



UNIQUE OPPORTUNITY FOR TRAINING

Circular No.

Dated: 20-03-2010

Subject: Short Training Courses for April, 2010

Dear Sir/Madam,

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

- 1. How to Establish a New Business**
April 03-07, 2010 (02:30 p.m.-06:00 p.m.), 5 half-days
- 2. Basel II- Risk based Capital Adequacy for Banks**
April 11-13, 2010 (02:30 p.m.-06:00 p.m.), 3 half-days
- 3. Shipping Procedures for Export & Import**
April 24-28, 2010 (02:30 p.m.-06:00 p.m.), 5 half-days
- 4. Day-long Workshop on Managing Logistics and Transportation**
April 23, 2010, Friday (10:00 a.m.-06:00 p.m.)

Details of the courses are given below:

1. How to Establish a New Business

Objectives: To acquaint the participants with better knowledge in identification of appropriate business/enterprise, determining capacity, volume and standards for operating a business and make them conversant with pragmatic planning and management of a business to generate internal surplus.

Course Contents: The course will contain the following topics: Identification of strengths and weakness of Entrepreneur and Business; Forms of Business Organizations; Appropriate Size, Location and legal aspects of Business; Business Planning and Control; Purchase (Material) Budget, Overhead Budget, Commercial/ Marketing expenses Budget; Analyzing Market and Customer Behaviour; Reaching the Customers; Managing Financial Requirements; Recording Transactions, Cash Book, Sales Book, Purchase Book, Debtor Ledger, Creditor Ledger; Preparation of Financial Statement, Profit & Loss Account, Balance Sheet; Financial Projections for a Small Plant (case study).

Target group: Entrepreneurs/Owners of Enterprises, Business managers, Financial Executives/Accountants, Officials engaged in providing counseling services and Potential New Entrants in the field of industry/business.

2. Basel II- Risk based Capital Adequacy for Banks

Objectives: The objectives of this course are to familiarize the participants with the key concepts of Basel II in the context of Bangladesh. The course will briefly cover the different approaches under Basel II. It will focus on the Basel II guidelines published by Bangladesh Bank.

Course Contents: Background- Basel I versus Basel II, **Basel II-** Three Pillar Concept-Minimum Capital, Supervisory Review, Market Discipline; **Pillar 1:** Minimum Capital- Credit risk- Market risk-Operational risk; **Pillar 2:** Supervisory Review- Supervisor's Assessment of Banks' Risk and Additional Capital Requirements; **Pillar 3:** Market Discipline- Minimum Public Disclosures of Bank's Risk Information; **Basel II-** Implementation in Bangladesh- Bangladesh Bank Guidelines-Reporting Formats.

Target group: The Course is mainly designed for mid and senior level executives of Private Commercial Banks (PCBs), State owned Commercial Banks (SOCBs), non-banking financial institutions and all those interested in Basel II implementation in Bangladesh.

3. Shipping Procedures for Export & Import

Objectives: The objective of the training course is to highlight the procedures, techniques, methodology and ideas related to different aspects of shipping required for operating international trade.

Course Contents: The course contains following topics: Banking procedures for Import & Export, Shipping Procedures for Import & Export (Containerized), Shipping Procedures for Import & Export (Break & Bulk), International Trade & Inco-terms, Custom Procedures for Import & Export, Air freight Procedures for Import & Export and more.

Target group: Entrepreneurs, Chief Executive Officers (CEOs), Senior Executives/ Executives/ Managers of existing import-export/ shipping firms, new entrants in such business and other persons having special interest in business.

4. Workshop on Managing Logistics and Transportation

Objectives: "Logistics means having the right thing, at the right place, at the right time." The main objective of the workshop is to know how to do this. Other objectives of the workshop are: to reduce company's costs and improve customer service quality; to increase the synchronization of activities throughout company's supply chain; to look for cost benchmarking tools that can identify opportunities to generate savings in transportation, warehousing, and other relevant operations; to optimize Supply Chain Management, Freight Transportation, and Logistics Services and to boost profits with the effective learning of Logistics and Transportation.

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 distribution ; Customer services and responses ; Green logistics; Shipping and related issues ; Shipping documents & related conventions; Insurance and logistics; Logistics and transportation in Bangladesh; and Question-Answer session.

Target group: Entrepreneurs, Professionals in the field of transportation, logistics, and supply chain management, procurement, import, export, manufacturing and job seekers in related departments of Logistics and Transportation.

Facilitators for all courses: Reputed and experienced resource persons in the related areas, having ample theoretical and practical knowledge from home and abroad with current information, have been invited to conduct the training courses.

Selection Procedure: The intending party may collect Registration Form from DCCI Business Institute (DBI) (11th floor) or download copy from www.dhakachamber.com/dbi. Registration would be done to participants belonging to the target group on payment of requisite fees in favour of **Dhaka Chamber of Commerce and Industry** in Cash or by PO/DD.

Fees :	<u>For Each Course:</u>	<u>Course 1 & 3</u>	<u>Course 2</u>
	DCCI Member	Tk. 3,000/-	Tk. 2,500/-
	Non-member	Tk. 3,500/-	Tk. 3,000/-

Fees For Day-long Workshop : Tk. 2,000/-

Registration Dead Line: At least two-working days before starting of each course.

Corporate Discount : 10% for 3 and more participants from one organization for each course.

For further Details and Registration, Please Contact: DBI, 11th floor, Dhaka Chamber Building, 65-66 Motijheel C/A, Dhaka-1000. **Tel:** 9552562 (Hunting) Ext. 137/147/124, **Mobile:** 01716518565 Fax: 9560830, **E-mail:** dbi@dhakachamber.com **Website:** www.dhakachamber.com/dbi

(Md. Hossain Ali)
Executive Director, DBI