

Provisional Training Calendar – 2010-11

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| January | February | March |
| <ol style="list-style-type: none"> 1. Understanding the Corporate Environment (M-1) (Jan 29-30 & Feb 05)* 2. Negotiating (M-7) (Jan 29-30 & Feb 05)* 3. Environmental Procurement (M - 13) (Jan 29-30)* | <ol style="list-style-type: none"> 1. Specifying Requirements & Planning Supply (M-2) (Feb 19-20 & 26)* 2. Preparing the Contract (M-8) (Feb 19-20 & 26)* 3. Group Purchasing (M-14) (Feb 19-20)* | <ol style="list-style-type: none"> 1. Analysing Supply Markets (M-3) (Mar 19-20 & 26)* 2. Managing the Supply Contract & Supplier Relationship (M-9)(March 19-20 & 26)* 3. E-procurement (M-15) (March 19-20)* |
| April | May | June |
| <ol style="list-style-type: none"> 1. How to establish a New Business (April 03-07) 2. Basel II – Risk based Capital Adequacy for Banks (April 11-13) 3. Shipping Procedures for Export & Import (April 24-28) 4. Developing Supply Strategies (M-4) (April 23-24 & 30)* 5. Managing International Logistics (M-10) (April 23-24 & 30)* 6. Managing Customer Relationship (M-16) (April 23-24)* | <ol style="list-style-type: none"> 1. Effective Business Communication (May 8-12) 2. Export Documentation (May 15-19) 3. How to Establish and Operate a Call Centre (May 22-26) 4. Appraising & Short Listing Suppliers (M-5) (May 28-29 & June 04)* 5. Managing Inventory (M-11) (May 28-29)* | <ol style="list-style-type: none"> 1. How to Develop Distribution Network for Marketing of Products (June 05-09) 2. Marketing is Everything (June 12-16) 3. Effective Office Management & Filing System (June 19-23) 4. Obtaining & Selecting Offers (M-6) (June 25-26 & July 02)* 5. Measuring & Evaluating Performance (M-12) (June 25-26)* |
| July | August | September |
| <ol style="list-style-type: none"> 1. Rules & Procedures of VAT & Income Tax (July 03-07) 2. Import and Indenting Procedures (July 10-14) 3. Tour Management for Effective Tourism Services (July 17-21) 4. General Export Marketing Management (July 31–Aug. 01) 5. Understanding the Corporate Environment (M-1) (July 30-31 & Aug. 06)* 6. Negotiating (M-7) (July 30-31 & Aug. 06)* 7. Environmental Procurement (M-13) (July 30-31)* | <ol style="list-style-type: none"> 1. How to Operate Import and Export Business Successfully (August 7-11) 2. Store and Inventory Management (August 21-25) 3. How to Prepare a Bankable Project Proposal for Getting Loan (Aug. 28-Sept. 01) 4. Specifying Requirements & Planning Supply (M-2) (Aug 27-28 & Sept. 03)* 5. Preparing the Contract (M-8) (Aug 27-28 & Sept. 03)* 6. Group Purchasing (M-14) (Aug 27-28)* | <ol style="list-style-type: none"> 1. Rules & Procedures of VAT & Income Tax (September 25-29) 2. Analysing Supply Markets (M-3) (Sept. 24-25, & Oct 01)* 3. Managing the Supply Contract & Supplier Relationship (M-9) (Sept 24-25, & Oct 01)* 4. E-procurement (M-15) (Sept 24-25)* |
| October | November | December |
| <ol style="list-style-type: none"> 1. Leadership and Management (Oct. 2-6) 2. Market & Sales Promotion (October 9-13) 3. Effective International Business English (October 23-27) 4. Developing Supply Strategies (M-4) (Oct. 22-23 & 29)* 5. Managing International Logistics (M-10) (Oct. 22-23 & 29)* 6. Managing Customer Relationship (M-16) (Oct. 22-23)* | <ol style="list-style-type: none"> 1. ISO 9001: 2008 Quality Management System - requirements (Nov. 1-3) 2. Customer Service for Telecom Sector (November 6-10) 3. Market Segmentation & Customer Identification (Nov. 28 – Dec.02) 4. Appraising & Short Listing Suppliers (M-5) (Nov 12-13 & 26)* 5. Managing Inventory (M-11) (Nov 12-13)* | <ol style="list-style-type: none"> 1. Lease Financing in Business Development (December 11-15) 2. How to Participate in International Trade Fair (December 18-23) 3. Generalized System of Preferences (GSP) for Market Access (Dec. 26-30) 4. Obtaining & Selecting Offers (M-6) (Dec 17-18 & 24)* 5. Measuring & Evaluating Performance (M-12) (Dec 17-18 & 24)* |
| January | February | March |
| <ol style="list-style-type: none"> 1. Human Resource Development (HRD) (January 15-19) 2. Effective Selling Skills (January 22-26) | <ol style="list-style-type: none"> 1. Proper L/C Procedures for Export & Import Operations (February 12-16) 2. Effective Negotiation Skills (February 22-24) 3. Project Management (February 26-28) | <ol style="list-style-type: none"> 1. Material Planning and Inventory Control (March 5-7) 2. Managing Finance (March 12-16) 3. Garments Merchandising: Operations & Management (March 19-23) |

N.B.:

1. Starred course in Italics on Modular Learning System in Supply Chain Management^(P) (MLS-SCM^(P)) are day-long (10.00 a.m. to 05.30 p.m.) and other courses are 3 and 5 half days from 2.30 p.m. to 6.00 p.m.
2. Regular Certificates/ Diploma Examinations on MLS-SCM^(P) are held in March & September in the DBI. ITC, Geneva issues Certificates/ Diploma recognized in 50 Countries.

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