



UNIQUE OPPORTUNITY FOR TRAINING

Circular No.

Dated: 09-01-10

**Subject: Short Training Courses / Workshop for January and February, 2010**

Dear Sir/Madam,

DCCI Business Institute (DBI) is pleased to announce the following short training courses, **to be held during January and February, 2010**, for development of forward-looking entrepreneurs and skilled business executives:

**1. Managing Finance**

January 23-27, 2010 (02:30 p.m. - 06:00 p.m.), 5 half-days

**2. Workshop on Strategic Procurement Skills**

January 29, 2010 (10:00 a.m. – 05:00 p.m.), Day-Long

**3. Garments Merchandising: Operations & Management**

February 06-10, 2010 (02:30 p.m. - 06:00 p.m.), 5 half-days

**Details of the courses are given below:**

**1. Managing Finance**

**Objectives:** The objective of the course is to improve and up-grade the skill of the people in-charge of Financial Functions of Banks, Financial Institutions, Business Organizations, NGOs and others.

**Course Contents:** The course contains the following topics: Introduction to Managing Finance, Concept of Costing; Deriving Financial Statements: Income Statement, Balance Sheet; Cash Flow Statement, Report and Interpretation – Analyzing I/S; Profit Planning – Break – even Analysis, Working Capital Management; Capital Budgeting – Tools of Investment Analysis; and Financial Information System - use of Information Technology.

**Target group:** Persons working in the Accounts and Finance Department of Banks, Financial Institutions, Business Organizations, NGOs and others.

**2. Workshop on Strategic Procurement Skills**

**Objectives:** The objectives of the workshop are to highlight the modern and sophisticated tools and techniques, methodology, strategies and ideas relating to different aspects of procurement skills for effectively operating as a procurement personnel. The workshop is particularly suited for present and future procurement personnel and specialists and job seekers in purchase and supply department of enterprises, covering large corporations down to SMEs.

**Course Contents:** An Overview of Strategic Procurement and formulating a Strategic Procurement Plan; Aligning purchasing decision with corporate goal and corporate governance; Implementation Strategy. Development of Strategic Design and Action Plan Format; Reporting Format, Multinational Supplier Development Strategy for Global Partnership; Measurement techniques including maturity assessment; Case Analysis with participants, participation.

