

Circular No. DBI-04/2019/19

Dated: 10-03-2019

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

Dear Sir/Madam,

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

Sl.	Training Courses	Fees	Duration
1	Business English for Professional Success	5,500/-	05-06 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Effective and Professional Marketing Management	5,500/-	12-13 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Bangladesh Labour Laws as amended in 2013 & Labour Rules 2015	5,500/-	19-20 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	Clearing & Forwarding (C&F) Activities Management	5,500/-	26-27 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
Sl.	Workshops	Fees	Duration
1	Practical Cost Accounting: A Tool of Cost Efficiency	5,500/-	05-06 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
2	Effective Warehousing and Distribution Management	5,500/-	12-13 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
3	Techniques of Leadership Development	5,500/-	19-20 April (Friday & Saturday) 10:00 a.m.- 05:30 p.m.
4	VAT & Customs Formalities for Import & Export	5,500/-	26-27 April (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. Business English for Professional Success; 05-06 April 2019

Contents: Essentials of Good English-Building Vocabulary, buzz-words, choice of words; Grammar in writing - difference in English words and their applications; Foreign words and phrases - methods of expression-unity, coherence & proportion, style & tone; Common mistakes in writing - Formats of different types of writing- application, draft, email, memos, letters, meeting, minutes, short- report, press release, Feedback & correction; Elements of Effective Written Communication - process of systematic writing- Model essay- how to make a good précis-steps in précis writing- Exercises; Techniques of different modes of Communication-written and oral communication in English- Format of Summarizing selected text, correcting faulty text; Test of learning through group presentation.

Who Can Attend: This is an ideal course for professionals in all business organizations especially for would be entrepreneurs, Executives in Marketing and HR department, PROs or Public Relations Officer in any business or professional Institutes. Anyone interested to improve his English language skills.

2. Effective and Professional Marketing Management; 12-13 April 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

3. Bangladesh Labour Laws as amended in 2013 & Labour Rules 2015; 19-20 April 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.

4. Clearing & Forwarding (C&F) Activities Management; 26-27 April 2019

Contents: A to Z clearing activities and formalities of consignment in the case of import, Import Business Model and Procedure, Available Shipping lines & freight forwarders selection and management, C&F agent selection and management, Insurance Company Selection and management, Selection of right insurance clauses-ICC "A", ICC "B", ICC "C" and all risk coverage, Types of Importable items and Its Packing, Bargaining freight (FOB Import), Checking and selection the right H.S. Code, Appropriate Inco term (2010 Version) usages for Import transportation, Checking restriction of items as per Import Policy of GOB, Landed cost calculation, Necessary Import documents, Import documents negotiation, Tariff classification, rate of duties and taxes, PSI & post shipment inspection, Manage Customs Authority, A to Z forwarding activities and formalities of consignment in the case of Export, Export Business Model and Procedure for Private Companies, Available Shipping lines & freight forwarders selection and management, C&F agent selection and management, Insurance Company Selection and management, Selection of right insurance clauses-ICC "A", ICC "B", ICC "C" and all risk coverage, Appropriate Inco term (2010 Version) usages for export transportation, Types of Exportable Items and Its Packing, Bargaining the Freight, Checking and selection the right H.S. Code, Selection of Perfect HS. Code, Preparing the Export documents, Checking Restriction of items as per Export Policy of GOB, Export cost calculation, Manage Customs Authority, PSI & Post shipment inspection, B/E (Bill of Export) and Critical problem analysis in forwarding process.

Who Can Attend: The business owners or individuals are interested to start C&F Business, export-import business, business graduates & engineering students, professional engaged in C&F activities, export, import, procurement, logistics, supply chain, distribution, shipping, freight forwarding, indenting, agency business, customs, courier, training, finance & accounts, international trade and many more learning minded people those are involved in private sector, public sector and nonprofit organizations (NGOs).

Brief of the Workshops

1. Practical Cost Accounting: A Tool of Cost Efficiency; 05-06 April 2019

Contents: Introduction: Cost Accounting, its importance and objective; Cost Statement: Preparation of Cost Sheet to estimate the cost of a product; Cost profit volume relationship: Meaning and importance of CPV analysis, contribution margin, implication of CVP analysis in commercial organization, break even analysis in single and multiproduct environment, margin of safety; Job order costing: Importance, Job order costing in manufacturing and service companies; Absorption costing and variable costing: Meaning and importance of Absorption and variable costing, preparation of Income Statement under Absorption and variable costing, reconciliation of variable Costing with absorption Costing Income; Budgeting: Definition and advantages of budgeting, responsibility accounting, data flow in budgetary system, master budget and its preparation, flexible budget; Standard Costing: Importance of Standard Costing, computation of different variances, implication of variances in enterprise's decision making process; Relevant Costing for decision making: Techniques to be applied in taking decision involving options like Make or buy, continue or shutdown of business operation, sell or further process etc. Question answer session and discussion on real life issues.

Who Can Attend: Managers responsible for managing any business vertical, existing and potential entrepreneurs, mid-level leaders of sales, finance, HR, marketing or general management team will be enormously benefited from this course.

2. Effective Warehousing and Distribution Management; 12-13 April 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 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. Techniques of Leadership Development; 19-20 April 2019

Contents: 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; Test of learning through group presentation.

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. anizations and concerned Govt., Semi Govt. and Non Govt. Organizations and any interested person.

4. VAT & Customs Procedures for Import & Export, 26-27 April 2019

Content: Introduction to the Value Added Tax (VAT) systems in Bangladesh, Registration and Record Keeping Procedures of VAT, Electronic Cash Register, Calculation of VAT (Valuation), Credit Mechanism of VAT System, Return Submission; Trade VAT, Duties and Taxes for Importable Products in the light of latest changes in the National Budget, 2018-19; Introduction to customs duty, defining various types of duties like CD, SD, Anti dumping duty, Countervailing duty, Rules of origin. Tariff line, customs valuation method; Test of learning through group presentation.

Who Can Attend: Entrepreneurs, Importers, Suppliers, Manufacturers, Exporters, Senior/Mid Level Commercial and VAT Executives of Import, Export and Industrial firms, VAT payers and 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). 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



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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