

Provisional Training Calendar – 2010

January	February	March
<ol style="list-style-type: none"> 1. Garments Merchandising: Operations & Management (January 9-13) 2. Managing Finance (January 23-27) 3. <i>Understanding the Corporate Environment (M-1) (Jan 29-30 & Feb 05)*</i> 4. <i>Negotiating (M-7) (Jan 29-30 & Feb 05)*</i> 5. <i>Environmental Procurement (M - 13) (Jan 29-30)*</i> 	<ol style="list-style-type: none"> 1. Project Management (February 1-3) 2. Proper L/C Procedures for Export & Import Operations (February 13-17) 3. Effective Negotiation Skills (February 22-24) 4. <i>Specifying Requirements & Planning Supply (M-2) (Feb 19-20 & 26)*</i> 5. <i>Preparing the Contract (M-8) (Feb 19-20 & 26)*</i> 6. <i>Group Purchasing (M-14) (Feb 19-20)*</i> 	<ol style="list-style-type: none"> 1. Material Planning and Inventory Control (March 1-3) 2. Effective Selling Skills (March 6-10) 3. Human Resource Development (HRD) (March 20-24) 4. <i>Analysing Supply Markets (M-3) (Mar 19-20 & 26)*</i> 5. <i>Managing the Supply Contract & Supplier Relationship (M-9) (Mar 19-20 & 26)*</i> 6. <i>E-procurement (M-15) (Mar 19-20)*</i>
April	May	June
<ol style="list-style-type: none"> 1. How to established a New Business (April 3-7) 2. Basel II – Risk based Capital Adequacy for Banks (April 11-13) 3. Shipping Procedures for Export & Import (April 24-28) 4. <i>Developing Supply Strategies (M-4) (Apr 16-17 & 23)*</i> 5. <i>Managing International Logistics (M-10) (Apr 16-17 & 23)*</i> 6. <i>Managing Customer Relationship (M-16) (Apr 16-17)*</i> 	<ol style="list-style-type: none"> 1. Effective Business Communications (May 8-12) 2. Export Documentation (May 15-19) 3. How to Establish and Operate a Call Centre (May 22-26) 4. <i>Appraising & Short Listing Suppliers (M-5) (May 14-15 & 21)*</i> 5. <i>Managing Inventory (M-11) (May 14-15 & 21)*</i> 	<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. <i>Obtaining & Selecting Offers (M-6) (Jun 18-19 & 25)*</i> 5. <i>Measuring & Evaluating Performance (M-12) (Jun 18-19 & 25)*</i>
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. <i>Understanding the Corporate Environment (M-1) (Jul 16-17 & 23)*</i> 6. <i>Negotiating (M-7) (Jul 16-17 & 23)*</i> 7. <i>Environmental Procurement (M-13) (Jul 16-17)*</i> 	<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. <i>Specifying Requirements & Planning Supply (M-2) (Aug 21-22 & 27)*</i> 5. <i>Preparing the Contract (M-8) (Aug 21-22 & 27)*</i> 6. <i>Group Purchasing (M-14) (Aug 21-22)*</i> 	<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 02)* 3. <i>Managing the Supply Contract & Supplier Relationship (M-9) (Sept 24,25, & Oct 01)*</i> 4. <i>E-procurement (M-15) (Sept 24-25)*</i>
October	November	December
<ol style="list-style-type: none"> 1. Leadership and Management (October 2-6) 2. Market & Sales Promotion (October 9-13) 3. Effective International Business English (October 23-27) 4. <i>Developing Supply Strategies (M-4) (Oct 15 -16 & 22)*</i> 5. <i>Managing International Logistics (M-10) (Oct 15 -16 & 22)*</i> 6. <i>Managing Customer Relationship (M-16) (Oct 15 -16)*</i> 	<ol style="list-style-type: none"> 1. ISO 9000: 2000 Requirements for Successful Certification (Nov. 1-3) 2. Customer Services for Telecom Sector (November 6-10) 3. Market Segmentation & Customer Identification (Nov. 28 – Dec.02) 4. <i>Appraising & Short Listing Suppliers (M-5) (Nov 05-06 & 12)*</i> 5. <i>Managing Inventory (M-11) (Nov 05-06 & 12)*</i> 	<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) & its use (December 26-30) 4. <i>Obtaining & Selecting Offers (M-6) (Dec 17-18 & 24)*</i> 5. <i>Measuring & Evaluating Performance (M-12) (Dec 17-18 & 24)*</i>

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.