

Training Calendar 2011-12 (April-March)

April	May	June
<ol style="list-style-type: none"> Basel - II Risk-based Capital Adequacy for Banks (April 10-12) How to Establish a New Business (April 16-20) Shipping Procedures for Export & Import (April 23-27) Developing Supply Strategies (M-4) (April 29-30 & May 06) * Managing Logistics in the Supply Chain (M-10) (April 29-30 & May 06) * Customer Relationship Management (M-16) (April 29-30) * 	<ol style="list-style-type: none"> Marketing is Everything (May 7-11) Effective Business Communication in English (May 21-25) How to Implement a Project Effectively (May 29-31) Appraising & Short Listing Suppliers (M-5) (May 27-28 & June 03) * Managing Inventory (M-11) (May 27-28 & June 03) * Operations Management (M-17) (May 27-28 & June 03) * 	<ol style="list-style-type: none"> Development of Leadership Skills for Management (June 11-15) Import and Indenting Procedures (June 18-22) Export Documentation (June 25-29) Obtaining & Selecting Offers (M-6) (June 24-25 & July 01) * Measuring and Evaluating Performance (M-12) (June 24-25 & July 01) * Managing Finance along the Supply Chain (M-18) (June 24-25 & July 01) *
July	August	September
<ol style="list-style-type: none"> Rules & Procedures of VAT & Income Tax (July 09-13) Strategic Procurement Skills (July 16-21) Store and Inventory Management (July 23-27) Understanding the Corporate Environment (M-1) (July 29-30 & Aug. 05) * Negotiating (M-7) (July 29-30 & Aug.05) * Environmental Procurement (M-13) (July 29-30) * 	<ol style="list-style-type: none"> Effective Negotiation Skills (August 1-3) Proper L/C Procedures for Export & Import Operation (August 6-10) Human Resource Management (August 13-18) Specifying Requirements & Planning Supply (M-2) (Aug 12-13 & 19) * Preparing the Contract (M-8) (Aug 12-13 & 19) * Group Purchasing (M-14) (Aug 12-13) * 	<ol style="list-style-type: none"> How to Establish and Operate a Call Centre (September 10-14) Rules & Procedures of VAT & Income Tax (September 17-21) General Export Marketing Management & Documentation (September 24-28) Analysing Supply Markets (M-3) (Sept. 30 & Oct 01 & 07) * Managing the Contract & Supplier Relationship (M-9) (Sept. 30 & Oct 01 & 07) * E-procurement (M-15) (Sept. 30 & Oct 01) *
October	November	December
<ol style="list-style-type: none"> Market Survey, Segmentation and Customer Identification (Oct. 08-12) Managing Finance (October 15-17) Market and Sales Promotion (October 22-26) Developing Supply Strategies (M-4) (Oct. 21-22 & 28) * Managing Logistics in the Supply Chain (M-10) (Oct. 21-22 & 28) * Customer Relationship Management (M-16) (Oct. 21-22) * 	<ol style="list-style-type: none"> Managing Logistics and Transportation (November 19-23) Effective Office Management and Filling System (November 26-30) Appraising & Short Listing Suppliers (M-5) (Nov 25-26 & Dec. 2) * Managing Inventory (M-11) (Nov 25-26 Dec. 2) * Operations Management (M-17) (25-26 & Dec. 2) * 	<ol style="list-style-type: none"> How to Operate Import and Export Business Successfully (December 3-8) Material Planning and Inventory Control (December 10-14) Knit Garments Production, Planning & Control (December 17-19) Obtaining & Selecting Offers (M-6) (Dec 23, 30-31) * Measuring and Evaluating Performance (M-12) (Dec 23, 30-31) * Managing Finance along the Supply Chain (M-18) (Dec 23, 30-31) *
January	February	March
<ol style="list-style-type: none"> Human Resource Development (HRD) (January 14-18) Effective Selling Skills & Advertising (January 21-25) SWOT Analysis –Organisational Change for Competitiveness (January 29-31) 	<ol style="list-style-type: none"> Effective International Business Communication in English (February 11-15) How to Enter E.U. Market under New GSP (February 18-20) How to Prepare a Bankable Project Proposal for Getting Loan (February 25-29) 	<ol style="list-style-type: none"> Garments Merchandising: Operations & Management (March 10-14) How to Develop Distribution Network for Marketing of Products (March 17-21) Managing Accounts – Best Practices (March 27-29)

N.B.:

- Stared courses are on Diploma in Modular Learning System in Supply Chain Management (MLS-SCM^(P)) jointly with ITC, Geneva. These are Day-long Courses from 10.00 a.m. to 05.30 p.m. Other courses are from 2.30 to 6.00 p.m.
- Certificates/ Diploma Examinations on MLS-SCM^(P) are held in March & September in DBI, ITC, Geneva and DCCI jointly issues Certificates/ Diploma, recognized in 69 Countries of the World.

Day-long Workshops

April	May	June
<ol style="list-style-type: none"> 1. Strategic Procurement Skills, April 08 (Friday) 2. Managing Logistics and Transportation, April 29 (Friday) 	<ol style="list-style-type: none"> 1. Effective Warehousing & Distribution Management, May 06 (Friday) 2. E-Procurement and Public Procurement Policy (PPP), May 27 (Friday) 	<ol style="list-style-type: none"> 1. UCPDC (Uniform Customs and Practice for Documentary Credit) – 600, June 03 (Friday) 2. Front desk behaviour & Telephone Etiquettes, June 24 (Friday)
July	August	September
<ol style="list-style-type: none"> 1. Time and Stress Management, July 01 (Friday) 2. Income Tax Planning to Minimize Tax Burden Legally, July 29 (Friday) 	<ol style="list-style-type: none"> 1. VAT & Customs Procedures for Import & Export, August 05 (Friday) 2. Effective Office Management, August 12 (Friday) 3. Conflict Management, August 19 (Friday) 	<ol style="list-style-type: none"> 1. CAMELS Rating of Bank, Sept. 16 (Friday) 2. Key Issues in Development of Insurance, Sept. 17 (Saturday) 3. VAT & Customs Procedures for Import & Export, Sept. 30 (Friday)
October	November	December
<ol style="list-style-type: none"> 1. Material and Inventory Management, October 07 (Friday) 2. E-Commerce in Export Business, October 21 (Friday) 3. Investment Strategy in Capital Market, October 28 (Friday) 	<ol style="list-style-type: none"> 1. Chinese Language for Business, Nov. 25 (Friday) 3 day-long 2. Customer Relationship Management, November 26 (Friday) 	<ol style="list-style-type: none"> 1. Effective Customer Services, December 02 (Friday) 2. Micro Credit / SME Financing, December 23 (Friday) 3. Professionalism in E-mail & Business Communication, December 30 (Friday)
January	February	March
<ol style="list-style-type: none"> 1. Corporate Environment – an Essential Tool for Business Growth, January 27 (Friday) 2. Professional Business Management, January 28 (Friday) 	<ol style="list-style-type: none"> 1. Branding for Fantastic Success, February 03 (Friday) 2. Quality Control and Management for Export Market, February 24 (Friday) 	<ol style="list-style-type: none"> 1. Development of Supply Strategies for Competitiveness, March 02 (Friday) 2. Any other suitable topics on Demand, March 23 (Friday)

DCCI Knowledge Centre (KC) is an extended wing of DBI for development of Entrepreneurship, particularly SMEs. It provides various services including the above workshops.

Md. Hossain Ali
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