

Circular No. DBI-10/2019/91

Dated: 08-09-2019

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

Dear Sir/Madam,

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

Sl.	Title of Training Courses	Fees	Duration
1	Effective and Professional Marketing Management	5,500/-	04-05 October (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Inventory and Store Management	5,500/-	11-12 October (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Rules & Procedures of VAT & Income Tax	5,500/-	18-19 October (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	Bangladesh Labour Laws as amended in 2013 & Labour Rules 2015	5,500/-	25-26 October (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl.	Title of Workshops	Fees	Duration
1	Managing Logistics and Transportation	5,500/-	04-05 October (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Strategic Human Resource Management (SHRM)	5,500/-	11-12 October (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Managing Banks, C&F, Customs, Freight Forwarding & Shipping Agents for Export & Import	5,500/-	11-12 October (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	Effective Office Management & Secretarial Skill Development	5,500/-	18-19 October (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
5	Effective Warehousing and Distribution Management	5,500/-	25-26 October (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 of the Training Courses

1. Effective and Professional Marketing Management; 04-05 October 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.

2. Inventory and Store Management; 11-12 October 2019

Contents: Concept of Inventory and Store 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; Store Management; Production/Operation Planning; Stores and Store Planning for Better Store Keeping, Safety, etc.; Store Handling Equipments; Material Management, 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.

3. Rules & Procedures of VAT & Income Tax; 18-19 October 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.

4. Bangladesh Labour Laws as amended in 2013 & Labour Rules 2015; 25-26 October 2019

Contents: Labor Laws: Introduction, 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; Labour Rules: Introduction, Contracting, Misconduct & Awarding Punishment, Maternity Benefits, Health & Hygiene, Safety, Welfare, Working Hours & Leave, Payment of Wages, Bonus, Wages Board, Trade Union & Industrial Relations, Profit sharing, Provident Fund, Apprenticeship, Administration and Inspection, Miscellaneous, Forms; Test of learning through group presentation.

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

Brief of the Workshops

1. Managing Logistics and Transportation; 04-05 October 2019

Contents: Introduction to Logistics and its Importance, Supply Chain Management (SCM) and Logistics; Operational and Strategic Responsibilities of Logistics; Drivers in Logistics and SCM: Inventory, Transportation, Warehouse; Demand Management and Logistics; Supply Management and Logistics; 3PL and 4PL; Cross-Docking Distribution Center; Globalization and Logistics; Transportation and its Importance; Modes of Transportation; Material Handling and Equipment; Green Logistics; Shipping and related Issues; Shipping Documents & Related Conventions; Logistics and Transportation in Bangladesh; Learning Checks & Interactive session.

Who Can Attend: Entrepreneurs, Professionals in the Field of Transportation, Logistics and Supply Chain Management, Procurement, Import, Export and Manufacturing, Job Seekers in related Departments of Logistics and Transportation.

2. Strategic Human Resource Management (SHRM), 11-12 October 2019

Contents: Introduction to SHRM, Importance of SHRM, Key Feature of SHRM, What are the biggest challenges facing HR department? How SHRM differs from HRM, Approaches of SHRM, Barriers of SHRM, Benefits of SHRM, Challenges of SHRM, Overcoming challenges of HRM, Requirements for SHRM, The changing world of today, Organizational development and change management; Recap of last day, Need of modern Human Resources department, Job Analysis and design, Recruitment and Selection, KPI Based Performance management, Pay Structure, Systems, Talent management, Leadership development, Employee engagement, Training & Development, Succession planning, The 4 Discipline of Execution; Test of learning through group presentation.

Who Can Attend: Entrepreneurs & Would-be Entrepreneurs, HR Executive, Line Managers, HR Management Professionals, Would-be HR Professionals, job seekers and others interested person.

3. Managing Banks, C&F, Customs, Freight Forwarding & Shipping Agents for Export & Import; 11-12 October 2019

Contents: Overview of Export Business; Export Business Model and Procedure for Private Companies; Available Shipping lines & freight forwarders selection and management; Types of Exportable Items and Its Packing; Managing Banks in case of Export: Open Bank Account, EXP formalities from Bank; How to Prepare Export Documents/Shipping Documents; Proceed realization through Bank; Managing Shipping Line and Freight Forwarders; Bargaining the Freight; Selection of Perfect H.S. Code; Export cost calculation; Checking Restriction of items as per Export Policy of GOB; Appropriate Inco term usages for export transportation; Preparing the Export documents; Banking Formalities-Export Documents Negotiation; C&F agent selection and management; Manage Customs Authority; Import Business Overview; Import Business Model and Procedure for Private Companies; Available Shipping lines & freight forwarders selection and management; Types of Importable items and Its Packing; Managing Banks in the case of Import: Open Bank Account, IMP formalities from Bank, Import through L/C or without L/C; L/C opening Procedure, Types of L/C; Import payment through Bank; Bargaining freight (FOB Import); Checking the H.S. Code; Checking restriction of items as per Import Policy of GOB; Landed cost calculation; Necessary Import documents; Import Documents Release; Tariff classification, rate of duties and taxes; C&F agent selection and management; PSI & post shipment inspection; Manage Customs Authority; Learning Check

Who Can Attend: The business owners or individuals are interested to start export-import business, graduate business & engineering students, professional engaged in Export, Import, Banks, C&F agency, Shipping, Freight Forwarding, Customs Procurement, Logistics, Supply Chain, Distribution, Courier, Training, International Trade and many more learning minded people those are involved in Private Sector, Public sector and Nonprofit organizations (NGOs)

4. Effective Office Management & Secretarial Skill Development; 18-19 October 2019

Content: Modern concept of Office: Definition of Office, Functions of Office, Types of Office, Organisation of Office and Layout of an office. Office Management: What is office management, Roles and Responsibilities of Office manager, What are the desirable Qualities of a good Office manager? Management and Leadership Techniques: What is management and leadership? Functions of leadership & leadership attributes & various types of leadership styles? Conflict management: What is conflict? Reasons for conflict in workplace & what are the ways to manage conflict in workplace? Employee Motivation at Workplace: What is motivation and Importance of motivation? How manager can increase employee motivation? Coaching and Supervising: What is coaching? Role of manager in coaching, What is supervision? Principles of Supervision & How Supervision should be carried out. Employee Training: What is training? Importance of employee Training, Key areas of employee training & Types of employee training. Secretarial Skills: Roles and responsibilities of Office secretary & Secretarial skills. Professional/Technical skills development for secretary: Knowing own industry/organization, Education and Computer literacy. Interpersonal Skills: Verbal communication skills, Non-verbal communication, Listening skills, Negotiation skills, Problem-solving Skills, Decision-making skills & Creating Rapport. Self-Management Skills: Self confidence, Stress management skills, Time management and organizational skills, Self-motivation & Assertiveness. Meeting Organizing Skills: Definition & types of meeting, How to organize meeting & Note-taking. Telephonic Skills: Telephone Etiquette, Answering Call, making call, Screening call, taking message, Checking Messages and Returning Calls, Transferring calls, Putting the caller on hold properly & Ending Conversation, Handling the emotional caller. Record management and filing systems: How to set up an effective filing system? Basic Filing Procedure & Various methods of filing system. Letter writing, email writing & presentation skills: Various types of business letter, Format, rules & conventions, Golden rules of email writings & basic presentation skills & Test of Learning.

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.

5. Effective Warehousing and Distribution Management; 25-26 October 2019

Contents: Why we have Warehouse; The objectives of warehouse management. Warehouse cost minimization. Warehouse design, layout, acquisition, Physical control & safety, Inventory records; Inventory categorization technique; Inventory management policy: Traceability & variety reduction; 07 steps of measuring inventory & performance; Setting priorities & plan. Operational & strategic planning for storage management, Measuring inventory movements. Inventory replenishment technique; EOQ, Safety stock measurement, Concept of distribution, Myths of distribution; Channels of distribution, Nature of distribution Channels; Channel functions; Distribution strategies design and management; Physical distribution and logistics management; Total cost of distribution; Developing distribution network: Team management, Team work and combined report; Preparation of agreement; Monitoring development and building relationship; Planning, management, launching and monitoring a distribution system; The Case of successful distribution companies; Test of Learning through Group Presentation.

Who Can Attend: Entrepreneurs, Supply Management and Distribution Management 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.

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 for submitting to DBI after filling up duly. 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 tuition, 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 Abidin

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.
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