

Report On

An analysis on the Training & Development program of ACI Logistics Limited (Shwapno) by linking up theoretical knowledge with practical experiences.

By

Sadrina Bintae Saif
17204060

An internship report submitted to the BRAC Business School (BBS) in partial fulfillment of the requirements for the degree of Bachelor of Business Administration

BRAC Business School
Brac University
January 2023

© 2023. Brac University
All rights reserved.

Declaration

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at BRAC University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all main sources of help.

Student's Full Name & Signature:

Sadrina Binta Saif
17204060

Supervisor's Full Name & Signature:

Feihan Ahsan
Lecturer, BRAC Business School
BRAC University

Letter of Transmittal

Date: 2023

Feihan Ashan

Lecturer

BRAC Business School

BRAC University

Wireless Mohakhali, Dhaka

Subject: Submission of internship report on “An analysis on the Training & Development program of ACI Logistics Limited (Shwapno) by linking up theoretical knowledge with practical experience”

Dear Sir,

I am pleased to give my report from an internship on "An analysis on the Training & Development program of ACI Logistics Limited (Shwapno) by linking up theoretical knowledge with practical experience." I've finished my internship, which ran from January to March of 2023.

Here is my summary of ACI Logistics Limited Shwapno's key initiatives. I have tried to keep my explanations of my experiences and learning in this report briefly.

I hope the internship report will live up to your expectations since I have made every effort to blend my academic knowledge with the practical experience I gained working as an intern in the organization for three months.

Regards,

Sadrina Bintae Saif

ID - 17204060

BRAC Business School

BRAC University

Non-Disclosure Agreement

[This page is for Non-Disclosure Agreement between ACI Logistics Limited (Shwapno) and Sadrina Bintae Saif]

This agreement is made and entered into by and between ACI Logistics Limited (Shwapno) and the undersigned student at Brac University.....

Acknowledgement

I would like to start by thanking Feihan Ahsan, who is my department's supervisor. His continuous guidance and advice were very helpful in forming the report's overall structure. He frequently gave me guidance that enabled me to write the best possible report.. Khurshid Imbisat Chowdhury, the HR Head, Mr. Istiak Alam, Assistant Manager, Mr. Asraful Hoque, Deputy Manager, Antara Sen Gupta, Senior Executive, Rumana Jahan, HR Business Partner(Corporate), Farhana Tasnim Hira, Assistant Manager, Md. Sajjad Hossain, Deputy Manager, Ronald Lanny D Rozario, HR Business Partner (Operations), Mousumi Akter, Manager Business Support, Kamrunnahar, Talent Acquisition Executive, Raehen Chowdhury, Training Executive, Md Tahmid Shariar Sizan, Executive and my co-intern Hafizul Islam, are all people I owe thanks to. They help me a lot to make this report and collecting the data. I sincerely thank the ACI Logistics Limited (Shwapno) officials for their invaluable assistance with the writing of my internship paper.

Executive Summary

I discovered how the human resources division of ACI Logistics Limited (Shwapno) manages and controls its training operations by making sure the appropriate number of people are on hand when needed to complete the task. This enables them to guarantee efficient service across the board for the company. In addition, I've learned about the firm's workplace culture and observed how ACI Logistics Limited handles its employees with respect and dignity in order to maintain employee motivation to work hard for the company and its clients.

The study starts off with an outline of ACI Logistics Limited (Shwapno), which contains details about the company's origins, goals, and products and services.

The next section goes through ACI Logistics Limited's project and job responsibilities. An introduction to the topic and data from ACI Logistics Limited (Shwapno) related to my academic course material are both included in the project.

Every chapter goes into great detail on The Organization Practices of ACI Logistics Limited (Shwapno), which fundamentally reflect how things are done in the HR Department with an emphasis on training and development.

On the basis of my own experience and observations, certain recommendations are also highlighted in the recommendation section.

Table of Contents:

Declaration.....	2
Letter of Transmittal.....	3
Non-Disclosure Agreement.....	4
Acknowledgement.....	5
Executive Summary.....	6
Table of Contents.....	7
Chapter 1: Overview of the Internship	
Student Information.....	9
Internship Information.....	9
Chapter: Introduction	
Origin of the Report.....	10
Background of the Study.....	10
Objective of the Study.....	11
Methodology.....	12
Limitations.....	13
List of Acronyms.....	13
Chapter 3: Overview of the Industry	
Definition of Retail.....	14
The Retail Industry.....	14
The Retail Industry of Bangladesh.....	15
Chapter 4: Overview of Shwapno	
Shwapno at a glance.....	16

The Slogan & Logo of Shwapno.....	17
Mission & Vision of Shwapno.....	18
Achievement.....	18
Shwapno Outlet.....	19
Product & Services of Shwapno.....	20
Competitors of Shwapno.....	21
Organogram.....	22
Chapter 5: Details of the Study	
Observation in the organization.....	24
Work Report.....	24
Training process of Shwapno.....	25
Findings of the Survey.....	28
Analysis.....	33
Recommendation.....	34
Conclusion.....	35
Reference.....	36

Chapter 1

[Overview of the Internship]

Student Information

Name: Sadrina Bintae Saif

ID: 17204060

Program: Bachelors in Business Administration

Major: Human Resource Management

Minor: Marketing

Internship Information:

Period: 4th January 2023 – 3rd April 2023(3 months)

Company Name: ACI Logistics Limited (Shwapno)

Department/ Division: HR Department

Address: Shwapno HQ-270, Novo Tower

Tejgaon IA, Dhaka - 1208

Internship Company Supervisor's Information:

Name: Antara Sen Gupta

Position: Senior Executive. HR

Chapter 2

[Introduction]

Origin of the Report

As part of the BBA program at Brac University, this report was produced. In order to successfully complete the BBA program, every student must take part in a three-month internship program in a business firm. To meet the aforementioned requirements, I have been assigned a three-month internship with ACI Logistics (Shwapno), which starts on January 4, 2023. "An analysis on the Training & Development program of ACI Logistics Limited (Shwapno) by linking up theoretical knowledge with practical experience" is the topic of my internship report.

Feihan Ahsan, a faculty member of Brac Business School has granted me the permission and guidance to write this report.

Background of the study

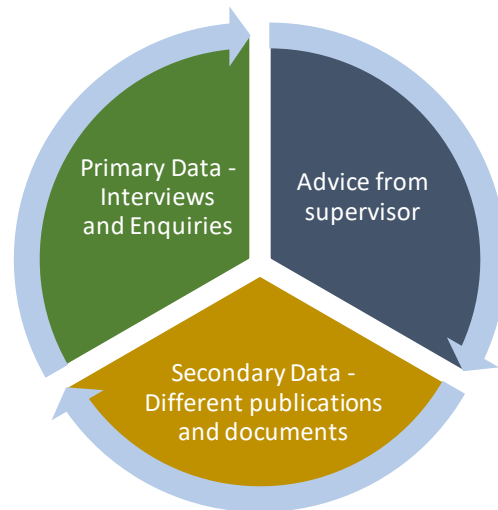
My internship introduced me about the actual work environment, which was very different from what I learned, and it has since evolved into a bridge for those wishing to go from an academic setting to the corporate world. During my internship, I had the chance to work in the HR department to gain experience managing employees in a big company like Shwapno. The year-end portion of my time at Shwapno was busier in terms of learning through tasks. All of my experiences have helped me gain a better understanding how group work, the workplace, and peer assistance are implemented within the company. I was able to broaden my knowledge and identify my skills and shortcomings during my internship, which will help me in the future.

Objective of the study

As part of my degree's partial fulfillment, I was given a twelve-week internship at the ACI Logistics (Shwapno)/Human Resource Department. An internship's major objective is to gain a thorough understanding of how people interact at work, how to complete duties, and how to establish rapport with coworkers. It was more about realizing how all the research and theories I had learnt up to that point could actually be used. I could use this to set myself up for future academic and personal success. The details of the individual goals are listed below along with the overarching goals.

- To gain work-related experience that will help one strengthen their practical skills, self-assurance, and diplomatic skills.
- Gaining knowledge and using it practically in the business; enhancing management, communication, and interpersonal skills.
- To create potential strategies for gaining an advantage over rivals.
- To bring outstanding qualities that will benefit the company and make myself a valuable asset.
- To finish the last few requirements for the BRAC University Business program.

Methodology



I wrote this report using the knowledge I received from my internship. The report's main element is the use of information that is both primary and secondary. The sample units' core data have been acquired through focus groups and direct interviews. Secondary data came from the organization's manuals, papers, reports, journals, documents, and records. Data from the two types of sources are used to support this study. The design and preparation of this study used data from both primary and secondary sources.

Limitations

The officials were reluctant of sharing some sensitive material because of specific restrictions and corporate confidential information. Thus, this study only uses published data, a small number of formal and informal interviews, and publicly available data. There were restrictions throughout my whole internship with the company. I ran into a few issues when conducting the study, which I will go into detail about below.

- The official's busy schedule makes it difficult to collect data.
- In accordance with the organization's policy, some data was kept private for additional investigation.
- Websites lacked up-to-date information;
- Due to time constraints, the sample size was restricted to a small percentage of the organization's staff, which does not accurately reflect the situation.
- The research was self-funded and the report was produced in a limited time.
- Access to the material was subject to various restrictions imposed by the relevant authorities.
- Current information was frequently withheld.

List of Acronyms

HRD	Human Resource Department
ED	Executive Director
KSA	Knowledge, Skills, Abilities
OOM	Outlet Operation Manager
ICMO	Inventory Cash Management Officer
AOOM	Assistant Outlet Operation Manager
POS	Point Of Sale

Chapter 3

[Overview of the Industry]

Definition of Retail

"Retail" implies to the relatively small-scale sale of goods to consumers for their own use or consumption as opposed to resale. In essence, it is the process by which providers of goods and services distribute their offerings to clients. The majority of the time, manufacturers supply their goods directly to retailers, but they may also get them from distributors and wholesalers who operate as a sort of liaison between the store and the manufacturer. As a result, distribution as well as advertising may be made simpler. Before products are added to shoppers' shopping carts, the retailer completes the supply chain. Although it frequently takes place in buildings or other types of businesses, retailing can take place directly through vending machines, door-to-door sales, or even online.

The Retail Industry

The history of retail marketplaces dates back to the beginning of human civilization. According to archeological findings, barter trade began around 10,000 years ago. Barter was gradually replaced by coins as civilizations developed. It has been well documented that retailing occurred in medieval Europe, and recent studies suggest that prehistoric markets existed in China as well.

The contemporary retail era spans the years from the dawn of industrialization to the twenty-first century. Over the past 20 years, the retail sector has seen both minor and major changes. A prime instance is the once-popular made-to-order clothes industry, which has gradually changed and mostly been supplanted by ready-to-wear industries. The retail sector is dominated by smaller, locally oriented businesses managed by families or in emerging or underdeveloped nations, for example. Developing countries experience ongoing change as bigger businesses continue to enter the market with expansive retail chains like Big Bazar in India. Multinational conglomerates like Wal-Mart, which not only perform well in their countries of origin but also keep on expanding into other countries where they see potential for growth and earnings, such as Canada, China, Mexico, etc are dominant in the industrialized continent, which includes nations like the USA.

Many businesses are converting to the ecommerce platform as digitalization progresses and people's lives get busier and faster. The success of e-commerce behemoth Amazon demonstrates how rapidly this business is expanding and how much room there is for further expansion.

The Retail Industry of Bangladesh

Early in the 1990s, a "supermarket revolution" began in developing nations. As a result of this happening, contemporary retail businesses that were primarily focused on selling food quickly supplanted traditional stores and fresh food markets.

Bangladesh joined the global superstore revolution in the beginning of the 2000s. The shift in socioeconomic patterns in the country, growing urbanization, an upsurge in the number of women entering the workforce, and rising per capita income all contributed to this.

Rahimafrooz Superstores Limited Established Agora in 2001 as the first supermarket or retail chain to enter the Bangladeshi market. Then, in the same year, Nandan hit the market not long after Agora. In 2002, Meena Bazaar opened its first location. In 2008, Shwapno debuted on the market with the opening of its first location. (IDLC Finance Ltd, 2017)

E-commerce is a booming industry in Bangladesh that is reportedly booming. Numerous companies have now entered the e-commerce market as a result of this. The two biggest online stores in the country right now are Chaldal and Daraz.

However, retail chains that previously operated conventional storefronts have begun expanding into this sector. Examples include Meena Bazaar's launch of MeenaClick as its e-commerce website and Shwapno's debut of Shwapno.com.

As a result of the nation's thriving retail sector, significant money has been made in technology, the supply chain, and promotional strategies. As more people have middle-class wages, the demand for supermarkets has been steadily rising. As a result, domestic companies are increasingly willing to compete with their international counterparts online.. Superstores, however, struggle to expand outside of urban areas, as shown by the fact that Dhaka is where more than half of them are found. With a certain percentage of VAT (Value Added Tax), superstores also struggle to draw customers, in contrast to the fresh food market.

Chapter 4

[Overview of Shwapno]

Shwapno at a glance

Shwapno is a retail chain that was founded in 2008 by ACI Logistics, a subsidiary of ACI Limited, which is one of the largest conglomerates in Bangladesh.

The idea of Shwapno has been around for a very long time. According to Dr. Dowla, Bangladeshis were eagerly looking for a single location where they could purchase high-quality, moderately priced goods. For the demands and expectations of Bangladesh's expanding working class, he had to be a standout. Dr. Dowla enlisted the aid of seasoned showcasing specialist Mr. Asif while he was in the showcasing section to help him achieve his goal.

The retail chain operates more than 250 stores across Bangladesh, including in major cities like Dhaka, Chittagong, and Sylhet. Groceries, fresh vegetables, household goods, personal care items, and numerous other goods are accessible at Shwapno stores.

Shwapno is renowned for its dedication to both price and excellence. Before products are offered in stores, the retail chain's own quality control team verifies that they all comply to strict criteria.. Shwapno also offers competitive pricing, making it a popular choice among consumers in Bangladesh.

By offering exceptional customer service and participating in correspondence wars that have won awards, Shwapno has grown to be the most famous and trusted retail brand in the nation.

In 2016, the Bangladesh Brand Forum honored Shwapno with the Best Retail Brand award in recognition of their accomplishment. Shwapno has a substantial footprint across the nation with 600,000 enrolled users, 2500 partners, and a sizeable number of suppliers and growers.

The e-commerce site Shwapno developed enables clients to shop online while having their items delivered right to their front door as an additional to its retail operations.

Overall, Shwapno has become one of the most recognizable and trusted retail chains in Bangladesh, and its commitment to quality and affordability has made it a popular choice among consumers.

The Slogan and Logo of Shwapno



Vision & Mission of Shwapno

‘Our Vision is to be the Best Retailer where people love to work, shop and invest.’

Our mission is to win the hearts and minds of our customers through continuous innovation,

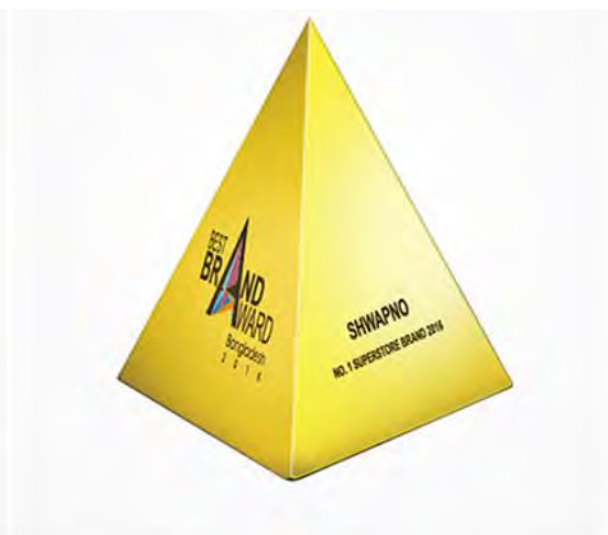
Creation and delivery of our promise, “Everyday, a better life”

By working directly with farmers, Shwapno is reinventing how food is delivered from the fields to your table in order to give you that authentic farm-fresh flavor. The wholesome, secure, and nutrient-dense food you bring home for your family is ensured by our devoted food safety and nutrition specialists. Shwapno has also made a big contribution to the fight against junk food and to promote healthy living.

Achievements



GLOBAL G.A.P. INITIAL MEMBERSHIP (2016)



BEST RETAIL BRAND AWARD (KANTAR MILLWARD BROWN & BANGLADESH BRAND FROM, 2016)

Shwapno Outlets



Product & Services of Shwapno

The product line of Shwapno includes more than 65000 stock keeping units (SKU). At the moment, these goods are broken down into four business sectors: grocery, business goods, non-food diversity (NFD), and restaurants. NFD was developed to increase the company model's gross profit, and thus far, it has produced outstanding results.

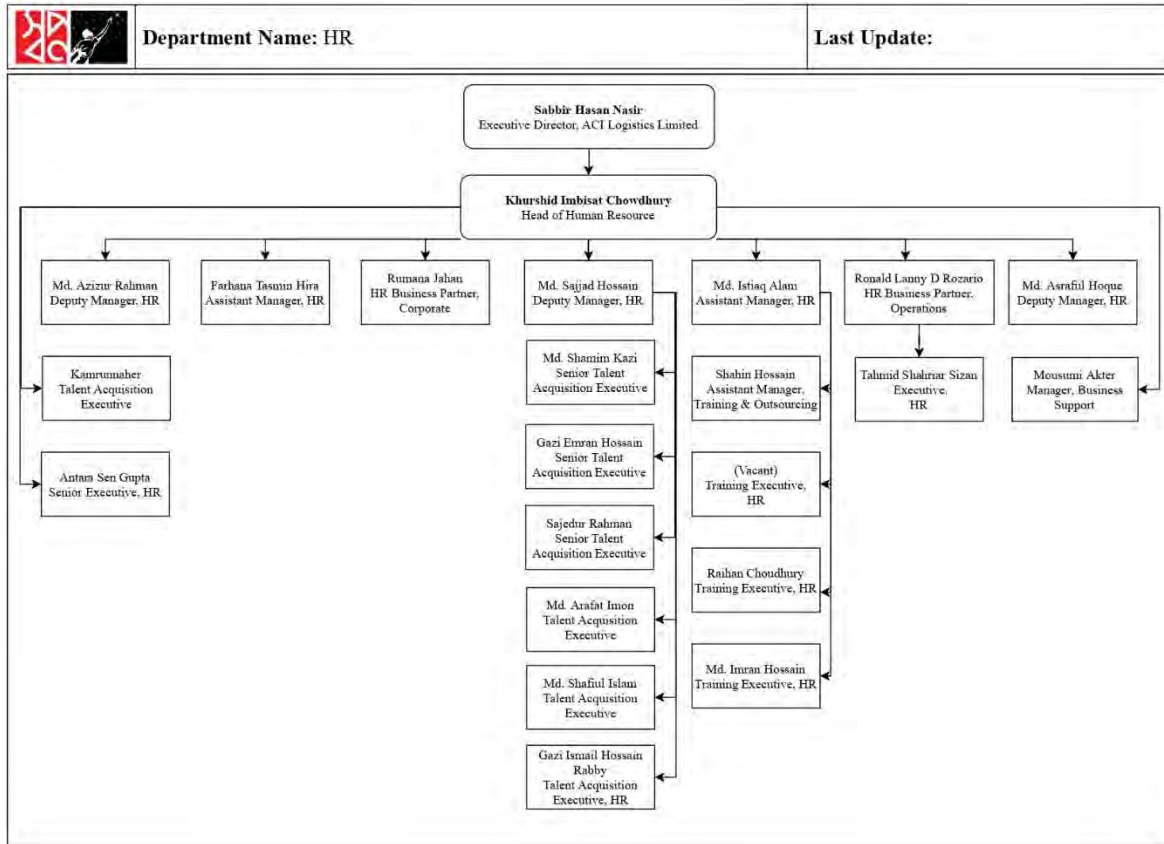
All the products offered by Shwapno are divided in to 24 master categories as presented in Table

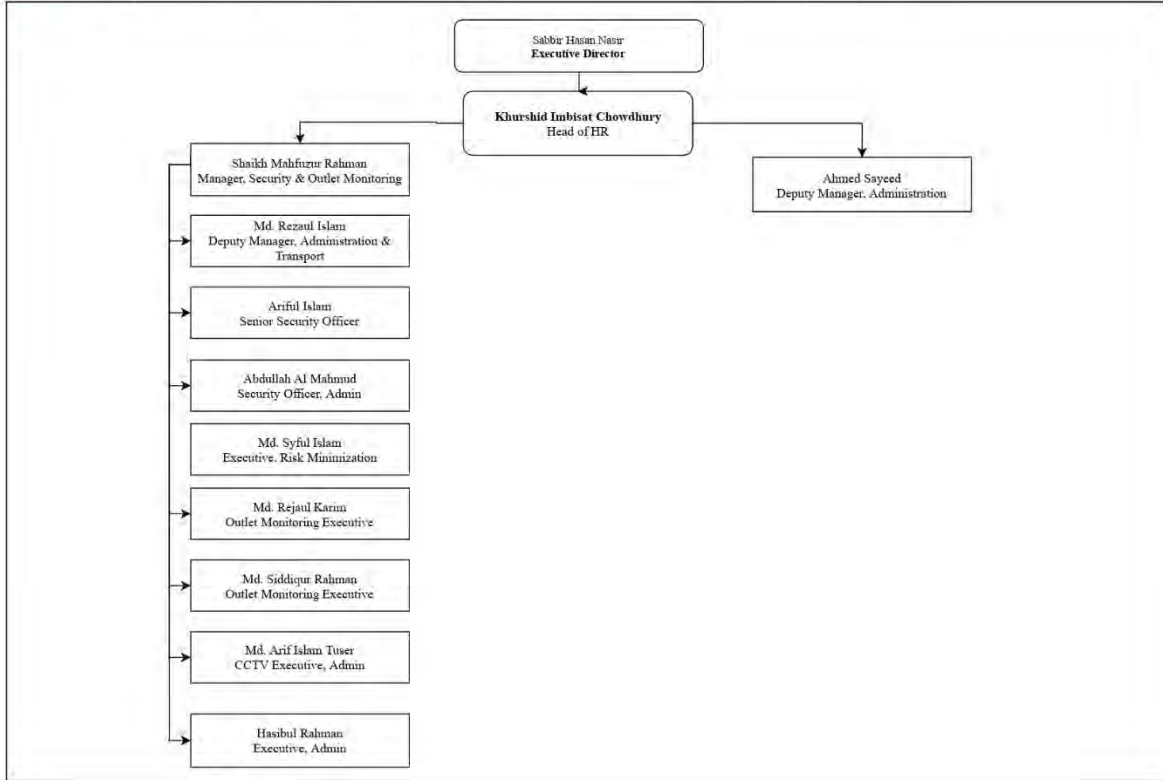
Business Divisions	Master Categories	Sales Contribution (%)
Grocery	Protein	22.6
	Commodities	16.4
	Perishables	5.5
Company Goods	Packaged Foods	12.8
	Personal Care	9.4
	Dairy	5.8
	Beverage & Tobacco	5.6
	Kitchen Additives	3.3
	Home Care	3.2
	Baby Food	1.8
	Baby Care	1.5
	Stationeries	0.1
	Home Made	< 0.05
	Medicine	< 0.05
NFD	Life Style	6.4
	Electronics & Appliances	1.8
	Home Accessories	1.6
	Gift & Toys	0.9
	Home Appliances	0.5
	Accent & Decors	0.2

Competitors of Shwapno

Brand Name	Mother Company
Agora	Rahimafrooz
Meena Bazar	Gemcon Group
Aarong	BRAC
Prince Bazar	Prince Group
Unimart	United Group
One Stop	Sajeeb Group

Organogram





Chapter 5

[Details of the Study]

Observation in the Organization

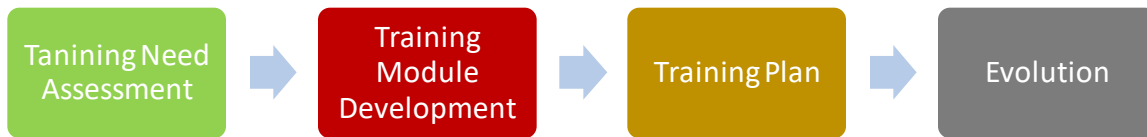
During my period of working in the organization as an Intern, I have observed and witnessed many things that has left an impression in me. Such as the Shwapno atmosphere is excellent, the workers are very polite and helpful, and the policies are upheld strictly. They look after recent graduates who are working as interns. The management gathers feedback and survey data from the market or field before making any decisions. Such things makes a organization's overall environment and activities to go smoother and pleasant.

Work Report

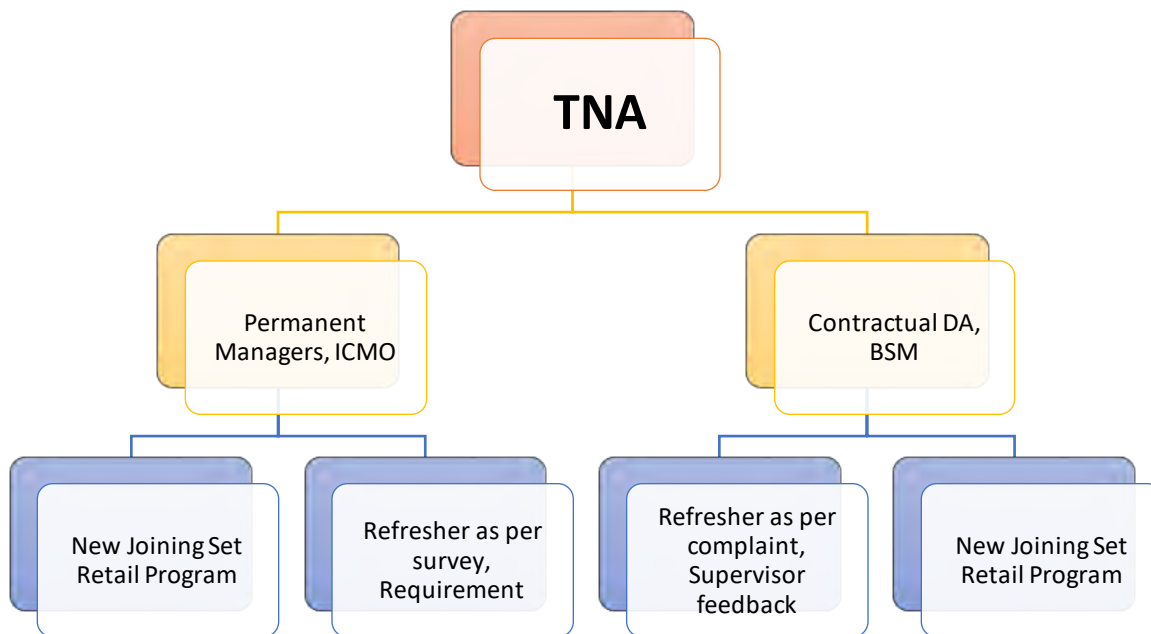
As a very young trainee team member and an intern, I began my employment with ACI Logistics Limited. At our sites, we provide help for freshly hired salespeople who will speak with clients about various product categories. So we introduce the staff and set up a daily training routine. We believe that the clients should come first as we open the stores. To help the salesman experience and manage any situation, we build scenarios, drama, product presentations, and case studies.

Training Program of Shwapno

I have divided the training program in 4 parts –



- **Training Need Assessment**



There are primarily two categories of employees in retail establishments. One is permanent, such as the managers of retail locations and cash management offices. The other is a contractual one, like a salesperson for dream stores or a manager of the back room. There are a few sets of program modules for the new, permanent hire. They receive instruction from the instructors in subjects such as orientation and induction, cash management, ethics, back-store management, etc. Trainers

provide them with instruction for the refreshers based on their needs. Trainers will terminate any employee whose performance doesn't improve after training or worsens over time. They were given the same set of trainings as permanent employees for contractual new hires. For refills in response to a store complaint and supervisor input.

- **Training Module Development**

Post Training Assessment Form

Training: Cash & Back store Management Reference: PTA-01

Employee Information

Employee Name:	ID/UNID:
Designation:	Batch No.:
Contact No.:	Trainer & Outlet Name:

Training Assessment

Sl.	Question	Allotted Marks	Obtained Marks	Justification
1	Announce the SAP T codes of: 1. STO, PO (what to scroll and select) 2. GRN, TRF on & out (what to scroll and select) 3. RTV (what to scroll and select)	5		
2	What are the basic check in points of goods receiving and how do we document it?	5		
3	Detail Process of PEMS	5		
4	What is crash program and why do we do this?	5		
5	What are the FRO indicators?	5		
6	Tell about MRP update process?	5		
7	When do we paste QA stickers on products?	5		
8	How to receive DSD goods and what is pre GRN calculation process?	5		
9	What is DSC?	5		
10	How do we reconcile card sales, name the summary report of the card transaction?	5		
11	How many types of cash are there available at outlet today?	5		
12	Which bank card's commission is the lowest rate today?	5		
13	What minimum tenor a merchant copy should be preserve?	5		
14	How to check "balance amount" of Bkash, Rocket service?	5		
15	What is closing balance, does it impact on cash in hand?	5		
16	How will you ensure GDS cash deposit was made to the right person?	5		
17	What are the difference between surprise audit and daily counting?	5		
18	How to recover diary reconciliation variance?	5		
19	Name the pre inventory variables?	5		
20	Discuss a simple case study on crisis and suggest next appropriate action	5		
Total Marks:		100		

No Training: Yes: No:

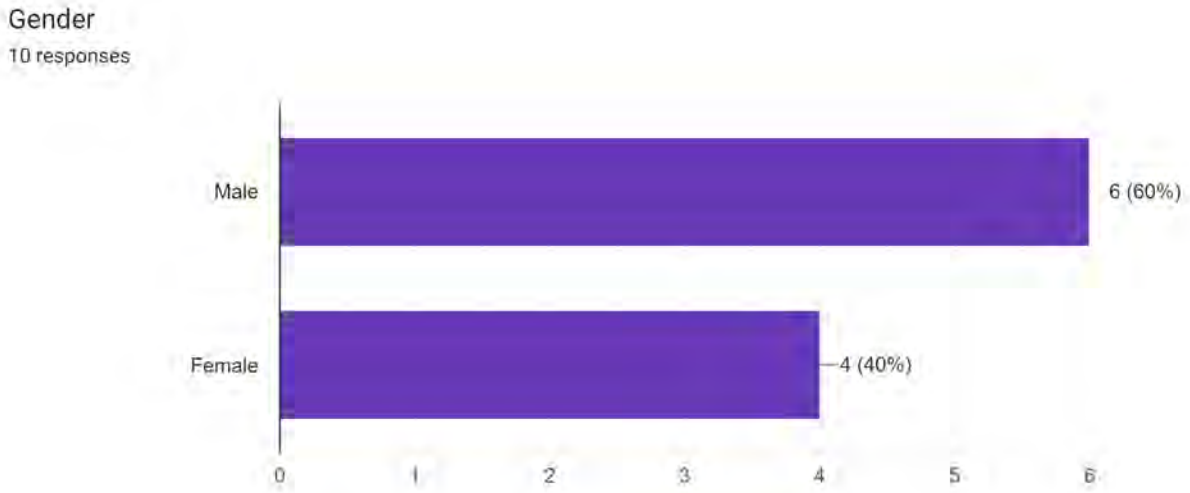
Re: Training information:

Assessor 01	Assessor 02	Signature of HR
-------------	-------------	-----------------

Retail Training Program						
Designation: OOM/AOOM/ICMO			Reference: CW-01			
Employee Information						
Employee Name:			ID/UNID:			
Contact No.:			Joining Date:			
Training Assessment						
Sr	Training Title	Training Topics		Hours	Marked/200	Trainer Signature & Date
1	Induction and Grooming/Outlet HR/ Admin	1. Company profile 2. Company Policy 3. Mission, vision, values	4. Personal Hygiene 5. Attendance 6. Attire	6		
2	Sales Accounting	1. Types of report	2. Solving Critical Crisis	2		
3	Product Knowledge- CG & Commodity	1. Product origin 2. Product price 3. USP	4. Benefits 5. How to use 6. High GP/Foreign	14		
4	Visual Merchandising- CG	1. Product Display 2. FIFO	3. Shelf Cleaning	4		
5	On the Job Training	1. Job Shadowing 2. Checklist- OOM/RSM	3. SOP 4. Opening and Closing	20		
6	Housekeeping	1. Shelf Cleaning 2. Store Cleaning	3. Pest Control	4		
7	Quality & Freshness	1. Product Quality 2. Formalin Testing 3. Temperature	4. Rotten Product 5. Pest Control 6. Rotten product dumping	4		
8	POS Training	1. Barcode system 2. Quantity accuracy 3. Consumables	4. Post Sales Service 5. Multiple Pricing 6. Promotional Offer	8		
9	DC Operation	1. Demand generation 2. Transportation	3. Category wise sorting 4. DC Organogram	2		
10	Regulatory Issues	1. BSTI 2. Consumer Act	3. Mobile Court	3		
11	Equipment Maintenance	1. User manual	2. Regular Maintenance	2		
12	Communication	1. Promotion- Print media 2. Promotion- Digital media	4. Communication display	2		
13	Compliant IA	1. How to operate Compliant IA	2. Report Generation /Follow up	2		
14	Cash Management	1. Petty cash management 2. Cash reconciliation	3. Expense type 4. Operating SAP	40		
15	Back store Management	1. FIFO/LIFO 2. Body & System MPR	3. BSTI & Barcode issue 4. PEMS system	40		
16	SAP	1. Inventory Management 2. Stock Count	3. Stock transfer order	4		
17	Customer Service	1. Retail Selling Skills	2. How to sell	4		
Comments:						
Signature of Employee			Signature of HR			

- **Training Plan:** Trainers on staff permanently and on contract provide new hires with immediate instruction in the fundamentals. However, the need for the refreshers varies. According to their needs and the supervisor's input, trainers provide them with training.
- **Evolution:** After the training, the manager makes an effort to spot any changes in the employee. The supervisor should give the targeted employee another chance to improve their performance if it does not alter after the training session. If the amount is not increased, the manager fires such workers. Then instructors schedule training sessions after receiving supervisor comments once again.

Findings of the Survey



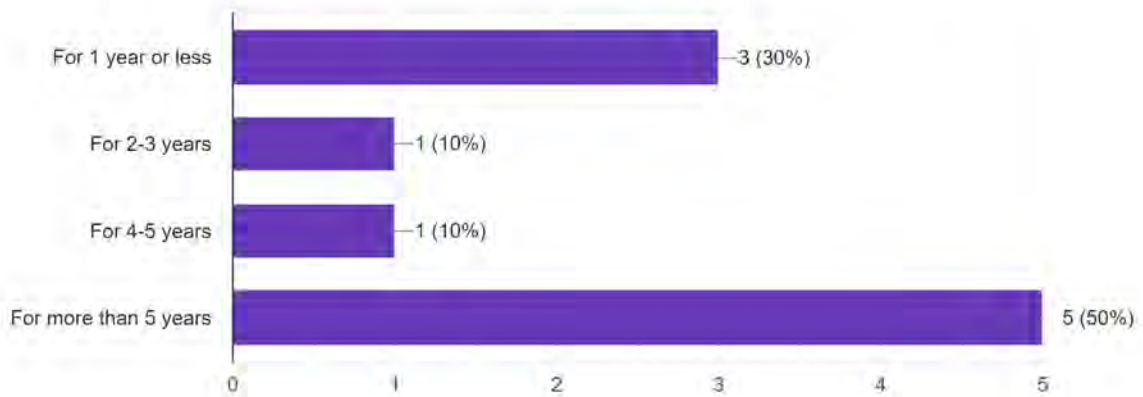
Interpretation: There are total 10 respondents. 6 of them are males and 4 females.



Interpretation: Among the 10 respondents, 2 were deputy managers, 2 HRBPs, 2 assistant manager, 1 executive, 1 senior executive, 1 talent acquisition executive and 1 training executive.

How long you have been working in this position?

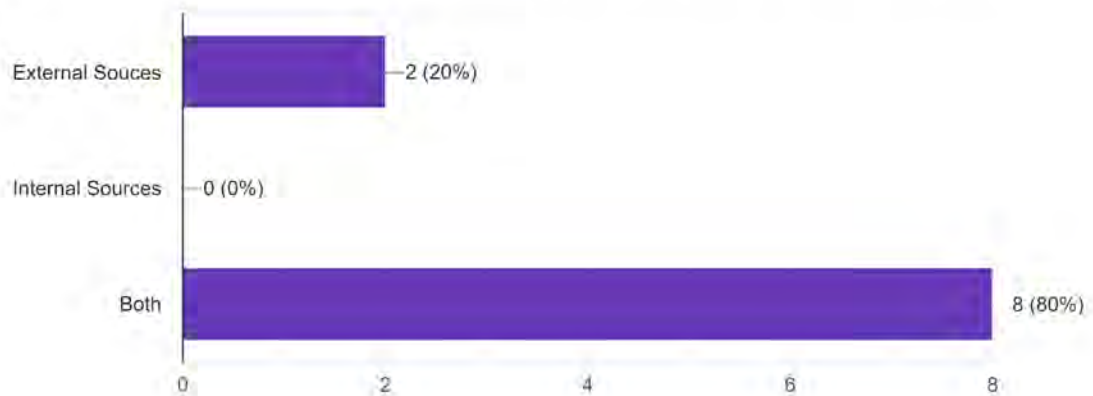
10 responses



Interpretation: Among the respondents 50% of them have been working here for more than 5 years and others were for 1 year or less, 2-3 years and 4-5 years respectively.

Shwapno heavily relies on the sources listed below for its recruitment and hiring processes.

10 responses



Interpretation: 80% of the respondents agrees that both the external and internal sources are being used in the recruitment & hiring process while other 20% leans toward external sources.

How often do you arrange training for your employees?

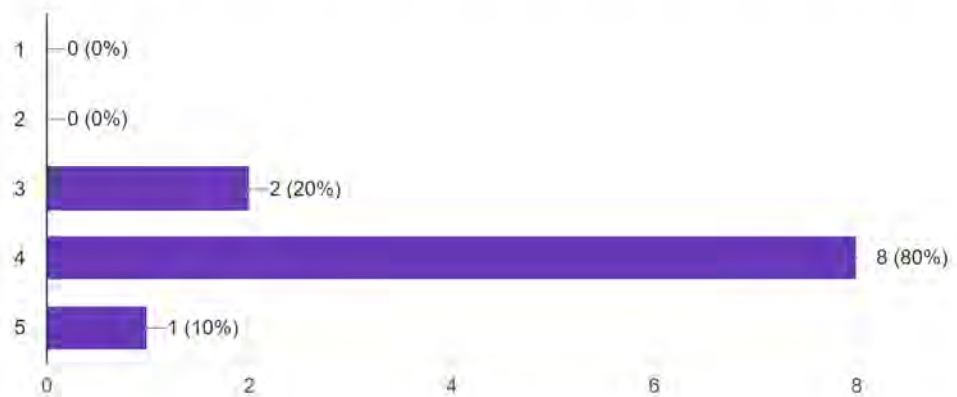
10 responses



Interpretation: Here we can say that training is given almost every month but in case of requirements it can be given any time.

Difference can be seen following the training program (1 being the lowest and 5 being the highest)

10 responses



Interpretation: There is mixed feeling about the changes after the training program among the respondent, some of them see immediate changes after the training but other people find in a slow process.

Is the content of your training program engaging enough to keep your employees focused?

10 responses



Interpretation: Everyone agrees here that the contents that are being used for training is engaging enough.

Does the training system helps in the overall business and employee performance?

10 responses



Interpretation: Every respondent agreed that after a successful training session and pass the correct feedback among to the employees have a rightful impact on the business.

The organizational strategy of Shwapno places a high priority on training. Do you agree with the statement?

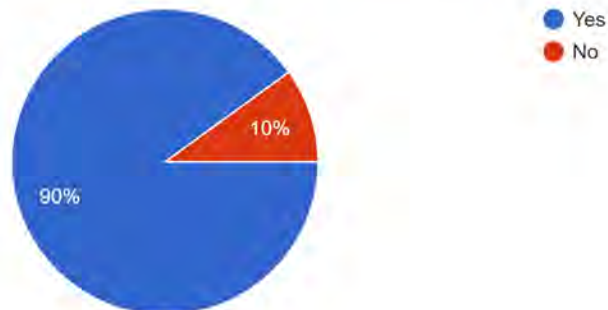
10 responses



Interpretation: Everyone here agrees with statement that Shwapno places an high priority on training.

The materials used in the training procedure is effective enough to cover all the necessary points.

10 responses



Interpretation: Majority of the respondents here believes that materials that are used for training in sufficient.

Analysis

Training is an organizational task that demands time, effort, and resources. It's crucial to make an investment in a strategy that fosters employee growth, prepares for succession, and prioritizes internal promotions. The business must understand whether or not its funds are being used wisely. This necessitates continuous evaluation of training and development. An essential element in the assessment of training and development is determining how training has affected learners' behavior and performance.

As a result of increased training and development costs, some organizations are expressing worries regarding the return on these efforts. There is a growing need to justify training and development costs since people are becoming less willing to spend money on faith. According to Baldwin and Ford's analysis, "not more than 10% of training and development expense actually results in transfer to the workplace." Employees in the field must prioritize assessing training and development, as well as convincingly proving and conveying to management that training programs are having a beneficial effect.

I learned from the survey and personal interviews that Shwapno is doing their training component seriously on a daily basis. During my internship, I observed two main HR operations. The first was training; there were weekly sessions for the outlet managers and other workers. The majority of their training courses are conducted online, but for greater understanding, some sessions must be attended in person. Every set of trainees attends an in-person training session as a result.

Recommendation

I've been able to learn more about the organization's hiring and selection procedures as well as its corporate culture and how to work within it thanks to this program for temporary positions (internship). The corporation gives each individual the right incentives, but ultimately it is the drive behind the commitment to the organization that drives achievement of organizational goals as well as personal advancement and achieving corporate goals. Some of the recommendation and solution that I personally can think of are –

1. Every applicant should have an equal chance to succeed during the hiring process. The HR department should have no bias during the hiring process. They should be able to decide on any form of recruitment on their own without any interference from management.
2. Priority should be given to the best performer, which encourages them to keep up their performance. They ought to keep giving the top achievers precedence.
3. They do not meticulously plan the training program, and in order to finish it in the allotted time, they occasionally have to trim the content. The training program's duration has to be extended.
4. There should be a rewards system in place to encourage participation and improve performance among trainees.
5. Every participant's understanding level should be matched by the trainer while creating the learning materials.

Conclusion

A dynamic workplace culture is promoted by organizations like Shwapno. It works in a fairly busy environment, similar to other retail enterprises. In contrast to many other businesses in the sector, Shwapno enjoys being inventive and never giving in to complacency.

Shwapno enjoys both focusing on the present moment and looking ahead. Despite being a local business, it has been working to incorporate cutting-edge technology and management strategies, which unquestionably sets it apart from its rivals in the market. Shwapno has been working tirelessly to overcome challenges, build a solid name in the retail sector, and realize its long-term objective of being one of the biggest businesses in Bangladesh. Bangladesh's entire retail industry is growing and has a promising future, not simply Shwapno.

Last but not least, this program for temporary employment (internship) has helped me to advance my corporate learning by demonstrating the true nature of the corporate culture and how to work within it, in addition to the organization's training and learning procedures. The company provides each employee with the right incentives, and it is this devotion to the company that ultimately drives them to achieve their goals as well as their own personal growth and the company's overall goals.

Reference

1. ACI Group. (n.d.). Retrieved October 22, 2018, from <http://www.aci-bd.com/>
2. ACI Limited (2018), Retrieved Nov 27, 2018 from <http://www.aci-bd.com/>
3. ACI Logistics Ltd. (n.d.). Retrieved September/October, 2018, from <http://www.aci-bd.com/our-companies/aci-logistics-limited.html>
4. Advanced Chemical Industries Limited (2018). Annual Report 2016-2017. Retrieved from <http://www.aci-bd.com/assets/files/financial/annual-report/aci-limited-annualreport-2017-2018.pdf> (Accessed on Nov 15, 2018)
5. Bernardin, H. J., & Russell, J. E. (2006). Human resource management (p. 736). New York: Tata McGraw-Hill.
6. Kader, R. (2017). The Future of Retail, Shwapno, and Life: An Interview With Sabbir Hasan Nasir, Executive Director, ACI Logistics. Retrieved from Future Startup: <https://futurestartup.com/2017/10/24/an-interviewsabbir-hasan-nasir-executive-director>
7. Mission, Vission and Values. (n.d.). Retrieved September/October, 2018, from <http://www.aci-bd.com/about-us/mission-vision-and-values.html>
8. Retail chain (Shwapno). (n.d.). ACI Limited - - ADVANCING POSSIBILITIES - The Largest Conglomerates in Bangladesh. <https://www.aci-bd.com/ourbusinesses/retail-chain-shwapno.html>
9. Supermarket in Bangladesh. (n.d.). Retrieved October 13, 2018, from <https://www.lightcastlebd.com/insights/2015/02/16/market-insight-supermarket-industry-bangladesh>