



INDIAN INSTITUTE OF BANKING & FINANCE
Professional Development Centre – Eastern Zone, Kolkata

VIRTUAL TRAINING PROGRAMME
Effective Branch Management
From 29-31 May 2023

Last Date to Apply: 26.05.2023

Individual Candidates may also participate



BACKGROUND

IIBF is an "Institute of the Bankers, for the Bankers and by the Bankers". It 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 to bankers in select areas. IIBF has world class training facilities at its all four centres in the country; Leadership Centre in Mumbai and the three Professional Development Centres (PDCs) at Delhi, Chennai & Kolkata.

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

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).

DURATION

3 Days, from 29th May to 31st May, 2023 from 10.00 AM to 5.00 PM. (Non Residential)

MODE

Sessions are conducted on virtual platform (ZOOM). Live sessions are delivered by faculty. The sessions are made interactive by sharing experience, putting poll questions during the session.

FEE

Rs.6,000/- per participant plus GST@18% aggregating to **Rs.7,080/-** (In case of TDS deduction, please send us TDS certificate) **(Kindly provide your GST Number in the nomination letter to facilitate the raising of Invoice)**

CONTACT DETAILS

Mr. Tusharendra Barpanda Zonal Head, PDC-EZ, IIBF Phone No.: 033 – 4603 2850 Email: head-pdcez@iibf.org.in Mob. No. 9717005551	Ms. Samriddhi Guha Jr. Executive, PDC-EZ, IIBF Phone No. : 033 – 4603 2850 Email : je.pdcez2@iibf.org.in Mob. No. 8420475917
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Correspondence Address: Indian Institute of Banking & Finance, PDC-EZ, Avani Heights, 2nd Floor, 59A, Jawaharlal Nehru Road, Nr. Rabindra Sadan Metro Station, Kolkata – 700020.



INDIAN INSTITUTE OF BANKING & FINANCE
Professional Development Centre – Eastern Zone, Kolkata

NOMINATION FORM

Programme Title: Effective Branch Management

Mode of Programme: Virtual Mode Date: 29-31 May 2023

Last Date to Apply: 26.05.2023

Details of Nomination (to be filled by the Banks/FIs/Other Organizations):

Sl. No.	Name of Participant	Designation	Branch/ Office	Contact No.	E-mail Id.
1					
2					
3					
4					

Fees Paid Rs. _____ UTR/Transaction No. _____ Date of Payment: _____

Name of Sponsoring Bank / FI: _____ **GSTN of Bank/FI:** _____

Address of the Bank/FI: _____

Phone/Mob. No. _____ E-mail id.: _____

Program fees may be remitted to the credit of Institute's Bank Account as below:

- ✓ **Name of Account Holder:** Indian Institute of Banking & Finance
- ✓ **Name of the Bank Branch:** State Bank of India, Vidya Vihar (West), Mumbai.
- ✓ **Savings Account No.** 37067835940 **IFSC:** SBIN0011710
- ✓ **PAN No.** AAATT3309D; **GST No.** 19AAATT3309D2ZO, State - West Bengal

Nomination details may be submitted at the below mentioned address or by e-mails:

Mr. Tusharendra Barpanda Zonal Head, PDC-EZ, IIBF Phone No.: 033 – 4603 2850 Email: head-pdcez@iibf.org.in Mob. No. 9717005551	Ms. Samridhhi Guha Jr. Executive, PDC-EZ, IIBF Phone No. : 033 – 4603 2850 Email : je.pdcez2@iibf.org.in Mob. No. 8420475917
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Kindly provide your GST Number in the nomination letter to facilitate the raising of Invoice



INDIAN INSTITUTE OF BANKING & FINANCE

Professional Development Centre – Eastern Zone, Kolkata
NOMINATION FORM FOR SELF-SPONSORED CANDIDATES

LAST DATE TO APPLY: 26.05.2023

Programme Title : Effective Branch Management

Mode of Programme: Virtual Mode Date 29-31 May 2023

Sl. No	Name (Mr/Mrs/Ms)	Designation	Contact No. (Mobile)	E-mail (PERSONAL)	Address (PERSONAL)	UTR NUMBER
1						

Name of Bank/ FI employed with: _____

Address of Bank/ FI employed with: _____

FEE : Rs. 6,000/- per participant plus GST @ 18% i.e. Rs.1080/-aggregating to Rs. 7,080/- (In case of TDS deduction, please send us the TDS certificate).

Programme fees may be remitted to the credit of Institute's Bank Account as below:

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