

Circular No. DBI-07/17/19

Dated: 11-06-2017

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

Dear Sir/Madam,

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

Sl. No.	Training Courses	Fees	Duration
1	Rules & Procedures of VAT & Income Tax	4,500/-	07-08 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Development of Managerial Leadership Skills	4,500/-	14-15 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Logistics, Inventory and Store Management	4,500/-	21-22 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	Budget and Its Effective Implementation	4,500/-	28-29 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl. No.	Workshops	Fees	Duration
1	Key to Successful Corporate Communications & Presentation Skills	4,500/-	07-08 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	ICT for Efficient Office Management	4,500/-	14-15 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	How to Minimize Stress in Workplace	4,500/-	21-22 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	Domestic Enquiry and Disciplinary Action According to Labour Law	4,500/-	28-29 July (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. Rules & Procedures of VAT & Income Tax

Course Contents: Introduction to the Value Added Tax (VAT) systems in Bangladesh: Registration and Record Keeping Procedures of VAT, Calculation of VAT (Valuation), Credit Mechanism of VAT System, Return Submission, Demand, Fine & Penalty; **Main Features of Income Tax:** Universal Self-Assessment System and Submission of Income Tax Return, Methods of Calculation of Different Head of Income, Salary Assessment, Deduction of Tax at Source, Tax and Rebate for CSR activities, Company Tax Assessment, Legal Exemption of Tax, use of Fiscal Incentives and more; **Learning Checks & Group Presentation.**

Who Can Attend: Entrepreneurs, Exporters, Importers, Suppliers, Manufacturers, Senior/Mid Level Business Executives of Import, Export and Industrial firms, VAT payers, Income Tax Payers and other interested persons.

2. Development of Managerial Leadership Skills

Course Contents: Leadership: Concepts of Leadership, Leadership styles; **Role of a Leader:** Differences between a leader and a 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:** Definition of Critical Thinking, Common Decision Making Problems; **Learning Checks & Group Presentation.**

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

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.

4. Budget and Its Effective Implementation

Course Contents: Meaning of a budget, purpose of budgeting, statement of expectations, essentials of budgeting, steps in preparing budget, types of budgets, sales forecasting-factors in sales forecasting and framework for judging performance. Master budget (a) operating budget (b) financial budget. Operating budget (i) Sales budget (ii) Production budget (iii) Ending inventory budget (iv) Direct materials budget (v) Direct labour budget (vi) Factory overhead budget (vii) Cost of goods sold budget (viii) Selling expenses budget (ix) Administrative expenses (x) Budgeted statement of income (xi) Financial budget (xii) Capital budget (xiii) Cash budget (xiv) Budgeted balance sheet (xv) Budgeted statement of changes in financial position, budgetary control and flexible budget, setting standards, analyzing variances and taking remedial actions in case of adverse variances.(xvi) Problem solving on master budget, flexible budgets; **Learning Checks & Group Presentation.**

Who Can Attend: This course is designed for participants who have little or no background in financial management and particularly in budgeting. Executives of different organizations preferably manufacturing concerns who work with Finance and Accounts, especially involved with preparing budget and exercising budgetary/financial control and who intends to develop their career with finance and accounts will be immensely benefited by participating this course. Besides, the individuals who already are familiar with basic budgeting and intend to acquire in-depth knowledge on budgeting may wish to enroll this course.

Brief of the Workshops

1. Key to Successful Corporate Communications & Presentation Skills

Course Contents: Communication in International Business and its Types – Written and Oral Communication; making more effective communication, E-mail and written communication, their importance in business; Introduction & learning objectives of presentation, 5 W's and H of Technical Presentation, General Principles for the Technical Presentation, Planning and Design considerations of Technical Presentation, Preparing Technical Presentation, Organizing Presentation Materials, Composing Presentation, Working with Audio-Visual aids, Delivering and Presenting, Dealing with questions, Tips on Power-Point Presentation and common Mistakes of Technical Presentation; **Learning Checks & Group Presentation.**

Who Can Attend: IT Professionals, Engineers, Executives, Managers, Sales People, and Trainers who want to learn how to present complex technical subjects and build their confidence for public speaking.

2. ICT for Efficient Office Management

Course Contents: Introduction, meaning and definitions of Office, Evolution of Office, purpose of Office, What is Office management? Major elements of Office management, Functions of Office management, Importance of Office Management, Meaning and definition of Information and Communication Technology, Overview of ICT application in Office management, ICT application in Basic functioning of Office Management, ICT application in Administrative functioning of Office Management, Positive impacts and pitfalls of ICT in Office management, Considerations for ICT adoption in Office management; **Learning Checks & Group Presentation.**

Who Can Attend: Potential entrepreneurs, Office administrators, Supervisors of administrative staff, Executive secretaries, Personal assistants, other persons having special interest in office management and interpersonal and professional skills.

3. How to Minimize Stress in Workplace

Course Contents: Introduction to program & learning objectives, Definition of Stress, Signs and Symptoms of Stress, Causes of Stress, Impact of Stress, Importance of Preventing Stress, Develop Skills for Managing Stress Consciously, Empowering Sub-conscious Mind, Self-assessment and Personal Action Plan; Basic Time Management Principles, Benefits of Time Management, Effective Planning and Clarifying Objectives, Set Goals and Prioritise them, Keeping things in Perspective, Delegation of lower priority items; **Learning Checks & Group Presentation.**

Who Can Attend: Supervisors/Managers of Senior and Mid Management Level, responsible for Key Management Functions in Private Sector, Govt., Semi-Govt., and Non-Govt. Organizations and others interested.

4. Domestic Enquiry and Disciplinary Action According to Labour Law

Course Contents: Types of Enquiry; Procedures of an Enquiry; How to make a good draft of Show Cause Notice/Charge Sheet; Enquiry Notice; Enquiry Officer/Enquiry Committee; Proceedings of Enquiry; Enquiry Report; Steps for taking Disciplinary Action ; Award of Punishment; Drafting of Dismissal Letters, Warning Letters and Termination Letters; **Learning Checks & Group Presentation.**

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

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.



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