stages of conflict; How can we stop conflict escalating? Changing our understanding of the situation, Personal conflict handling, How others view our conflict handling style, Using the styles to minimize conflict; Conflict Management Techniques, Reviewing our current conflict situations, The need to become more assertive, Learning to say 'No'! Personal Power, Transactional analysis, Seeing conflict from various point of view; Personal improvement plan, Review of our previous approaches, Review of the key messages on conflict management, Plan a different approach with actions for the future; **Learning Checks & Group Presentation.**

Who Can Attend: Potential entrepreneurs, Office administrators, Supervisor of administrative staff, Executive Secretaries, Personal assistants, other persons having special interest in conflict management and acquiring interpersonal and professional skills.

Facilitators for all Courses: Highly qualified, professionally trained, reputed and experienced resource persons in the related areas, having ample 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: 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

Yours Sincerely

Sd/-

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 (11th 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, **Website:** www.dcci-dbi.edu.bd