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| BANGLADESH-JAPAN TRAINING INSTITUTE (BJTI)  Day Long Exclusive Training on  **Professional Email**  **Resource Person: Mr. Devayan Chakraborty, Director (Sales), Aztec Manpower, Employment and Training Limited** |
| Date and Time: 06 July 2024 (Saturday), 08:45 am - 05:00 pm  **Deadline for Registration: 04 July 2024 (Thursday)** |
| **Venue**: Bangladesh-Japan Training Institute, Room # 7, 7th Floor, Eastern Plaza, Sonargaon Road, Dhaka.  **Registration Fees**: **BDT 4,000/-** PerParticipant **excluding VAT & TAX.** (Members of BJTI, BAAS and Organizations nominating five or more delegates will enjoy **10% discount** on course fee). The fee will cover tuition, stationery, reproduction of training material, training aids/ equipment, cost of venue, food & refreshment, certificate etc. |
| For **Registration** or additional information please call us: 01958155163, 01958155162, 02-223361413  or **E-mail to:** [info@bjti.org](mailto:info@bjti.org), [contact.bjti@gmail.com](mailto:contact.bjti@gmail.com), **Website:** [www.bjti.org](http://www.bjti.org), **logo of facebook এর চিত্র ফলাফল:**<https://www.facebook.com/bjti.info/>  To confirm your registration, please fill out the registration form and pay the registration fee by **04 July 2024 (Thursday),** in favour of “Bangladesh Japan Training Institute” to **Dutch Bangla Bank Ltd**, Elephant Road Branch, Dhaka, Account Number: 1261100033403.  Or, via **Bkash Pay** **(01780-364200)** (you must pay an additional amount of **BDT 80** Bkash cash out fee). |
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| **Professional Email**  **Introduction:**  E-mail is possibly one of the greatest inventions of our lifetime. It’s having a phenomenal effect on the way we communicate, but that may not always be for the better! Reading, writing and managing e-mail is taking an increasing amount of our time. However, research shows that the major cause of e-mail stress is not its volume but its inappropriate use as a communication tool.  If you join this Day Long Workshop on Professional Email, it will give you a completely new perspective on Email. You will definitely develop a fresh look at dealing effectively with e-mail, developing great style, and writing clear, concise messages.  **Training Contents:**   * Checking Tone of Email * Professional Subject Line, CC and BCC * Product/Service BCC Promotional Method * Email Writing Approach * Email Writing Structure * Job Application Format * Creating Bonds with Clients/Office Colleagues * Developing Rapports in Business/Job * Email Security * Create Personalized Branded Email Signature * Email Management by Creating Folder * Automatically Managing Important/Regular Emails in Folder * Manage Contacts in Group * Block Recipient from Printing/Forwarding Email * Set Auto Reply When Away on Leave * Track Your Email whether Opened or Clicked * Maintain Personal Notes   **Benefits of This Course:**   * Improve Email Communication skill * Impress professor while submitting papers or assignment * Impress recruiter while applying for job * Achieve foreign scholarship easily * Nail any business proposal with potential clients.   **Who will be Benefited:**  Students, Job seeker/Fresher, service Holders, interpreneur or freelancer.  Training Methodology:  Lecture & discussion, Power Point Presentation, Peer learning, Group work and presentation, Experience sharing, Role play, Case study exercises, Video clip  Language: English and Bengali  **Certificate of attendance will be provided**  Note: Seats are limited and will be filled-in on first come first serve basis. Please find the attached file for Registration Form.  **Resource Person**  Mr. Devayan Chakraborty,  **Director (Sales), Aztec Manpower, Employment and Training Limited**    **Mr. Devayan Chakraborty** is a profound Overseas Recruiter and Professional Trainer at home and abroad. He is having foreign PGD in Digital Marketing from India and Human Resource Management from Australia. After serving 09 years in Bangladesh Navy as an Officer, he started his business in recruitment, training and consultancy field. He has conducted sessions in various universities and corporate companies and helped 6000+ students to develop their skills in multiple horizons. |