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professional excellence

**INDIAN INSTITUTE OF BANKING & FINANCE**  
**PROFESSIONAL DEVELOPMENT CENTRE, KOLKATA**

**PROGRAMME**  
**ON**  
**“LEADERSHIP DEVELOPMENT”**

**18<sup>th</sup>-20<sup>th</sup> February, 2019**

**Venue:**

**Indian Institute of Banking & Finance**  
**PDC - Eastern Zone**  
**Hindustan Building (Annex), 7<sup>th</sup> Floor**  
**4,C.R.Avenue, Kolkata – 700072**

**Website: [www.iibf.org.in](http://www.iibf.org.in)**

**For Details & Nomination, please contact:**

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## **PROGRAMME ON “LEADERSHIP DEVELOPMENT”**

### **BACKGROUND**

During its 90 years of service, IIBF has emerged as a premier institute in banking and finance education. Considering the emerging requirements of the bankers in the ever changing dynamic environment, IIBF has been providing training programmes in selected areas to banking and finance professionals through its Leadership & Professional Development Centers at Mumbai, Chennai and Kolkata.

### **PURPOSE**

This Leadership Development programme has been designed taking into account the bankers need in the area of leadership skills. Management is the most important pillar in the functioning of any office. The managers are the important interface between the bank and other stakeholders-external & internal customers, government departments, suppliers, subordinates, peers and superiors etc. in the Bank. Efficient managers with effective leadership qualities can do wonders in the organization. The managers should be having the knacks and techniques for running the office smoothly getting things done to achieve the organizational goals. Banks are e being service oriented organizations, the role of managers becomes all the more important. The programme envisages competence building among the participants by improving their decision making skills and enhancing their effectiveness in dealing with men and matters. The programme takes the participants put to different exercises wherein they are made to handle situations.

### **OBJECTIVES**

- To improve the knowledge and skill in handling men and matters.
- To have comprehensive understanding covering the different issues in organizational development.
- To strengthen the confidence among the officials.

### **CONTENT OVERVIEW**

Organizational Vision, Mission and Goal Posts
Leadership - Changed Roles & Responsibilities of an Effective Manager Managing Change in self and others for meeting the emerging Challenges- Corporate Governance –Corporate social responsibility
Inter personal Skills Effective Communication, Listening Skills, Business Etiquettes-Time

management
Innovation and Creativity for New Business Initiatives - Thinking-out-of-the-box
Motivation and Team Building –How to create high performance teams
Leading change– decision making in uncertain times, varying business cycles
Managing skill development in new generation employees – Group discussions and activities
Talent management in new generation

**METHODOLOGY:**

Class room Lectures, exercises, games, group discussions, and presentations.

**TARGET GROUP:**

Officers/Managers working in Branches and controlling offices and Trainers.

**DURATION:** 18<sup>th</sup>-19<sup>th</sup> February, 2019 (3 Days)

**VENUE:**

Indian Institute of Banking & Finance  
PDC - Eastern Zone  
Hindustan Building (Annex), 7<sup>th</sup> Floor  
4,C.R.Avenue, Kolkata – 700072

**PROGRAMME FEE:**

Rs. 10,000/- per participant plus GST @18% i.e. Rs. 1800/- aggregating to Rs. 11800/- (In case of TDS deduction, please send us TDS certificate)

Programme fees may be remitted to the credit of Institute's account with State Bank of India, details of which are given below:

- ✓ **Name of the Bank branch: SBI, Vidya Vihar Branch West-Mumbai.**
- ✓ **Account No. 37067835940 (Saving A/c) IFSC code: SBIN0011710**
- ✓ **PAN No. AAATT3309D and GST No. 19AAATT3309D2ZO, State - West Bengal**
- ✓ **The programme is Non-residential.**
- ✓ **Tax Invoice will be issued based on the information provided in the nomination form**

**The programme is Non-residential.**



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(ISO 9001:2015 Certified)

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**NOMINATION FORM**

Programme Title: **PROGRAMME ON “LEADERSHIP DEVELOPMENT”**

Date: **18<sup>th</sup>-20<sup>th</sup> February, 2019**

Programme Type: **Non Residential**

Sl. No	Name (Mr./Ms./Mrs.)	Designation	Branch/Office	Mobile No.and Land Line No.	E-mail
1					
2					
3					
4					

Bank/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Pin Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

GSTN/UNIQUE ID: \_\_\_\_\_

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