



INDIAN INSTITUTE OF BANKING & FINANCE
(ISO 21001:2018 Certified)

“Program on Effective Branch Management”

From 9th Sept to 11th Sept 2024

LIVE CLASSROOM SESSIONS IN VIRTUAL MODE



**Programme Co-Ordinator: Mr. A.K. Mishra
Faculty, IIBF**

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**Indian Institute of Banking & Finance,
Kohinoor City, Commercial II, Tower 1st & 3rd floor,
Off LBS Marg, Kirool Road,
Kurla (W), Mumbai – 400070.**

Website: www.iibf.org.in

“PROGRAM ON EFFECTIVE BRANCH MANAGEMENT”

BACKGROUND

During its 96 years of service, IIBF which is an "**Institute of the Bankers, for the Bankers and by the Bankers**" 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 Leadership Centre, Mumbai. It also has 4(Four) Professional Development Centres (PDCs) at Mumbai, Delhi, Chennai & Kolkata with residential facilities at Delhi to accommodate more than 50 participants at a time.

PURPOSE

In past few years, the landscape of banking industry has undergone significant change. Changing profile of customers, fast moving technology, innovation in Banking 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 quality Credit Portfolio for sustainable profitability
- ✓ Executing loan documents
- ✓ Preparation of Regulatory Returns
- ✓ Improving Customer Service
- ✓ Motivation of staff
- ✓ How to convert your Branch as a Profit Centre

CONTENT OVERVIEW:

- Preparation of Branch Business Plan
- Strategies for handling Business 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/ Effective Recovery
- Maintaining Customer oriented work culture in the Branch
- Compliances- PML/KYC, Regulatory Returns
- Prevention & early rectification of Audit lapses

TARGET GROUP

This programme is intended for Bank Officers – Scale I to IV, first time Branch Managers, Officers given charge of Large Branches. Programme is suitable for existing as well as newly appointed branch heads of Rural/SU/Urban & Metro branches (General and Specialized Branches) Or even for Eligible Officers who are likely to be posted as Branch Heads.

DURATION

3 Days, from 9th to 11th Sept, 2024 from 10.00 AM to 5.00 PM.

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)

For further details and nomination kindly contact:

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NOMINATION FORM for BANKS/FIs

Programme title: “Program on Effective Branch Management”

Date: 9th TO 11th Sept, 2024

Programme Type: Virtual mode

PARTICIPANTS NOMINATED:

S.No	Name (Mr./Ms./Mrs.)	Designation	Branch/Office	Mobile No. and Land Line No.	E-mail (PERSONAL AND OFFICIAL MAIL ID BOTH)*
1					
2					
3					
4					

***Login details of the program shall be shared on personal mail id.**

Bank/Organisation: _____

Address/GSTIN for raising invoice: _____

Pin Code: _____

Nominating official contact details/mail id _____

Fee: Rs. 6,000/-per participant plus GST@18% aggregating to Rs.7,080/-

(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 Account: Indian Institute of Banking and Finance
- ✓ Name of the Bank branch: State Bank of India, Vidya Vihar (West), Mumbai.
- ✓ Savings Account No: 36919200263 IFSC code: SBIN0011710
- ✓ (PAN No: AAATT3309D and GSTIN NO. 27AAATT3309D1ZS)

(Kindly provide your GST Number in the nomination letter to facilitate raising of invoice)



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FORM FOR SELF-SPONSORED CANDIDATES

Programme title: “Program on Effective Branch Management”

From: 9th TO 11th Sept, 2024

Programme Type: Virtual

Details of candidate:

Sl. No	Name	Designation	Contact No. (Mobile)	E-mail (PERSONAL) *	UTR NUMBER towards fees remitted
1					

***Login details of the program shall be shared on personal mail id.**

Name & Address of Bank/ FI employed with:

Postal Address of participant:

PIN Code: _____

Fee: Rs. 6,000/-per participant plus GST@18% aggregating to **Rs.7,080/-**

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