



ABC Learning N Consultancy LTD
ABC Centre for HR Development
Schedule of HR Development Programs
 (November - December 2017)



Program Code	Program Topics	Time	Program Date	Registration Deadline		Reg. Fee (Tk.) Excluding VAT*		
				Early Birds	Regular	1-Session	2-Session	4-Week
CA-4W	Managing Corporate and Secretarial Affairs	09:30 AM-05:30 PM	03Nov-02 Dec	26 Oct	01 Nov			32,000
CA-01	Role and Skills of a Successful (Chief) Compliance Officer	09:30 AM-12:30 PM	03 Nov	26 Oct	01 Nov	2,600		
CA-06	Enhancing Writing Skills for Professionals	02:30 PM-05:30 PM				2,600		
CA-02	Standardization of an Annual Report for AGM	09:30 AM-12:30 PM 02:30 PM-05:30 PM	04 Nov	26 Oct	02 Nov	2,600	4,800	
CA-03	Filing of Returns with Regulatory Authorities	09:30 AM-12:30 PM 02:30 PM-05:30 PM	10 Nov	02 Nov	08 Nov	2,600	4,800	
CA-04	A 2 Z of Corporate Meetings	09:30 AM-12:30 PM 02:30 PM-05:30 PM	11 Nov	02 Nov	09 Nov	2,600	4,800	
CA-05	Mock/Dummy Board Meetings (1st & 2nd Board Meeting)	02:30 PM-05:30 PM	11 Nov	02 Nov	09 Nov	2,600		
CA-08	Financial Analysis and Managerial Accounting skills for Corporate Secretaries	09:30 AM-12:30 PM 02:30 PM-05:30 PM	17 Nov	09 Nov	15 Nov	2,600	4,800	
CA-09	Ease to Compliance with Corporate Governance Guidelines of BSEC	09:30 AM-12:30 PM 02:30 PM-05:30 PM	18 Nov	09 Nov	16 Nov	2,600	4,800	
CA-07	Real Life Case Study & Problem Solving on Corporate Secretarial and Governance Issues	09:30 AM-12:30 PM	01 Dec	23 Nov	29 Nov	2,600		
CA-10	Introducing Secretarial Audit as an Internal Audit Functions	02:30 PM-05:30 PM	01 Dec	23 Nov	29 Nov	2,600		
HR-03	Drawing an Ideal Organogram	06:30 PM-09:30 PM	10 Dec	03 Dec	07 Dec	2,600		
HR-05	Job Description Management	06:30 PM-09:30 PM	13 Dec	06 Dec	11 Dec	2,600		
HR-06	Management of WPPF, Provident Fund and Gratuity Scheme	06:30 PM-09:30 PM	17 Dec	10 Dec	14 Dec	2,600		
HR-07	Industrial Relations and Labor Law	06:30 PM-09:30 PM	20 Dec	13 Dec	18 Dec	2,600		

*VAT @ 15% will be charged on Applicable Fee

For Details, please visit www.abclnc.com.bd or phone to Mr. K. M. MainulHasan @ +88-01 755 944 966