

Circular No. DBI-08/2018/29

Dated: 11-07-2018

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

Dear Sir/Madam,

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

Sl.	Training Courses	Fees	Duration
1	Guide to Export, Import & Indenting Business	4,500/-	03-04 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Effective Warehousing and Distribution Management	4,500/-	03-04 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Effective Project Management	4,500/-	10-11 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl.	Workshops	Fees	Duration
1	E-Commerce and Data Security in Business	4,500/-	03-04 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Managing Accounts-Best Practices	4,500/-	03-04 August (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Professional Selling Skills & Secret of Success	4,500/-	10-11 August (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. Guide to Export, Import & Indenting Business; 03-04 August, 2018

Contents: General Steps for Import & Export Procedures; Import Procedures; Types of Importers; Different types of L/Cs and Obligations of Different Parties involved in L/C; Customs & Customs Clearance; 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; 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; Indenting Business in Bangladesh; **Test of learning through group presentation.**

Who Can Attend: Directors, Managers, In-charges, Executives operating Imports & Exports business/ Manufacturing business as well as the new Entrants in such business could participate in the training program.

2. Effective Warehousing and Distribution Management; 03-04 August, 2018

Contents: Scope & Importance of Warehouse & Distribution Management; Role & Functions of a store management; Physical Distribution & Material Cycle; **Integrated Approach to Material Management;** Development of sources of Supply; **Inventory Model or SAW Tooth Curve;** Service Level & Stocking Level; Order Quantity and Average Quantity; Determining Safety Stock; Impact of stock out in sale; Economic Order Quantity; Replenishment Systems; Store's Layout, Location and Equipment; **Global Supply Chain Procurement and Distribution;** Logistics and Order Fulfillment; **Test of learning through group presentation.**

Who Can Attend: Entrepreneurs, Supply Management and Distribution Management Directors/Managers; Supply Chain, Procurement, Warehousing & Distribution Executives; Head of Procurement and Operations; Logistics & Inventory Control Managers; Material & Production Managers, Professionals and job seekers in related departments.

3. Effective Project Management; 10-11 August, 2018

Contents: Introduction to Project Management; Defining Projects, Defining Project Management; Role of a Project Manager (PM), Personal Qualities of a good PM, Project Planning; Vision and Goals of a Project, Project Life Cycle, Project Implementation Management Methodology, Work Breakdown Structure; Logical Framework Approach and Work Plan, Activities required to achieve the desired results; Project Scheduling (PERT & Gantt Charts); Creating PERT & Gantt Charts; Project Monitoring & Control, Using Gantt Charts; Example; Limitation of Gantt Charts; Budgeting; Capital Budgeting; Resource Planning for Projects; CPM/PERT Network, Example; Implementation and Control by Microsoft Project; **Test of learning through 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.

Brief of the Workshops

1. E-Commerce and Data Security in Business; 03-04 August, 2018

Contents: Fundamentals of E-Commerce & E-Business, Categories of the E-commerce, Define Supporting Environments for E-commerce, Opportunities for Entrepreneurs in E-Commerce, Tips for Attracting and Keeping Online Customers, Using M-commerce/f-Commerce in Business, Using Online Marketplaces for Business, Planning E-Commerce/ E-Business Strategy, Prepare E-Commerce Business Infrastructure, Study of Existing E-Commerce Business, Creating an Effective Web presence for Business, Prepare Plan for Web Presence Success, Measuring Business Web Presence, Online Advertising for Business, Email Marketing in Business, Using Social Media Marketing, Make a Privacy Policy for Customer, Ethical Issue in E-Commerce, Security Technologies in E-commerce, Secure Payment System in E-Commerce, Prepare plan for data security; **Test of learning through group presentation.**

Who Can Attend: Entrepreneurs wants to be involved with E-commerce, e-business, e-marketing, etc. can participate in this workshop. At the same time Business Managers/Professionals and any other interested persons involved with E-commerce, e-business, e-marketing can take part in this workshop.

2. Managing Accounts-Best Practices; 03-04 August, 2018

Contents: Introduction, 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; **Test of learning through 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 interested persons.

3. Professional Selling Skills & Secret of Success; 10-11 August, 2018

Contents: Introduction to Marketing, Marketing & Sales Promotion; Local Rules and Regulations, Market Segmentation, Targeting & Positioning; Competition Analysis & Competitive Advantage; Product Planning & Pricing Strategy; Distribution Management ; Market Promotion, Integrated Marketing Communication; Tools and techniques of modern salesmanship; Advertising & Sales Promotion; Preparation & Implementation of Marketing Plan, Role play; **Test of learning through group presentation.**

Who Can Attend: Entrepreneurs, would be Entrepreneurs; Marketing Managers; Marketing Executives; Sales Persons, New Entrants in Business and any other interested persons.

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.

Registration 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% for (one option applicable): (i) DCCI Members; (ii) Women participants; (iii) Students (pursuing his/her undergraduation & post graduation); (iv) Three or more participants from one organization for same course; (v) Early bird package (payment 5 days before registration deadline).

Registration Deadline: Two working days prior to the starting date. **Seats are Limited.**

Certificates: Certificates are awarded with 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/ 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.



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 & 137, **Mobile:** 01766018659/ 01718972656 / 01913745062, **Fax:** 9560830, **E-mail:** dbi@dhakachamber.com, **Website:** www.dcci-dbi.edu.bd