

Circular No. DBI-01/18/45

Dated: 13-12-2017

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

Dear Sir/Madam,

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

Sl. No.	Training Courses	Fees	Duration
1	How to Prepare a Bankable Project Proposal for Availing Loan	4,500/-	05-06 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Human Resource Development (HRD)	4,500/-	12-13 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Logistics, Store and Inventory Management	4,500/-	19-20 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	Effective Business Communication	4,500/-	26-27 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl. No.	Workshops	Fees	Duration
1	Team Building Skills for Productivity Development	4,500/-	05-06 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Strategy for Sourcing in Procurement Process	4,500/-	12-13 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Effective Office Management & Secretarial Skill Development	4,500/-	19-20 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	How to Become a Dynamic Leader	4,500/-	26-27 January (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. How to Prepare a Bankable Project Proposal for Availing Loan

Course Contents: Concept of a Project: Project Identification and Formulation; Capital Budgeting: Tools and Techniques; Operational Procedures in Financing Project; Project Feasibility Analysis: Agro-based and SME Project Financing; Industrial Project Financing Procedures; Bank Loan Application for Project: Preparation of a Bankable Project by Participants; Presentation on Project Proposal, Prepared by Participants and Group Discussion; Problems Relating to Sanctioning and Disbursement of Project Loan, Case Studies and Examples; **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.

2. Human Resource Development (HRD)

Course Contents: Introduction and Brief History of Human Resource Development (HRD), Modern HR Management Functions, Job Analysis, Recruitment and Selection Policies, Human Resource Plan, HR Management System, Motivation of HR, Compensation & Benefit Packages; Staff Development and Succession Planning, Industrial Relations and CBA, Managing Grievances and Conflicts, Disciplinary hearings; **Learning Checks & Group Presentation.**

Who Can Attend: Entrepreneurs & Would-be Entrepreneurs, Line Managers and HR Management Professionals; Would-be HR Professionals; job seekers and others interested.

3. Logistics, Store and Inventory 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; **Test of learning through group presentation.**

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

4. Effective Business Communication

Course Contents: An Introduction: Communication in International Business and Its Types – Written and Oral Communication; How to make communication more effective? E-mail and written communication, its importance in business; **Banking correspondence in good business:** Correspondence with customers – for different kinds of accounts; Correspondence with customers – for loans and advances; **Correspondence with customers** – for handling complaints and adjustments; **Various types of written communication:** Internal office communication (Memo, Notice, Minutes); International business correspondence; How to make your writing more effective, Short report writing, Importance of report writing in business, Press release & how to prepare it; **Oral communication** – How to make a successful presentation? Using the telephone, effective telephonic procedure; Internal Business Communication; **Role of Meeting in Business**-Techniques of conducting a successful meeting; **Effectiveness of different media:** Communication Processes of Local & International Trade Inquiry, Quotation, Order, Invoice and Correctness in writing; **Learning Checks & Group Presentation.**

Who Can Attend: Entrepreneurs, Executives/Officers from Banks, any other business firm and other persons with special interest in business communication.

Brief of the Workshops

1. Team Building Skills for Productivity Development

Course Contents: Team Building: Five (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; **Test of Learning through 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. Strategy for Sourcing in Procurement Process

Course Contents: A Framework for Supplier Appraisal-The sourcing Process, Market Engagement, Criteria to appraise a potential Supplier, Verifying supplier information, Vendor Performance Management; Sourcing strategy-Supplier base, Sourcing policy and strategy, A model for assessing motivation of supplier- Supplier perception model, Determining a supplier's overall motivation level. Selection and award criteria- Identifying and screening suppliers, Weighting for appraising supplier capability, Rating potential suppliers' capabilities, Combining the capability and motivation ratings. Financial appraisal of supplier- Sources of financial information of suppliers, Financial Statements, Financial ratios. Quotation and tenders- Enquiries and quotations, The tendering process, Assessments of suppliers' proposal, Recommending sources of Supplies. E-Sourcing tools-E-procurement and E-sourcing, E-requisitioning and E-ordering, E-catalogues, E-auctions and E-tendering. International sourcing- International and global sourcing, the use of incoterms, payment mechanism, dispute resolution, risk and opportunities in international sourcing; **Test of Learning through Group Presentation.**

Who Can Attend: Entrepreneurs, CEOs, CPOs, Head of Procurement and Operations, Supply Management and Procurement Directors; Supply Chain; Procurement and Production Planning Executives; Supplier Management Managers, Commodity Managers, Logistics Managers; Vendor Development Managers, Inventory Control Managers, Material Managers, Production Managers and professionals.

3. Effective Office Management & Secretarial Skill Development

Course Contents: The Manager and Administrator- Differences, Roles, Skills and characteristics: Evaluation of theories of Management. The Office Administrator & Personal Assistant's role; Organizational structure and culture; Defining Job, Tasks, Role, etc; Identifying and solving problems: Purpose, Functions and Types of Office, Basics of Office Management: Effective Space Utilization; Conflict, Motivation, Coaching; Appraisal, Understanding and Managing Stress at work; Secretarial Skills: Organizing Meetings, Various Types of Meetings, Supporting Meetings, Scheduling, Logistics; Taking Notes, Writing Letters, Memos and Minutes – Theory and practice in writing : Managing the Paper Load, Getting the best from e-mail and Office Technology; **Test of Learning through Group Presentation.**

Who Can Attend: Entrepreneurs, Potential entrepreneurs, Office administrators, Supervisor of administrative staff, Executive secretaries, Personal Assistants (PA) and other persons having special interest in office management, specially to develop interpersonal and professional skills for having a better job/office environment.

4. How to Become a Dynamic Leader

Course Contents: Team Building: Five (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 Practice 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; **Test of Learning through Group Presentation.**

Who Can Attend: Entrepreneurs, Would be Entrepreneurs, New Entrants in Business, Importers/Suppliers, Exporters, Senior and Mid-Level Executives of business organizations, NGOs and any other person interested for developing leadership & management skills.

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: 3 working days prior to the starting date. **Seats are Limited.**

Certificates: Certificates are awarded under 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/ 01913756587/ 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. 281/124/137, **Mobile:** 01718972656/ 01913756587/ 01913745062, **Fax:** 9560830, **E-mail:** dbi@dhakachamber.com, **Website:** www.dcci-dbi.edu.bd