



Committed to
professional excellence

INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

“Program on Effective Branch Management”

From 28th -30th Oct 2024

LIVE CLASSROOM SESSIONS IN VIRTUAL MODE



The Individual Participants may also sponsor themselves

For Details & Nomination, please contact:

Mr. Prabhakara S.
Joint Director
Phone: +91-22-68507015
Email: jd.trg1@iibf.org.in

Ms. Shailly Arya
Assistant Director
Phone: +91-22-68507022
Email: ad.trg1@iibf.org.in



“PROGRAM ON EFFECTIVE BRANCH MANAGEMENT” **(Virtual/online Mode)**

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 Center at Mumbai. It also has four Professional Development Centres (PDCs) at Delhi, Chennai, Kolkata & Mumbai with residential facilities at Delhi to accommodate more than 50 participants at a time. The present programme on effective branch management has been designed considering the bankers' need in the area.

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

METHODOLOGY:

Programme will be conducted in Virtual Mode (ZOOM platform). and can be attended from anywhere by using devices with Internet like PC, Laptop, Tablet or Smart Phone. The sessions will be handled by experienced faculties and experts from industry. The sessions are made interactive by sharing experience, putting poll questions during the session

TARGET GROUP:

This programme is intended for Bank (Public Sector Banks, RRBs & Co-op Banks, Small Finance Banks and Private sector & Foreign banks) 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 28th to 30th October, 2024(Mon.-Wed). **Program Timing: 10.00 AM to 5.15 PM.** Program commences at 9.45 AM on **28th October, 2024.**

LOCATION: Participants would be required to join the training programme with necessary infrastructure at their home or office. Basic requirements to join the programme is a Laptop / PC with Webcam, Headphones with Mic, Internet connection with good speed to stream Virtual sessions / Webinars preferably the Broadband connectivity.

FEE: Rs.6000/- per participant plus GST @ 18% i.e. Rs.1080/- aggregating to **Rs.7080/-** (In case of TDS deduction, please send us TDS certificate). Programme fees may be remitted to the credit of Institute’s account with State Bank of India, details of which are given below:

- ✓ Account in the Name of : **Indian Institute of Banking & Finance**
- ✓ Name of the Bank branch: **State Bank of India, Vidya Vihar Branch**
- ✓ Account no : **36919200263 (Savings A/c)**
- ✓ IFSC code : **SBIN0011710**
- ✓ PAN No : **AAATT3309D**
- ✓ GST TIN ID : **27AAATT3309D1ZS** for Maharashtra

For further details and nomination kindly contact:

<p>Programme Coordinators: Mr. Prabhakara S., Joint Director-training Phone: +91-22-68507015 Email:jd.trg1@iibf.org.in Ms. Shailly Arya, Assistant Director Email:ad.trg1@iibf.org.in Phone: +91-22-68507022</p>	<p>Mr. L V R Prasad, Director (Training), Phone: +91-22-68507004 Email: dir.trg@iibf.org.in</p>
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INDIAN INSTITUTE OF BANKING & FINANCE
(ISO 21001:2018 Certified)
Kohinoor City, Commercial II, Tower 1, 3rd floor,
Off LBS Marg, Kiroli Road,
Kurla (W), Mumbai – 400070.
NOMINATION FORM

Program Title: Program on Effective Branch Management

Date: 28th to 30th October, 2024(Mon.-Wed.)
(10.00 AM to 5.15 PM)

Programme Type: VIRTUAL/Online

Program commences at 9.45 AM on 28th October, 2024

THE PARTICIPANTS NOMINATED:

Sl. No	Name (Mr./Ms./Mrs.)	Designation	Branch/Office	Mobile No. and Land Line No.	E-mail
1					
2					
3					
4					
5					
6					
7					

Bank/Organisation: _____

Address: _____

Pin Code: _____

Phone: _____ Fax: _____ E-mail: _____

FEE: Rs.6000/- per participant plus GST @ 18% i.e. Rs.1080/- aggregating to **Rs.7080/-** (In case of TDS deduction, please send us TDS certificate).

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- ✓ **Name of the Bank branch:** State Bank of India
- ✓ **Account no:** 36919200263 (Savings A/c) IFSC code: SBIN0011710
- ✓ **(PAN No:** AAATT3309D and GST TIN No: 27AAATT3309D1ZS for Maharashtra)
- ✓ **Kindly narrate:** "MSE"-18th-20th Sept. 2024"; "<No.of> participants"

Kindly Send Nominations on above mentioned address or email to:

Programme Coordinators: Mr. Prabhakara S., Joint Director-training Phone: +91-22-68507015 Email: jd.trg1@iibf.org.in Ms. Shailly Arya, Assistant Director Email: ad.trg1@iibf.org.in Phone: +91-22-68507022	Mr. L V R Prasad, Director (Training), Phone: +91-22-68507004, Email: dir.trg@iibf.org.in
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FORM FOR SELF-SPONSORED CANDIDATES

Program Title: Program on Effective Branch Management

Date: 28th to 30th October, 2024 (Mon.-Wed.)
(10.00 AM to 5.15 PM)

Programme Type: VIRTUAL/Online

Program commences at 9.45 AM on 28th Oct., 2024

Details of nomination:

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

Name of Bank/ FI employed with: _____ Address of the candidate: _____

FEE: Rs.6000/- per participant plus GST @ 18% i.e. Rs.1080/- aggregating to Rs.7080/- (In case of TDS deduction, please send us TDS certificate).

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- ✓ Name of the Bank branch: State Bank of India
- ✓ Account no: 36919200263 (Savings A/c) IFSC code: SBIN0011710
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Kindly Send Nominations on above mentioned address or email to:

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