

Circular No. DBI-09/17/30

Dated: 13-08-2017

Subject: Short Training Courses & Workshops Scheduled to be organized by DBI in September, 2017

Dear Sir/Madam,

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

Sl. No.	Training Courses	Fees	Duration
1	How to Participate in an International Trade Fair	4,500/-	15-16 September (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Rules & Procedures of VAT & Income Tax	4,500/-	22-23 September (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl. No.	Workshops	Fees	Duration
1	Strategic Procurement Skills	4,500/-	15-16 September (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	How to Become a Dynamic Leader	4,500/-	22-23 September (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 Participate in an International Trade Fair

Course Contents: An introduction to international trade fairs; Selecting an appropriate trade fair; Planning for an international trade fair; Best practices to participate in international trade fair, Successful trade fair strategies, Tips on working the show and Post-trade fair activities; **Test of learning through group presentation.**

Who Can Attend: The target group of participants of the training course will generally be the Business owners and Managers, Sales & Marketing Professionals, Consultants, and anyone who likes to participate in the International Trade Fair could participate in the training program.

2. Rules & Procedures of VAT & Income Tax

Course Contents: Registration and Record Keeping Procedures of VAT, Calculation of VAT (Valuation), Credit Mechanism of VAT System, Return Submission, Demand, Fine & Penalty; 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; **Test of learning through 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 could participate in the training program.

Brief of the Workshops

1. Strategic Procurement Skills

Course Contents: Context, components, purpose and use of the corporate procurement plan; Formulating a Strategic Procurement Plan; Aligning Purchasing Decision with corporate goals & corporate governance; Implementation Strategy; Development of Strategic Design & Action Plan format; Develop the annual buying

plan; Cost analysis and financial planning; Plan and Prepare for Strategic Procurement Negotiations; Contract Management plan, Managing relationships, Project management techniques including critical path method and PERT; Evaluate and Improve procurement performance; Co-ordinate risk management, Different legal systems; Measurement Techniques including Maturity Assessment, Case Analysis; **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.

2. How to Become a Dynamic Leader

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

Who Can Attend: Entrepreneurs, Would be Entrepreneurs, New Entrepreneur 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: 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.

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

Sd/-

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.



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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