



# INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

## Online Training Programme on “Effective Branch Management”

From 19<sup>th</sup> to 21<sup>st</sup> March 2025



“Individual participants can also register for the programme at their own cost”

---

*Programme Co-ordinator: Dr. N K Bhasin, Ms. Anchal Arora,*

*PDC NZ, IIBF*

*Mail ID: [se.pdcnz3@iibf.org.in](mailto:se.pdcnz3@iibf.org.in), [je.pdcnz1@iibf.org.in](mailto:je.pdcnz1@iibf.org.in)*

*Mob- 7488152733, 8295127117*

---

**Indian Institute of Banking & Finance,  
Professional Development Centre, Northern Zone,  
NEW DELHI-110 016**



## **Online Training Programme on “Effective Branch Management”**

### **BACKGROUND**

During its 96 years of service, IIBF has emerged as a premier institute in the banking industry. Considering the emerging requirements of the bankers in the dynamic environment, IIBF has been offering certification courses and training programmes to the banking professionals.

The training programs are designed in consultation with the industry experts and human resources personnel with an endeavour to address the skill gaps on a continuous basis. The regular offerings in varied areas prepare the banking professionals ahead of the impending change.

IIBF offers virtual training programmes for its Blended Certification courses and many other programmes to facilitate learning across the country.

IIBF also has state-of-the-art training facilities at its Leadership Centre at Mumbai. The four Professional Development Centres (PDCs) at Delhi, Chennai, Kolkata & Mumbai cater to the increasing demand for the focused training programmes.

### **PURPOSE**

In past few years, the landscape of banking industry has undergone significant change. Changing profile of customers, fast moving technology, innovation in products, rising expectations from the service sector requires Branch Managers to possess certain set of skills. The skills need to be identified, acquired at the right time, and used effectively. Given this background, IIBF has designed this special programme for Branch Managers.

### **OBJECTIVES**

To impart skills related to -

- Assessment of Branch Business Potential
- Optimization of Branch Profitability
- Efficient use of Technology for marketing, customer profiling
- PML-KYC Compliance

- Building up a Credit Portfolio for sustainable profitability
- Executing loan documents
- Preparation of Regulatory Returns
- Team Building
- Time Management

## **CONTENT OVERVIEW**

- Preparation of Branch Business Plan
- Strategies for handling campaigns for Deposit/ Retail/SME Credit
- Leveraging Information Technology to increase business
- Strategies to build up quality Credit Portfolio (Retail & SME)
- Loan Documentation, Different types of charges on security
- Maintaining Customer oriented work culture in the Branch
- Compliances- PML/KYC, Regulatory Returns
- Team Building and Time Management

## **METHODOLOGY**

Live Interactive Online Sessions, Case Studies, Presentations and sharing of experiences by eminent faculties and subject matter experts.

## **TARGET GROUP**

**This programme is intended for Bank Officers – Scale I to IV, first time Branch Managers, Officials given charge of Large Branches. Programme is suitable for existing as well as newly appointed branch heads of Rural/SU/Urban and Metro branches (General and Specialized Branches)**

(Besides nomination by Banks, individual officers can also register for the programme)

## **DURATION**

**3 Days - From 19<sup>th</sup> to 21<sup>st</sup> March 2025**

## **FEES**

INR.6000/- per participant for three days plus GST @18% i.e. INR.1080/- aggregating to INR.7080/- (In case of TDS deduction, please send us TDS certificate)

Programme fee 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: State Bank of India, Vidya Vihar(West), Mumbai.
- ✓ Account no: 37067835430 IFSC code: SBIN0011710
- ✓ (PAN No: AAATT3309D and GST No. 07AAATT3309D2ZT)

For further details, kindly contact:

***PI Contact: Ms. Anchal Arora, Mr. Aman Dhar, Mobile – 8295127117, 011-26532194/91  
Email: je.pdcnz1@iibf.org.in, se.pdcnz3@iibf.org.in***



## INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

### NOMINATION FORM FOR ORGANIZATION WHO NOMINATES THE PARTICIPANTS

Program title: **Training Programme on “Effective Branch Management”**

Date: 19<sup>th</sup> to 21<sup>st</sup> March 2025

Programme Type: Virtual (Online) mode

Details of nominee(s):

Sl. No	Name	Designation	Branch / Office	Contact No.	E-mail (PERSONAL MAIL ID )*	E-mail (OFFICIAL MAIL ID )*
1						
2						
3						

**\*LOGIN DETAILS OF THE PROGRAM SHALL BE SHARED ON PERSONAL MAIL ID OF NOMINEE.**

Name of Bank/ FI: \_\_\_\_\_

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

GST Details of Nominating Bank: \_\_\_\_\_

**UTR Number and date of Fees remitted.** -----

Phone of **Nominating** Official: -----E-Mail of **Nominating** Official: \_\_\_\_\_

**Fees: Rs. 6,000/-per participant plus GST @18% aggregating to Rs.7080/- per participant (Rs Seven Thousands Eighty only)** (In case of TDS deduction, please send us TDS certificate).

***Pl Contact: Ms. Anchal Arora, Mr. Aman Dhar, Mobile – 8295127117, 011-26532194/91  
Email: je.pdcnz1@iibf.org.in, se.pdcnz3iibf.org.in***



## INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

### NOMINATION FORM FOR SELF-SPONSORED CANDIDATES

**Program title: Training Programme on “Effective Branch Management”**

**Date: 19<sup>th</sup> to 21<sup>st</sup> March 2025**

**Programme Type: Virtual (Online) mode**

**Details of nomination:**

Sl. No	Name	Designation	Place of Posting	Contact No. (Mobile)	E-mail (PERSONAL)	UTR NUMBER and DATE For FEES REMITTED
1						

Name of Bank/ FI employed with: \_\_\_\_\_

Address of Bank/FI employed with:

\_\_\_\_\_  
\_\_\_\_\_

**Fees: Rs.6,000/-per participant plus GST @18% aggregating to Rs.7080/- per participant (Rs Seven Thousands Eighty only)** (In case of TDS deduction, please send us TDS certificate).

Programme fees may be remitted to the credit of Institute’s account as given below:

- Name of the Bank branch: State Bank of India, Vidya Vihar(West),Mumbai.
- Account no: 37067835430 IFSC code: SBIN0011710
- (PAN No: AAATT3309D and GST No. 07AAATT3309D2ZT)

***Pl Contact: Ms. Anchal Arora, Mr. Aman Dhar, Mobile – 8295127117, 011-26532194/91  
Email: je.pdcnz1@iibf.org.in, se.pdcnz3@iibf.org.in***