

Circular No. DBI-11/16/32

Dated: 17-10-2016

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

Dear Sir/ Madam

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

Sl. No.	Training Courses	Fees	Duration
1	How to Implement a Project Effectively	4,500/-	04-05 November (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Corporate Etiquette & Grooming for Professionals	4,500/-	11-12 November (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Management Skills for HR & Administrative Professionals	4,500/-	18-19 November (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl. No.	Workshops	Fees	Duration
1	Finance Management	4,500/-	04-05 November (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Effective Business Negotiation	4,500/-	11-12 November (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Bangladesh Labour Laws as amended in 2013 & Labour Rules 2015	4,500/-	18-19 November (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	VAT & Customs Procedures for Import & Export	4,500/-	25-26 November (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 Implement a Project Effectively

Course Contents: Introduction to Project Management; Defining Projects; Role of a Project Manager; Project Planning; Vision and Goals of a Project; Project Life Cycle; Work Breakdown Structure; Activities required to achieve the desired results; Scheduling (PERT & Gantt Charts); Creating PERT & Gantt Charts; Using the PERT /Gantt Charts; Budgeting; Resource Planning for Projects; Implementation and Control by Microsoft Project; **Learning Checks & Group Presentation.**

Who Can Attend: Entrepreneurs, Consultants, Planners, NGOs and others who prepare and handle projects or people involved in implementation of new project and any other interested persons.

2. Corporate Etiquette & Grooming for Professionals

Course Contents: Conceptions of corporate etiquette, Importance of personal grooming for promotions, The golden and platinum rules of etiquette, Corporate behaviors, manners and techniques of dealing with different types of colleagues, supervisors; Corporate Diplomacy, Customer service etiquette, Dress etiquette, Business meeting etiquette, Corporate social events etiquette, Telephone etiquette, E-mail etiquette, Business meals and table etiquette, Rest room etiquette; **Learning Checks & Group Presentation.**

Who Can Attend: Senior Executives, Executives, Asst. Managers, Supervisors, Officers/ Managers who lead the organization, any employee specially of HR & Admin dept.; any person who wants to gather knowledge on Corporate Etiquette.

3. Management Skills for HR & Administrative Professionals

Course Contents: What to manage, Job Description (JD) of Admin, Transport/Vehicle Management, Cleanliness/Courier Service, Maintain dispatch/Inward Register, Maintain Movement Register, Dress Code, Electrical/Sanitary; **Safety & Security:** Health & Hygiene, Handling Peon & Driver, Logistics & Purchase & Procurement, Over Time (OT), Labor Laws; **Payment of Bills:** Newspaper/Magazine bill, Telephone /Mobile Bill Payment, Fuel & Bill, Tour bill/Local Conveyance bill; **Entertainment/Arrangement of Meeting:** Receive the Local guest/Foreign guest/Ticketing & Visa, Letter to the Embassy for Visa, Passport Renewal/Protocol; **Secretarial Job:** Medical Facilities (Accident/Hospital), Insurance Life/General, Trade License/Company Registration; **Front Desk:** Trade Union, Motivation & Order, Behavior & Attitude, Threat & Good Behavior, HR behavior & Admin Behavior, Appreciation & Rewards, Development /Training; **Time Management:** Communication skill in the workplace, Discipline, Seven Habits of Highly Effective peoples, Skills for administration staff, Qualities of a True Admin Professional, Management skills list; **How to reach your maximum potentials:** 4 R's; **Learning Checks & Group Presentation.**

Who Can Attend: Company Secretary, Senior Executives, Executives, Asst. Managers, Supervisors, Officers/ Managers who lead the organization, any employee specially of HR & Admin dept.; any person who wants to gather knowledge on Administrative activities.

Brief of the Workshops

1. Finance Management

Course Contents: Introduction to financial management, Source of finance, Time value of money, Working capital: planning, management and financing, Capital budgeting, Capital structure planning, Dividend policy, Financial planning and control, Budgeting: a systematic approach to profit planning, Financial analysis, Financial risks and management of financial risks, Practical decision issues; **Learning Checks & Group Presentation.**

Who Can Attend: Persons working in the Accounts and Finance Department of different business organizations specially Banks, Leasing Companies and other financial institutions.

2. Effective Business Negotiation

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 any one who likes to be a good negotiator to reach an Win-Win agreement and to win friends and influence people.

3. 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.

4. VAT & Customs Procedures for Import & Export`

Course Contents: Introduction to the Value Added Tax (VAT) systems in Bangladesh, Registration and Record Keeping Procedures of VAT, Electronic Cash Register, Calculation of VAT (Valuation), Credit Mechanism of VAT System, Return Submission; Trade VAT, Duties and Taxes for Importable Products in the light of latest changes in the National Budget; General Steps for Import & Export Procedures; Export Procedures & Registration, Checking and Advising of Export L/C; AIT, Documents and Negotiation of Export Documents; Export Incentives; Disputes and Settlement of Export Claims; **Learning Checks & Group Presentation.**

Who Can Attend: Entrepreneurs, Importers, Suppliers, Manufacturers, Exporters, Senior/Mid Level Commercial and VAT Executives of Import, Export and Industrial firms, VAT payers 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.



The first ISO certified
Chamber in Bangladesh

For Details & Registration, Please Contact: DBI, Dhaka Chamber Building (11th fl.), 65-66 Motijheel Commercial Area, Dhaka -1000. **Tel:** +88 02 9552562 (Hunting) Ext. 281/124/137, **Mobile:** 01718972656/ 01913756587 / 01913745062, **Fax:** +88 02 9560830, **E-mail:** dbi@dhakachamber.com, **Website:** www.dcci-dbi.edu.bd