



# INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

## **Physical Training Program on**

## **“EFFECTIVE LEADERSHIP DEVELOPMENT AND SOFT SKILLS”**

(For Public & Private Sector Banks, RRBs, SFBs, Cooperative Banks)

**From 21<sup>st</sup> to 25<sup>th</sup> October 2024**



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

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**Indian Institute of Banking & Finance,  
Professional Development Centre, Northern Zone,**

**NEW DELHI-110 016**

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



## **“EFFECTIVE LEADERSHIP DEVELOPMENT AND SOFT SKILLS”**

### **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**

The Banking Industry is undergoing transformation at an unprecedented pace. A future ready bank needs to be financially, operationally, and organisationally resilient.

Organisations must have the capacity and resilience to protect themselves from adverse incidents and shield their balance sheets. To achieve organisational resilience, banks need to continuously evolve by standardising policies, processes, organisational culture and governance. They must also be flexible enough to encourage diverse ideas and innovations within the organisation.

The young banking professionals are getting immense opportunities to exhibit leadership skills at an early stage of their careers. They have to foresee the changes, adapt quickly to the requirements and guide the teams towards organisation goals in a time bound manner.

As management guru Mr. Peter Drucker has mentioned “Leadership must be learned and can be learned”.

The leadership is influencing people by providing purpose, direction, and motivation. And, the most effective means of influencing people is through communication.

## **CONTENT OVERVIEW**

- ✚ Understanding Self
- ✚ Understanding Leadership
- ✚ Goal Setting (SMART - BHAG)
- ✚ Decision making and Problem solving skills
- ✚ Emotional Intelligence
- ✚ Customer Centric Approach
- ✚ Conflict Management & Negotiating Skills
- ✚ Work Life Balance
- ✚ Interpersonal Relationship
- ✚ Understanding Group Dynamics & Building cohesive teams at workplace
- ✚ Business Ethics

## **METHODOLOGY**

Live lectures will be done by faculty members of IIBF and also by Industry specialists. Highly interactive sessions using Presentation Deck, Exercises, Real-life Cases, Role-plays and focussed group discussions and Activities

## **TRAINING LOCATION**

Indian Institute of Banking & Finance, Professional Development Centre, Northern Zone, C-5/30, Safdarjung Development Area(SDA), Near SDA Local Shopping complex, Outer Ring Road, Opp IIT Delhi, NEW DELHI-110 016, Tel:011-2653 2194 / 2191 (office) Nearest Metro : IIT Delhi

Google Map Link - <https://maps.app.goo.gl/bb7JujvtY1KZGx4K6>

## **TARGET GROUP**

**Managers/Team leaders in branches, departments of the organization.**

## **DURATION**

**5 Days - From 21<sup>st</sup> to 25<sup>th</sup> October 2024. Timings 10:00 a.m. to 5.30 p.m.**

## **FEES**

### **Residential Program Fees:**

Single Sharing – Rs 7,500 per day per participant + 18% GST ( Rs 1,350 )  
ie for 5 Days = Rs 37,500 + 18% GST ( Rs 6,750 ) = Rs 44,250\*

Double Sharing – Rs 6,500 per day per participant + 18% GST ( Rs 1,170 )  
ie for 5 Days = Rs 32,500 + 18% GST (Rs 5,850 ) = Rs 38,350\*

### **\*\* All-inclusive of Boarding, Lodging & Training Fees**

### **Non Residential Program Fees:**

Rs 3,000 per day per participant + 18 % GST ( Rs 540 )  
ie for 5 Days = Rs 15,000 + 18% GST ( Rs 2,700 ) = Rs 17,700

- If the check-in is done one day prior to the training date then one additional day Boarding & Lodging charges of Rs 3,500 + 18% GST ( Rs 630) = Rs 4,130 shall be levied.
- The check-in shall be allowed after 4:00 pm of one day prior to the training. The check-out timing shall be by 10:00 am of one-day post completion of training program.

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)

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



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**NOMINATION FORM FOR ORGANIZATION WHO NOMINATES THE PARTICIPANTS**

**Program title: “EFFECTIVE LEADERSHIP DEVELOPMENT AND SOFT SKILLS”**

**Date: 21<sup>st</sup> to 25<sup>th</sup> October 2024 (Monday to Friday) Programme Type: Physical 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: \_\_\_\_\_

***Pl Contact: Dr N K Bhasin, Mr. Aman Dhar Mobile – 9910110182, 7488152733 Email: head-pdcnz@iibf.org.in, je.pdcnz1@iibf.org.in***



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**NOMINATION FORM FOR SELF-SPONSORED CANDIDATES**

**Program title: “EFFECTIVE LEADERSHIP DEVELOPMENT AND SOFT SKILLS”**

**Date: 21<sup>st</sup> to 25<sup>th</sup> October 2024 (Monday to Friday)**

**Programme Type: Physical mode**

**Details of nomination:**

Sl. No	Name	Designation	Contact No. (Mobile)	Place of Posting	E-mail (PERSONAL)	UTR Number with Date of Payment
1						

Name of Bank/ FI employed with:

\_\_\_\_\_

Address of Bank/FI employed with:

\_\_\_\_\_

\_\_\_\_\_

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

***Pl Contact: Dr N K Bhasin, Mr. Aman Dhar Mobile – 9910110182, 7488152733***

***Email: head-pdcnz@iibf.org.in, je.pdcnz1@iibf.org.in***