



UNIQUE OPPORTUNITY FOR TRAINING

Circular No.

Dated: 14-02-2010

Subject: Short Training Courses for March, 2010

Dear Sir/Madam,

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

- 1. Material Planning and Inventory Control**
March 01-03, 2010 (02:30 p.m.-06:00 p.m.), 3 half-days
- 2. Effective Selling Skills**
March 06-10, 2010 (02:30 p.m.-06:00 p.m.), 5 half-days
- 3. Human Resource Development (HRD)**
March 20-24, 2010 (02:30 p.m.-06:00 p.m.), 5 half-days
- 4. Project Management (Revised date)**
March 29-31, 2010 (02:30 p.m.-06:00 p.m.), 3 half-days

Details of the courses are given below:

1. Material Planning and Inventory Control

Objectives: The objectives of the course is to familiarize the participants with modern management principles and techniques to increase the effectiveness of the professionals engaged in material management to promote higher productivity; reduce inventory cost through better planning and control and develop an effective Inventory Control System to cater to the production / operation / service demand.

Course Contents: Concept of Store Management, Production / Operation Planning, Material Requirement Planning, 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/Stores and Store Planning for better store keeping.

Target group: Persons with background in Material /Store Management; Purchase Managers/ Officers and Planning Managers & Production/Operations Managers employed in Private Sector, Govt. Semi Govt. and Non Govt. Organizations.

2. Effective Selling Skills

Objectives: The objective of the course is to provide transparent as well as functional knowledge about aggressive selling strategies.

Course Contents: The course contains the following topics: Salesmanship - An Introduction, Why Sales People fail on the job, Qualities of Sales people, Sales call preparation & Sales call opening, Sales call closing & Follow-up, Wining Customer & How to retain Customer, How to make an effective customer relation, Handling customers' objections/complaints and VIDEO role-play & Feed back.

Target group: Entrepreneurs/ Business Managers/ Marketing Managers/ Marketing Executives/ New Entrants in Business/ Industry and other interested suitable persons.

3. Human Resource Development (HRD)

Objectives: The objectives of the course are to provide effective and functional knowledge of Human Resources Development (HRD) and Management issues, Procedures, Organizational Change, Dismissal or Redundancy Procedures, Conducting Grievance and Disciplinary hearings, Human Resource Management, Employment obligations, Induction and Redeployment, Factors vital for Fair Employment Conditions and so on.

Course Contents: The course contains the following topics: Introduction and brief History of Human Resource Development (HRD), Modern HR Management Functions, Job Analysis, Recruitment, HR Management System, Motivation of HR, Compensation & Benefits Packages and Staff Development and Success in Planning.

Target group: Line Managers and HR Management Professionals; Would-be HR Professionals; Entrepreneurs & Would- be Entrepreneurs, job seekers and other suitable candidates.

4. Project Management

Objectives: This program is aimed at giving an overview of project management and how projects differ from regular business activities. The course will provide knowledge to gain insight of breaking down a complex task into small components and prioritising each component to gain better view of larger picture for effective implementation.

Course Contents: **Introduction to Project & Project Management-** Defining Projects , Project Life Cycle, Management Processes for a project; Role of a Project Manager, Aspects of Project Management; Required knowledge areas , Activities required to achieve the desired results, Project Integration Management; Work Breakdown Structure; **Project Time Management-**Project Scheduling, Use of Gantt Charts, PERT & CPM; **Use of Computer Applications in Project Management;** MS Project , Project Cost & Procurement Management, Cost analysis, Budgeting, Procurement methods; **Project Quality management;** Concept of project quality management, Use of monitoring & evaluation tools for project quality assurance.

Target group: Anyone who handles projects or people involved in implementation of new procedures & processes in organisations. Students of higher level and people who take on contract based task.

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 candidates may collect Registration Form from DCCI Business Institute or download copy from website. Registration would be confirmed to qualified candidates belonging to the target group on ‘**first come first served basis**’ and on payment of requisite fees.

Fees :	<u>For Each Course:</u>	<u>Course 2 & 3</u>	<u>Course 1 & 4</u>
	DCCI Member	Tk. 3,000/-	Tk. 2,500/-
	Non-member	Tk. 3,500/-	Tk. 3,000/-

Payable by Cash / Pay Order or DD in favour of “Dhaka Chamber of Commerce & Industry”.

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