

Circular No. DBI-01/17/

Dated: 05-12-2016

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

Dear Sir/ Madam

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

Sl. No.	Training Courses	Fees	Duration
1	Managing Accounts- Best Practices	4,500/-	13-14 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Guide to Export, Import & Indenting Business	4,500/-	20-21 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Effective Business Negotiation	4,500/-	27-28 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	How to Prepare a Bankable Project Proposal for Getting Loan	4,500/-	27-28 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
S. No.	Workshops	Fees	Duration
1	Team Building Skills for Productivity Development	4,500/-	13-14 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Branding and Brand Management for Business Success	4,500/-	20-21 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Professional and Eco Tourism	4,500/-	27-28 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	KAIZEN for Excellent Organizational Performance	4,500/-	27-28 January (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. Managing Accounts- Best Practices; 13-14 January (Friday & Saturday)

Course Contents: Introduction and brief history of Accounting, Conceptual Framework for Financial Accounting, GAAP-Users of Accounting Information, Process of Accounting, Recording System with Journal, Ledger, Trial Balance, Adjusting Entries etc.; **Financial Statements as a Reporting Device:** Preparation of Financial Reporting and Financial Statement Analysis, Practical Exercise; **Introduction to Cost Accounting:** Cost concepts and Classifications, CVP and Break-even analysis with chart and practical assignments; **Effective Budgetary control and process of Budget preparation:** Master Budget, Flexible Budget, Sales Budget, Purchase Budget, Production Budget, Practical Exercise; **The Work of Management and Expanding Role of Management Accounting:** in business decision making sector, Time Value of Money analysis with practical assignment, Impact of decision making process in business field, Standard Costing with variance analysis and management performance report analysis, Relevant costs for decision making analysis, Other decision making tools and techniques for business, Practical Exercise; **Learning Checks & Group Presentation.**

Who Can Attend: Would be Entrepreneurs; Accounts Managers; Accounts Management Professionals; Non Accounting Professionals Persons; Accounts Officers, Controllers, Supervisors; Office Managers; Job Seekers and Other Suitable Candidates.

2. Guide to Export, Import & Indenting Business; 20-21 January (Friday & Saturday)

Course Contents: **Current Export and Import Scenario of Bangladesh:** General Steps for Import & Export Procedures; Import Procedures; Types of Importers; **Letter of Credit (L/C) for Imports:** Different types of L/Cs and Obligations of Different Parties involved in L/C; Customs & Customs Clearance; **Export Policy:** **Export Performance and Economic Growth in Bangladesh;** Export Diversification and Quality Improvement; Export Procedures & Registration, Checking and Advising of Export L/C; EPC, ERF & Preparation of Export Documents and Negotiation of Export Documents, Export Incentives, Disputes and Settlement of Export Claims; **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 2015–16; **Indenting Business in Bangladesh; Learning Checks & Group Presentation.**

Who Can Attend: Directors /Managers/In-charges/Executives operating Imports & Exports business and also working as the Manufacturers' representatives and the new Entrants in such business and persons having special interest in export & import business.

3. Effective Business Negotiation; 27-28 January (Friday & Saturday)

Course Contents: **Introduction to Negotiation** - Why Negotiate, Style and Outcome; **The Negotiation Model:** Phases of Negotiation – Detailed Investigation, **Non-verbal communication:** Creative Presentation, Effective Bargaining; **Win-Win Agreement;** Making of a Motivated Negotiator: Test to Determine the Motivation; **The Areas of Negotiation & Cultural Negotiations;** The Technique and Principles of Negotiation; Application and Relevance in Bangladesh; **Learning Checks & Group Presentation.**

Who Can Attend: Entrepreneurs, Business leaders, Managers /Sales Professionals, Teachers, Trainers, Consultants, Students and anyone who likes to be a good negotiator to reach an Win-Win agreement and to win friends and influence people.

4. How to Prepare a Bankable Project Proposal for Getting Loan; 27-28 January (Friday & Saturday)

Course Contents: **Preparation of a Bankable project,** Bank Loan Application Procedures, **Initial Discussion,** In take form Fill-up, Preliminary Screening, **Feasibility Studies,** Loan Approval and Sanction, Issuing Sanction Letter and Acceptance, **Documentation and Disbursement,** Manually Filled-in Loan Application Form; **Learning Checks & Group Presentation.**

Who Can Attend: Would-be-Entrepreneurs, Business Executives and Decision Makers, NGO Executives, Government officials involved in project designing and planning, Bankers & Bank Executives and Investment analyst.

Brief of the Workshops

1. Team Building Skills for Productivity Development; 13-14 January (Friday & Saturday)

Course Contents: **Team Building:** 5 W's of Team Building, Steps of Team Building Development, Characteristics of Effective Team, Team Building through Communication; **Leadership:** Concepts of Leadership, Leadership styles; **Role of the Leader:** Differences between leader and manager; **Change Management:** Definition of Change Management, Managing Change, Best Practices in Leading Change; **Negotiations & Conflict Management:** Characteristics of Negotiations, Conflict Management, Level of Conflicts, Style of Conflict Management, Key Steps in Negotiating Process; **Critical Thinking:** What is Critical Thinking, Common Decision Making Problems; **Learning Checks & Group Presentation.**

Who Can Attend: Entrepreneurs; Would-be Entrepreneurs, Manufacturers, Exporters, Importers, Managers, Senior and Mid-Level Executives of business organizations, NGOs and any other person interested for developing leadership & management skills.

2. Branding and Brand Management for Business Success; 20-21 January (Friday & Saturday)

Course Contents: Power of brand, Corporate brand marketing, Corporate image, **Corporate communications:** Marketing communications & branding; Product VS Brand, Integrated Communications etc; **Reputation Management:** definition and functions, Reputation management through corporate communication, Elements of corporate communication, Corporate communication tools and platforms, Treating the corporate as a brand, Measuring reputation and reputation ratings; **Corporate brand vs. Product brand:** Corporate brand and visual identity ; **Learning Checks & Group Presentation.**

Who Can Attend: Entrepreneurs/ Business Managers/ Marketing Managers/ Marketing Executives/ New Entrants in Business/ Industry and others interested in Marketing and Sales.

3. Professional and Eco Tourism; 27-28 January (Friday & Saturday)

Course Contents: Introduction and learning objectives, Video & practical sharing, Critical thinking, Procedure of tourism training: Office decoration, Body language, passionate & eagerness, Etiquette, In-depth knowledge, Geo knowledge, Physical and mental fitness, Academic (Costing- Accounting- Management- Marketing) knowledge, Behavioral attitudes, Software enrollments, Hotel booking (Practical), Air Ticketing (Practical), Visa processing (Practical), Immigration techniques, Multi lingual's, GPS, Professional Memberships; Concepts of Eco tourism, Principles of Eco tourism, Guideline for Travelers practical preparation, Travel module, Video and Visual support, Acquiring sound knowledge of Government rules, Liaisons, Globalization and sustainability, Green tourism for NGO's, Investors, Sponsor's, Entrepreneur, Government bodies and Others, Spiritual attachment with nature (Real time experience), Cultural absorption & exchange (Audio and visual), Concentration on Global & Environment awareness, Impact minimization and Conservatism, Empowerment of local people, Local heritage (Video), Emerging prospects of Bangladesh Eco tourism, Problem solving and open discussions; **Learning Checks & Group Presentation.**

Who Can Attend: Traveler, Entrepreneur, Investors, Corporate, Students, Trainer, Consultants, Managers, Promotional Motivator, Different Companies, NGO's, other persons having special interest in Tourism.

4. KAIZEN for Excellent Organizational Performance; 27-28 January (Friday & Saturday)

Course Contents: Kaizen is a combination of 9 (nine tools). Every tool has different use to improve production, workplace & overall management efficiency. **Definition & Meaning of Kaizen & Short Description of Different tools & techniques of kaizen;** Practical Application of Kaizen (Key points); Introductory Study (Company Visit); Plant Observation (Points to be observed); Procedure of Kaizen; Integrated Activities of Kaizen and Expecting result when practiced properly; **Learning Checks & Group Presentation.**

Who Can Attend: Participants from any Manufacturing & Service Industry which are related with Production process, Management, Supervision, Store- keeping, etc.

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. 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 (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