



INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

Physical/Online Training Programme on “Effective Branch Management” From 22nd to 24th September 2025



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

Programme Co-ordinator: Ms. Shailly Arya, Mr. Sai Anirudh T

Leadership Centre, Mumbai

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**Indian Institute of Banking & Finance,
Leadership Development Centre, Mumbai**



Physical/Online - Hybrid Training Programme on “Effective Branch Management”

BACKGROUND

During its 97 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.

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 / regular Branch Managers, given charge of 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 nominations by Banks, individual officers can also register for the programme)

DURATION

3 Days - From 22nd to 24th September 2025 (The programme is being conducted in a hybrid manner i.e. both in physical and virtual mode- i.e. those organizations who would like to nominate participants for physical mode may opt for the same and other organizations who would like to nominate participants for the virtual mode, they may opt for virtual mode.)

FEES

Online :

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

Physical : (Non Residential)

Rs. 10,500/- per participant plus GST @18% aggregating to Rs. 12,390/- (Rs. Twelve Thousand three Hundred ninety only). Participants have to make their own arrangements for staying in Mumbai.

Physical : (Additional amount For Residential Facility)

We have arrangements with Hotel Kohinoor Elite who will charge Rs. 7000/- on twin sharing basis and Rs.6000/- Single occupancy (plus GST applicable for both facilities). The organizations have to indicate their requirement for lodging facility at hotel Kohinoor well in advance, which is subject to availability.

(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:

Beneficiary Name	:	Indian Institute of Banking and Finance
Name of the Bank Branch	:	State Bank of India, Vidyavihar (West), Mumbai.
SBI Account No	:	36919200263
IFS Code	:	SBIN0011710
PAN No. : AAATT3309D	GSTN No.:	27AAATT3309D1ZS

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

Last date for registering is 15th September 2025

In case of any queries, kindly contact

For further details, kindly contact:

Mr. L V R Prasad	Ms. Shailly Arya	Mr. T. Sai Anirudh
Director Training	Asstt. Director	Junior Executive
dir.trg@iibf.org.in	Ad.trg1@iibf.org.in	je.trg2@iibf.org.in
Mob: 9650433118	Mob: 9650071825	Mob: 9490676330



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NOMINATION FORM FOR ORGANIZATION WHO NOMINATES THE PARTICIPANTS

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

Date: 22nd to 24th September 2025

Programme Type: online/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: _____

Online :

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

Physical :

Rs. 10,500/- per participant plus GST @18% aggregating to Rs. 1890/- (Rs. Twelve Thousand five Hundred only).

Mr. L V R Prasad	Ms. Shailly Arya	Mr. T. Sai Anirudh
Director Training	Asstt. Director	Junior Executive
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NOMINATION FORM FOR SELF-SPONSORED CANDIDATES

Program title: Training Programme on “Effective Branch Management”

Date: 22nd to 24th September 2025

Programme Type: online/physical 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: _____

Online :

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

Physical :

Rs. 10,500/- per participant plus GST @18% aggregating to Rs. 1890/- (Rs. Twelve Thousand five Hundred only).

Beneficiary Name : Indian Institute of Banking and Finance

Name of the Bank Branch : State Bank of India, Vidyavihar (West), Mumbai.

SBI Account No : 36919200263

IFS Code : SBIN0011710

PAN No. : AAATT3309D GSTN No. : 27AAATT3309D1ZS

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