



INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

Online Training Programme on “Effective Branch Management”

From 03rd to 05th December 2026



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

Programme Co-ordinator: Dr. N K Bhasin, Mr. Sudip Kaviraj

PDC NZ, IIBF

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



Online Training Programme on “Effective Branch Management”

BACKGROUND

Established on 30th April 1928, IIBF which is an “Institute of the Bankers, for the Bankers and by the Bankers” has during its 98 years of service been actively involved in examination, training & academics and 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 quality training to bankers in select areas. The training programmes are designed in consultation with the industry experts and human resources personnel with an endeavor 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 has state-of-the-art training facilities at its Leadership Center at Mumbai and it has seven Professional Development Centers (PDCs) at Mumbai, Delhi, Chennai, Kolkata, Lucknow, Guwahati and Bengaluru catering to the increasing demand for the focused training programmes.

Our Delhi Centre is equipped with modern infrastructure to support residential training:

- A well-equipped hostel with 36 air-conditioned rooms, with Wi-Fi facility at all floors.
- Two fully functional classrooms with a seating capacity of 30–35 participants each.
- A spacious conference hall that can accommodate 75–80 participants.
- Lift facilities for ease of movement across floors and CCTV cameras all around the premises.

IIBF PDC NZ has successfully partnered with **Banks and Financial Institutions (FIs)** to conduct customized residential training programmes at the Delhi Centre.

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

- Virtual interactive sessions comprising lectures, case studies, presentations, and experience sharing, delivered through the Institute's licensed Zoom and LMS platforms.
- Live sessions by Faculty shall be conducted and participants can participate in the sessions from home or office using Laptop/Desktop.
- Login details for accessing the sessions shall be shared on registered mail ids of participants 12-24 hours before the program.
- Pre-Reads will be made available on IIBF designated site which will be accessible to the participants.
- PPTs and courseware will be on the LMS platform accessible to the participants.

- Entry/Exit test will be conducted to self-assess the program impact.

****A Certificate of Participation will be awarded upon successful completion of the Training Program****

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 03rd to 05th December 2026

FEES

Rs. 7,500/- per participant plus GST @18% aggregating to Rs. 8,850/- (Rs. Eight Thousand Eight Hundred Fifty only). (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:

Particular	Account Details
Account Name	Indian Institute of Banking & Finance
VAN	IIBF28TRGNORTHZONE
IFSC	SBIN0004266
BANK	STATE BANK OF INDIA

For further details, kindly contact:

PI Contact: Ms. Anchal Arora, Mr Aman Dhar, Mobile – 8295127117, 7488152733

Email: se.pdcnz3@iibf.org.in, se.pdcnz4@iibf.org.in



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NOMINATION FORM FOR ORGANIZATION WHO NOMINATES THE PARTICIPANTS

Program title: Training Programme on “Effective Branch Management”

Date: 03rd to 05th December 2026

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. 7,500/- per participant plus GST @18% aggregating to Rs. 8,850/- (Rs. Eight Thousand Eight Hundred Fifty only). (In case of TDS deduction, please send us TDS certificate).
(PAN No: AAATT3309D and GSTIN NO. 07AAATT3309D2ZT)

Pl Contact: Ms. Anchal Arora, Mr Aman Dhar, Mobile – 8295127117, 7488152733

Email: se.pdcnz3@iibf.org.in, se.pdcnz4@iibf.org.in



INDIAN INSTITUTE OF BANKING & FINANCE

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NOMINATION FORM FOR SELF-SPONSORED CANDIDATES

Program title: Training Programme on “Effective Branch Management”

Date: 03rd to 05th December 2026
mode

Programme Type: Virtual (Online)

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. 7,500/- per participant plus GST @18% aggregating to Rs. 8,850/- (Rs. Eight Thousand Eight Hundred Fifty 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:

Particular	Account Details
Account Name	Indian Institute of Banking & Finance
VAN	IIBF28TRGNORTHZONE
IFSC	SBIN0004266
BANK	STATE BANK OF INDIA

(PAN No: AAATT3309D and GSTIN NO. 07AAATT3309D2ZT)

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