

Circular No. DBI-01/2019/

Dated: 09-12-2018

Subject: Short Training Courses & Workshops Scheduled to be organized by DBI in January 2019

Dear Sir/Madam,

The following short training courses & workshops are scheduled to be organized by DCCI Business Institute (DBI) in January 2019:

Sl.	Training Courses	Fees	Duration
1	How to Prepare a Bankable Project Proposal for Availing Loan	5,500/-	04-05 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Human Resource Development (HRD)	5,500/	11-12 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Logistics, Store and Inventory Management	5,500/	18-19 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	Effective and Professional Marketing Management	5,500/-	25-26 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl.	Workshops	Fees	Duration
1	Effective Office Management & Secretarial Skill Development	5,500/-	04-05 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Shipping Procedures for Export, Import & Customs Formalities	5,500/	11-12 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Emotional Intelligence for Greater Effectiveness in Business	5,500/	18-19 January (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	How to Become a Dynamic Leader	5,500/-	25-26 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; 04-05 January, 2019

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; **Test of learning through 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); 11-12 January, 2019

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; **Test of learning through 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; 18-19 January, 2019

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; Purchase Managers/Officers and Planning Managers and Production/Operations Managers employed in Private Sector, Govt. Semi-Govt. and Non-Govt. Organizations.

4. Effective and Professional Marketing Management; 25-26 January, 2019

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; Brand Managers; Marketing Executives; Sales Persons, New Entrants in Business and any other interested persons.

Brief of the Workshops

1. Effective Office Management & Secretarial Skill Development; 04-05 January, 2019

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.

2. Shipping Procedures for Export, Import & Customs Formalities; 11-12 January, 2019

Contents: How to become an Exporter and Importer; Import & Export Policy 2015-2018; Export Procedures, Shipping Procedures for Import & Export (Containerized, Break & Bulk); Banking Procedures for Import & Export. Export Cost calculation; International Trade & Inco-Terms, Export Formalities & Shipping Documentation. The Bills of Lading Act 1855. Import Procedures; Banking Procedures for Import; Custom Procedures for Import & Export, Air Freight Procedures for Import & Export, Sea Freight Procedures for Import & Export, Land Freight Procedures for Import & Export; Air Freight Unit, Bill of Entry, Valuation and Assessment, Calculation of Duties and Taxes and Pre-shipment Inspection (PSI). Landed Cost calculation, Manage Customs Authority, A to Z customs formalities and clearing consignment in the case of import, **Test of Learning through Group Presentation.**

Who Can Attend: Entrepreneurs, Chief Executive Officers (CEOs) related to International Trade, Exporters / Importers, Executives/ Managers of Import / Export/ Shipping Firms, New Entrants in such Business, job seekers and other persons interested in import and export business.

3. Emotional Intelligence for Greater Effectiveness in Business ; 18-19 January, 2019

Contents: Understanding emotion & emotional intelligence, components of emotional intelligence, application & management of emotional intelligence, the relevance of mindfulness to emotional intelligence, why we react the way we do? How to improve self-awareness, self-regulations, self-motivations, empathy, social skills, etc.? Sign of people with high and low levels of emotional intelligence, illustrate how to increase personal resilience, understanding the circle of concerns and circle of influences, how right appraisal of different situations matters; **Test of learning through group presentation.**

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

4. How to Become a Dynamic Leader; 25-26 January, 2019

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.

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). This includes cost of lunch, tea, snacks, course materials & certificate and Excludes VAT & Tax.

Discount : 10% for (one option applicable): (i) DCCI Members; (ii) Women participants; (iii) Students (pursuing his/her undergraduation & post graduation); (iv) Three (3) or more participants from one organization for same course; (v) Early bird package (payment 5 days before registration deadline); and 15% corporate discount for 10 (ten) or more participants from the same organization to one programme.

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.



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