

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

Dear Sir/Madam,

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

Sl.	Training Courses	Fees	Duration
1.	Rules & Procedures of VAT & Income Tax	5,500/-	05-06 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2.	Logistics, Inventory and Store Management	5,500/-	12-13 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3.	Development of Managerial Leadership Skills	5,500/-	19-20 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4.	Institutional Budget and Its Effective Implementation	5,500/-	26-27 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl.	Workshops	Fees	Duration
1.	Disciplinary Action, Domestic Enquiry & Amended Labour Laws-2013	5,500/-	05-06 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2.	Finance for Business Leaders	5,500/-	12-13 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3.	Corporate Income Tax Planning and Management	5,500/-	19-20 July (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4.	Front Desk Management	5,500/-	26-27 July (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. Rules & Procedures of VAT & Income Tax; 05-06 July 2019

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.

2. Logistics, Inventory and Store Management; 12-13 July 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; Store keepers; Purchase Managers/Officers and Planning Managers and Production/ Operations Managers employed in Private Sector, Govt. Semi-Govt. and Non-Govt. Organizations.

3. Development of Managerial Leadership Skills; 19-20 July 2019

Contents: Leadership: 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; Negotiations & Conflict Management: Characteristics of Negotiations, Conflict Management, Level of Conflicts, Style of Conflict Management, Key Steps in Negotiating Process; Critical Thinking: Definition of Critical Thinking, Common Decision Making Problems; Test of learning through group presentation.

Who Can Attend: Entrepreneurs; New Entrants; Importers/Suppliers, Manufacturers, Exporters, Senior and Mid-Level Executives of business organizations, NGOs and any other person interested for developing leadership & quality management.

4. Institutional Budget and Its Effective Implementation; 26-27 July 2019

Contents: Meaning of a budget, purpose of budgeting, statement of expectations, essentials of budgeting, steps in preparing budget, types of budgets, sales forecasting-factors in sales forecasting and framework for judging performance, Master budget (a) operating budget (b) financial budget. Operating budget (i) Sales budget, (ii) Production budget, (iii) Ending inventory budget (iv) Direct materials budget, (v) Direct labour budget (vi) Factory overhead budget, (vii) Cost of goods sold budget (viii) Selling expenses budget, (ix) Administrative expenses (x) Budgeted statement of income, (xi) Financial budget (xii) Capital budget (xiii) Cash budget, (xiv) Budgeted balance sheet (xv) Budgeted statement of changes in financial position, budgetary control and flexible budget, setting standards, analyzing variances and taking remedial actions in case of adverse variances. (xvi) Problem solving on master budget, flexible budgets; Test of learning through group presentation.

Who Can Attend: This course is designed for participants who have little or no background in financial management and particularly in budgeting. Executives of different organizations preferably manufacturing concerns who work with Finance and Accounts, especially involved with preparing budget and exercising budgetary/financial control and who intends to develop their career with finance and accounts will be immensely benefited by participating this course. Besides, the individuals who already are familiar with basic budgeting and intend to acquire in-depth knowledge on budgeting may wish to enroll this course.

Brief of the Workshops

1. Disciplinary Action, Domestic Enquiry & Amended Labour Laws-2013; 05-06 July 2019

Contents: Types of Enquiry; Procedures of an Enquiry; How to make a good draft of Show Cause Notice/Charge Sheet; Enquiry Notice; Enquiry Officer/Enquiry Committee; Proceedings of Enquiry; Enquiry Report; Steps for taking Disciplinary Action ; Award of Punishment; Drafting of Dismissal Letters, Warning Letters and Termination Letters; Labor Laws: 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; Test of learning through group presentation.

Who Can Attend: Managers to General Managers who lead an organization; any employee who may be assigned to conduct an enquiry; any person who wants to be professional enquiry officer; specially for Admin & HR department and other interested persons.

2. Finance for Business Leaders; 12-13 July 2019

Contents: The structure and meaning of different parts of Financial Statements i.e. Income Statement, Financial Position, Cash flow statement etc.; Basic accounting concepts and terminology including accruals, depreciation, current and non-current assets & liabilities, Introduction to ratio analysis and significance thereof in understanding Financial Statements, Cost sheet and basic elements thereof, Budgetary Control including preparation techniques of budget, analyzing variances, Break even analysis and its importance in enterprises, Differential Accounting: multiple decision making techniques, Importance of Net Present Value (NPV), Internal Rate of Return (IRR) etc. and their application in business, Share valuation under various approaches, Working Capital: profitability depends on its efficient management, What is Responsibility Accounting? How to implement in the business? Some important concepts for intelligent business management: ABC, Target Costing, JIT; Value Added Tax: Basic understanding to comply with VAT Law of Bangladesh, High-level overview on Income Tax for individual and corporate taxpayers; Ethics: Its must be considered in managing business, Test of learning through group presentation.

Who Can Attend: This workshop has been outlined for those who area spirant to reach at the top of business. Prior knowledge in finance is never a matter for this workshop! You just need to have the passion to wear the shoes of Finance in taking the ladder of success in your career.

3. Corporate Income Tax Planning and Management; 19-20 July 2019

Contents: Introduction to the Corporate Income Tax, Some important definition, classification of income taxes, Direct tax vs indirect tax, Bangladesh tax structure, income tax rates, TDS and AIT, Company tax assessment, minimum tax, Current tax and deferred tax, excess perquisites, inadmissible expenses, Tax deduction rates Products in the light of changes in the latest finance Act, payment of advance income tax, set off and carry forward of losses, tax holiday, Corporate Social responsibility (CSR), capital gain tax and tax on dividend income and tax assessment by income tax authority in Bangladesh, Test of learning through group presentation.

Who Can Attend: Entrepreneurs, Importers, Suppliers, Manufacturers, Exporters, Senior/Mid Level Accounts & Finance Managers/Executives, Tax Managers, Tax Consultants, Audit Executives of companies, Corporate tax payers and other interested persons.

4. Front Desk Management, 26-27 July 2019

Content: How to welcome clients in the right way, Making the first impression by presenting the right image, Right level of politeness to the visitor, Being a guide to the visitor, Beware of language and body language, Dealing with difficult people; Developing listening skills; Useful languages for the conversations at the front-desk; Basic rules for telephone conversation: making and receiving calls; Tips to make telephone conversations effective; Use of particular phrases considering the situation; Learning to read speaker's Body language, Feelings, Unspoken words; How to handle queries in telephone conversations that you are not prepared for; Dealing with problems: learn useful phrases to describe problems, warning and apologizing; Test of learning through group presentation.

Who Can Attend: Front-desk Executives, Receptionists and new entrants in such job, other persons having special interest in etiquettes and useful telephone conversation could participate in the training program.

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 & postgraduation); (iv) Ex-Trainees; (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.

Md. Joyal 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 Registration, Please Contact: DBI, Dhaka Chamber Building (11th fl.), 65-66 Motijheel C/A, Dhaka-1000. **Tel:** 9552562 (Hunting) Ext. 281/137, **Mobile:** 01718-972656/01913-745062 **Fax:** 9560830, **E-mail:** dbi@dhakachamber.com
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