

Circular No. DBI-09/2019/83

Dated: 05-08-2019

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

Dear Sir/Madam,

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

Sl.	Title of Training Courses	Fees	Duration
1	How to Develop Distribution Network for Marketing of Products	5,500/-	06-07 September (Friday & Saturday) 10:00 a.m. - 05:30 p.m.
2	Understanding L/C Procedures for Export & Import Operation	5,500/-	13-14 September (Friday & Saturday) 10:00 a.m. - 05:30 p.m.
3	How to Prepare a Bankable Project Proposal for Availing Loan	5,500/-	20-21 September (Friday & Saturday) 10:00 a.m. - 05:30 p.m.
4	Organizational Behaviour and Corporate Etiquette	5,500/-	27-28 September (Friday & Saturday) 10:00 a.m. - 05:30 p.m.
Sl.	Title of Workshops	Fees	Duration
1	VAT and Income Tax Management	5,500/-	06-07 September (Friday & Saturday) 10:00 a.m. - 05:30 p.m.
2	Development of Employee Efficiency & Productivity	5,500/-	13-14 September (Friday & Saturday) 10:00 a.m. - 05:30 p.m.
3	Strategic Procurement Skills	5,500/-	20-21 September (Friday & Saturday) 10:00 a.m. - 05:30 p.m.
4	How to Become a Dynamic Leader	5,500/-	27-28 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 Develop Distribution Network for Marketing of Products; 06-07 September 2019

**Contents:** Concept of Distribution: Myths of Distribution; Channels of Distribution, Nature of Distribution Channels; Channel Functions; Channel Behaviour and Organization: Vertical and Horizontal; Distribution Strategies Design and Management; Physical Distribution and Logistic Management; Total Cost of Distribution; Developing Distribution Network: Management of the Whole System; Preparation of Agreement; Monitoring Development and Building Relationship; Planning, Management, Launching and Monitoring a Distribution System; The Case of Successful Distribution Companies; The Case of Distribution; Test of learning through group presentation.

**Who Can Attend:** Would be entrepreneurs, Executives from pharmaceutical companies, consumer items, industrial products; manufacturing industries, Persons directly or indirectly involved in distribution and Executives from distribution companies.

##### 2. Understanding L/C Procedures for Export & Import Operation; 13-14 September 2019

**Contents:** Letter of Credit Operation & Settlement Mechanism; Different types of L/Cs and Obligations of Different parties involved in L/C; Advising & Confirming Export L/Cs, Back to Back L/C & Exercise on Back-to Back L/C; Transport documentation; Bill of Exchange, UCPDC-600; Invoice & Other Documents; International Trade Policy and Procedures, Inco-terms; Scrutiny Lodgment, Retirement of Import Bills; Pre-shipment & Post-shipment Export Financing under L/C; Negotiation of Export documents; Test of learning through group presentation.

**Who Can Attend:** Exporters/Importers/Indenters/Suppliers/Manufacturers and Bank officers, preferably having one year's experience in International Trade/ Foreign Exchange Division of Commercial Banks and others interested.

##### 3. How to Prepare a Bankable Project Proposal for Availing Loan; 20-21 September 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.

##### 4. Organizational Behaviour and Corporate Etiquette; 27-28 September 2019

**Contents:** What is organizational behavior and why is it important? Why do we need to study organizational behavior? 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; Test of learning through 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.

## Brief of the Workshops

### 1. VAT and Income Tax Management; 06-07 September 2019

**Contents:** Latest changes of VAT, VAT at Manufacturing & Trade Point; Advantages and Disadvantages; VAT Registration & De-Registration; Value Declaration & Approval System; VAT Deduction at Source (VDS); Offences and Penalty under VAT Act; VAT at Service Sector; Valuation System; Adjudication & Appeal; Record Keeping and Accounting in VAT and Return Submission. 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 this program.

### 2. Development of Employee Efficiency & Productivity; 13-14 September 2019

**Contents:** Preliminary discussion on Employee efficiency and productivity, Importance of Recruitment and Selection in hiring performers and team members, creating ownership of organizational Vision and Mission among employees, Empower yourself with appropriate leadership style and management techniques in leading and managing employees, Working together as a team, Establishing Company policies and procedures and optimum workplace rules, Setting right company culture, Creating organizational citizenship among employees, Aspects of Ergonomics impacting employee efficiency and productivity, Establishing correct communication system and layout and ensuring proper flow of information among employees, Turning conflict into opportunity, Provide motivation and Training to grow and retain your performers, Shaping employee attitude, behaviour and performance using Reward and Punishment, Appropriate Performance Appraisal for building employee's career and development path, Aspects of time management and Stress management and Avoidance of zero-error syndrome in workplace and Work-Life Balance; Test of Learning through Group Presentation.

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

### 3. Strategic Procurement Skills; 20-21 September 2019

**Contents:** Purchasing/Procurement- Key Concepts, Procurement and its Evolution, Make or Buy Strategy, Types of Purchases, Supply Positioning Model and Item Categorization, Overview of Procurement Process, Know your Purchasing Function's Customers, Supply Chain Management and its Three Wings, Demand Management, Price Reduction, Cost Reduction and Cost Savings and Related Issues, Reducing Cost through Better Specification Management, Cost Savings through Variety Reduction, Cost Savings through Better Negotiation, Value Engineering and Cost Savings, Purchasing and Cash Discount, Cost Savings through Better Working Capital Management, Cost Savings through Change of Mode of Transport, Benefit of Outsourcing and TPL, Reduction of Inspection Cost, Total Cost of Ownership (TCO) Helps to Save Cost, Case Studies/ Glossary, **Introduction to Strategic Procurement:** Definition & Objective of procurement, Traditional VS Strategic Procurement, Advantages of Strategic Procurement; **Procurement procedure and stages of Procurement Cycles:** Effective steps of Procurement Procedure & Stages of procurement cycle. **Types of procurement methods and their suitability, advantages and disadvantages:** Single Source procurement, Request For quotation, Two-Stage Tendering, Request For proposal, Restricted Tendering, Open tendering & Deciding on a Procurement Method. **Developing Procurement Strategies:** Concept for supply strategy, Supplier Relationship and Types of Contracts, Supply strategies for Routine, Leverage, Bottleneck and Critical items & Supply Strategies for commodities. **Procurement Negotiation:** What is Procurement Negotiation, Objectives and process of negotiation, Competitive and cooperative negotiation techniques, Effective negotiation tips & what are the Negotiation pitfalls and how to overcome them? Learning Checks & Group Presentation.

**Who Can Attend:** 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, Entrepreneurs and Professionals.

### 4. How to Become a Dynamic Leader; 27-28 September 2019

**Content:** 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; Conflict Management, Level of Conflicts, Style of Conflict Management; Significance of emotional intelligence in successful leadership role, Brainstorming session on Leadership: Understanding valuable insights within each individual, Understanding Stimulus & Response for greater success in Leadership, Understanding Circle of concerns & Circle of influence, Time management: Importance of priority setting in leadership (WIGs: Widely Important goals, PIGs: Poorly Important Goals), Think Out of the Box for greater level of leadership, Transformational Leadership, Inter dependency & Synergy, Active listening & compassion.

**Who Can Attend:** Entrepreneurs; Importers, Exporters, Suppliers, Manufacturers, Supervisors, Managers, Senior and Mid-Level Executives and any other person interested for developing leadership & quality management.

**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](http://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 & postgraduation); (iv) Ex-Trainees of DBI; (v) Three (3) or more participants from one organization for same course; (vi) 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 Details & 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](mailto:dbi@dhakachamber.com),  
Website: [www.dcci-dbi.edu.bd](http://www.dcci-dbi.edu.bd); [facebook.com/dcci.dbi](https://www.facebook.com/dcci.dbi)

DCCI Gulshan Centre, Taj Casilina, Flat # 3C, Plot # SW (I)4, 25 Gulshan Avenue, Gulshan-1, Dhaka-1212, Phone: 9852245-6