



# INDIAN INSTITUTE OF BANKING & FINANCE

## PDC – EASTERN ZONE

### **“TRAINERS’ TRAINING PROGRAMME”**

**From 20<sup>th</sup> March to 24<sup>th</sup> March, 2017**



#### Venue:

**Indian Institute of Banking & Finance  
Professional Development Centre, Eastern Zone  
Hindusthan Building (Annexe), 7<sup>th</sup> Floor  
4,C.R.Avenue, Kolkata – 700072  
Phone-033-2212-4992,Fax -033-2212-4680  
Website:[www.iibf.org.in](http://www.iibf.org.in)**

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

<p><b>Mr. Satyanarayan Ray</b> <b>Zonal Head</b> <b>Phone: +91-33-22125103</b> <b>Email: <a href="mailto:satyaray@iibf.org.in">satyaray@iibf.org.in</a></b></p>	<p><b>Mr.Prakash Chandra Mishra</b> <b>Officer</b> <b>Phone: +91-33-22124992</b> <b>Email: <a href="mailto:prakash@iibf.org.in">prakash@iibf.org.in</a></b></p>
---	---

# TRAINERS' TRAINING PROGRAMME

## **Background**

During its 89 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 started providing training programme to bankers in selected areas. IIBF provides such training its Leadership center and also at the Professional Development Centers including the PDC at Kolkata. The present programme on "Trainers training Programme has been designed considering the bankers' need in the area.

## **About the programme:**

Today's Banking has thrown up enormous opportunities and challenges. Banks , to be successful, need to have human resources with a cutting edge over competitors. This calls for effective training initiatives. Again, if training has to be effective, well groomed faculty members in banks' training establishments is imperative.

This programme will impart the necessary set of training skills to banks', banking institutes and financial institutions faculty, to enable them to be effective in their training function. The focus of the Programme is on Faculty Development, and aims to improve Presentation Skills, Developing Comprehension, Conceptualization, Creativity and Conduct and Control over the class.

## **Methodology:**

1. Interactive Class room sessions
2. Group discussions
3. Practical sessions on designing a training programme, preparation of session plans, developing reading materials, power points and presentation skills
4. Discussions of group dynamics and
5. Soft skills including communication, motivation, empathy and leadership skills through class room sessions and videos

## **Contents:**

Broadly, the Programme will cover the following modules:

- Learning Styles - VARK (Visual, Aural / Auditory, Read/Write, Kinesthetic), Self-assessment
- Effective communication as a primary tool for training
- Factors affecting training effectiveness - AURA (Attention, Understanding, Retention, Application)
- Developing exercises and games for training
- Designing of training sessions- Training Needs Analysis, setting objectives and detailed design
- Improving presentation skills
- Managing feedback
- Designing courses and course delivery
- Developing end of training test material and conduct of test

### Programme outcome:

At the end of the programme, the participants will be able to:

- Identify the characteristics of an exceptional trainer.
- Understand and identify different behavioral styles and adapt training as necessary. Participants will demonstrate their understanding of new material through completion of case studies.
- Understand the Training need analysis
- Understand various training methods and Training tools
- Present information in a clear, concise, engaging manner.
- Develop EQ, Social intelligence skills.

### Who Will Benefit?

- Faculty of Banks' Training Centers, Banking Institutes, Financial Institutions
- Middle/Senior Management personnel identified as Faculty members or those who are interested in being a trainer in Banks/Banking institutes and FIs.

<b>Venue:</b> Indian Institute of Banking & Finance Professional Development Centre - Eastern Zone Hindusthan Building (Annexe), 7 <sup>th</sup> Floor 4,C.R.Avenue, Kolkata - 700072 Phone-033-2212-4992, Fax -033-2212-4680
--

**Program Dates:** 20<sup>th</sup> March to 24<sup>th</sup> March, 2017 (*both days inclusive*)

### Fees

Rs.15,000/- per participant plus service tax @15% i.e. Rs.2250/- aggregating to Rs.17250/- (In case of TDS deduction, please send us TDS certificate)

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

**Name of the Bank branch:** Bank of Baroda, Kurla (West).

**Account no:** 1975020000806 IFSC code: BARBOKURLAX(0 is zero)

(PAN No: AAATT3309D and Service Tax No. AAATT3309DSD002)

### The programme is Non residential.

In case the participants require, the Institute, on specific request, will arrange for stay in **The Peerless Inn, Kolkata** (*Operators: Sarovar Hotels and Resorts*). at a price of Rs. 4800.00 per day plus taxes for double occupancy and Rs. 4,000 plus taxes for single occupancy. Payment are to be made directly by the participants to Hotel only. This special rates are only for IIBF trainees and it includes:

- Welcome drink on arrival.
- Accommodation in Superior rooms.
- A full Buffet Breakfast at 'Oceanic' - our Multi Cuisine Restaurant.
- A full Buffet major meal (Lunch or Dinner) at 'Oceanic' - our Multi Cuisine Restaurant.
- Complimentary Wi-Fi access up to 50 MB per day.

<b>Mr. Satyanarayan Ray</b> Zonal Head Phone: +91-33-22125103 Email: satyaray@iibf.org.in	<b>Mr. Prakash Chandra Mishra</b> Officer Phone: +91-33-22124992 Email: prakash@iibf.org.in
--	--



**Indian Institute of Banking & Finance  
Professional Development Centre - Eastern Zone  
Hindusthan Building (Annexe), 7<sup>th</sup> Floor  
4,C.R.Avenue, Kolkata – 700072**

**NOMINATION FORM**

**Programme Title: TRAINERS' TRAINING PROGRAMME**

**Date: From 20<sup>th</sup> March to 24<sup>th</sup> March, 2017 (5 Days)**

**Programme Type: Non Residential**

**THE PARTICIPANTS NOMINATED:**

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

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

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

\_\_\_\_\_ Pin Code: \_\_\_\_\_

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

Fee: Rs.15,000/- per participant plus service tax @ 15% i.e. Rs.2250/- aggregating to Rs.17250/- (In case of TDS deduction, please send us TDS certificate)

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

- ✓ Name of the Bank branch: Bank of Baroda, Kurla (West).
- ✓ Account no: 19750200000806 IFSC code: BARBOKURLAX(0 is zero)
- ✓ (PAN No: AAATT3309D and Service Tax No. AAATT3309DSD002)

Please send your nominations at the earliest to:

<b>Mr. Satyanarayan Ray</b> <b>Zonal Head</b> <b>Phone: +91-33-22125103</b> <b>Email: satyaray@iibf.org.in</b>	<b>Mr.Prakash Chandra Mishra</b> <b>Officer</b> <b>Phone: +91-33-22124992</b> <b>Email: prakash@iibf.org.in</b>
---	--