



## Training Calendar - 2009

<p><b>January</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <ol style="list-style-type: none"> <li>1. Human Resource Development (HRD) (January 17 - 21)</li> <li>2. Shipping Procedures for Export &amp; Import (January 24 – 28)</li> <li>3. Understanding the Corporate Environment (M-1) (Jan 30-31 &amp; Feb 07)*</li> <li>4. Negotiating (M-7) (Jan 30-31 &amp; Feb 07)*</li> <li>5. Environmental Procurement (M - 13) (Jan 30-31 &amp; Feb 07)*</li> </ol>	S	S	M	T	W	T	F	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p><b>February</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <ol style="list-style-type: none"> <li>1. Project Management (February 8 – 10)</li> <li>2. Managing Finance (February 14-18)</li> <li>3. Proper L/C Procedures for Export &amp; Import Operations (February 22-26)</li> <li>4. Specifying Requirements &amp; Planning Supply (M-2) (Feb 27-28 &amp; Mar 07)*</li> <li>5. Preparing the Contract (M-8) (Feb 27-28 &amp; Mar 07)*</li> <li>6. Group Purchasing (M-14) (Feb 27-28 &amp; Mar 07)*</li> </ol>	S	S	M	T	W	T	F		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							<p><b>March</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>S</th><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <ol style="list-style-type: none"> <li>1. Effective Negotiation Skills (March 1 – 3)</li> <li>2. Quality Management &amp; ISO 9000 (March 8 - 11)</li> <li>3. How to operate Import and Export Business Successfully (March 21–25)</li> <li>4. Analysing Supply Markets (M-3) (Mar 27-28 &amp; Apr 04)*</li> <li>5. Managing the Supply Contract &amp; Supplier Relationship (M-9) (Mar 27-28 &amp; Apr 04)*</li> <li>6. E-procurement (M-15) (Mar 27-28 &amp; Apr 04)*</li> </ol>	S	S	M	T	W	T	F		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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**N.B.:** 1. Starred course on Purchasing and Supply Chain Management (PSCM) are day long (9 a.m. to 5 p.m.) and other courses are 3 and 5 half days (2.30 p.m. to 6.00 p.m.). Regular Certificates/ Diploma Examinations on PSCM are held in March & September in the DBI. ITC, Geneva issues recognized in 50 Countries Certificates/ Diploma .  
 2. Mark days of Training. 3. Holidays Mark.

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