

# ANNUAL TRAINING CALENDAR

FY 2079/80



## About NBI

National Banking Institute Limited (NBI) is the national level apex banking and finance academy of Nepal that was established under the aegis of Nepal Bankers' Association with support from Asian Development Bank.

# NBI'S MILESTONES

2021

### LAUNCH OF ITF

The launch of NBI's *International Trade Finance (ITF)* Certification Course.

2017

### MDP & CANBI

The first flagship Management Development Program, in association with MDI was conducted. Chartered Associate of National Banking Institute (CANBI) Certification Course was also launched.

2015

### JANBI LAUNCH

The first Certification Course- *Junior Associated of National Banking Institute (JANBI)* was launched

2011

### NATIONAL LEVEL PROGRAMS

In 2011, NBI conducted National HR Conference & Corporate Governance for Board of Directors

2009

### ESTABLISHMENT

NBI was established in the year 2009 under the aegis of Nepal Bankers' Association with the support from Asian Development Bank.

2019

### NBI'S 10TH ANNIVERSARY

On the occasion of NBI's 10th Anniversary, the *Deliberation for the next decade- 10th Anniversary Conference* was organized. Similarly, the '*Walkathon-Ethics in Banking*' was also conducted.

2016

### CONFERENCE & CERTIFICATION

The first Merger Conference and APABI Conference was conducted in 2016. The year also marked the launch of NBI's AML Certification Course.

2013

### LAUNCH OF NBI BOOKS

*Credit Certification Course* and *Trade Finance* books were launched, along with the successful completion of NBI's first Directors' Conference.

2010

### FIRST CALENDAR & IN-HOUSE PROGRAMS

A year after its establishment, NBI successfully conducted its first open calendar program as well as In-house program (Laxmi Bank Ltd.)



# AUDIT & COMPLIANCE

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
AML- CFT/KYC	6	1	3	3	3	3	12
Risk Based Internal Audit	6	1	1		1		2
AML/CFT Risk Assessment & Risk Based Approach	6	1	1		1		2
SIS (Supervisory Information System)	12	2			1		1
Compliance on Teller Functions & Cash Unit Operation	6	1		1			1
Money Laundering: Roles and Responsibilities of a Banker for Prevention	6	1			1		1



# OPERATIONS

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
Complete Teller Solutions	6	1		1	1		2
Currency Management and Security Features	6	1			1	1	2
Fraudulent Behavior with Signature and Document Forgery	6	1	4	2	5	3	14
Fraud Awareness and Prevention	6	1	1				1
Banking Fraudulent Activities	6	1			1		1
Branch Operations (BM and OIC)	9	1.5			1		1
Branch Management Excellence	18	3		1	1	1	3
Remittance Operations	6	1		1	1		2
Legal Aspect of Banking Operations (Comprehensive)	9	1.5		1			1
Card Operation- (Settlement & Dispute Handling & Fraud Analysis)	6	1	1			1	2
Digital Banking & Emerging Trends	6	1			1		1
Effective Administration & Inventory Management	6	1				1	1
Comprehensive Banking Course(++)	72	12			1		1
Comprehensive Banking Course	36	6		1		1	2
Banking Operations Excellence	18	3		1			1
Cyber Security	6	1		1			1
Budgeting (Preparation, Implementation and Monitoring)	6	1		1			1





# CREDIT

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
Basic Credit Skills- Commercial Credit Analysis	12	8	1		1	1	3
Retail Lending	6	1	1		1		2
Advance Credit Course	15	2.5	1				1
Small Enterprises Lending ( Less than 1 Crore)	18	3	1				1
Credit Risks Management	9	1.5	1	1	1	1	4
Loan Against Share/Margin Type Lending	6	1		1	1		2
Credit Risk Assessment & Control (On-Site Consultative Workshop)*	24	4					0
Financial Statement Analysis (Intermediary & Advanced)	12	2	1		1		2
Legal Aspect of Credit Documentation	9	1.5	1				1
Credit Administration	6	1		1			1
Project Finance	18	3			1	1	2
SME Credit	24	4			1	1	2
Micro Small & Medium Enterprise (MSME) Perspectives in Nepalese Banking Sector	6	1			1		1
Secured Land Collateral	6	1		1		1	2
Credit Documentation Monitoring & NPA Management/Recovery	6	1	1		1		2
Fundamentals of Credit Risk Management as per Basel Principles	24	4		1			1
Fundamental of Credit and Credit Appraisal Skills	27	6.5	1		2	1	4
Commercial and Corporate Credit Analysis & CA Writing	27	6.5	1		1		2
Working Capital Management Covering Recent Regulatory Guidelines	12	2	2	1	2	1	6

*\*Programs available for In-House only*

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# TRADE FINANCE

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
Fundamentals of International Trade Payment	6	1			1	1	2
Incoterms 2 1	6	1		1			1
UCPDC 6 & Documents Under L/C	6	1				1	1
Trade Based Money Laundering	6	1		1			1
Documentary Credit Practices Based on ICC	6	1				1	1
LC & Guarantee (with NRB Regulation)	6	1	1	1	1	1	4
Mechanism of Freight Forwarders/Custom Officials	6	1				1	1



# RISK MANAGEMENT

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
NFRS (Nepal Finance Reporting System)	9	1.5	1	1	1	1	4
Operational Risk Management as per Basel Principles	6	1		1			1
RCSA Master Class	6	1	1				1
KRI Master Class	6	1		1			1
LDR Master Class	6	1			1		1
Market & Liquidity Risk Management	12	2				1	1
Environment & Social Risk Management-Execution Level	12	2	1	1	1	1	4
Environment & Social Risk Management-Policy Level	6	1		1			1
Operation Risk Management and Business Continuity Plan	6	1		1	1	1	3
Basel III Based Capital Adequacy Framework	6	1		1			1
ICAAP & Stress Testing	6	1			1		1
Internal Credit Risk Rating	3	0.5				1	1
Credit Portfolio Management	6	1	1				1
Risk Appetite Statement	3	0.5			1		1
IT Risk Management	6	1	1	1			2

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# SOFT SKILLS

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
Customer Service Excellence	6	1	1			1	2
Business Communication	6	1		1		1	2
Sales, Deposit Mobilization & Negotiation Skills	6	1		1		1	2
Workplace Behavior & Etiquette	6	1			1		1
Team Building & Motivation	6	1			1		1
Leadership	6	1	1				1
Corporate Personality Development	6	1	1				1
Workshop on Change Management	6	1			1		1
Stress & Time Management	6	1				1	1
Emotional Intelligence				1			1
Excel Program	12	2	1	1		1	3
Effective Leadership through Gender Equality- Changing Cultural Norms	12	2		1			1
Management Excellence	6	1				1	1



# TREASURY & FINANCE

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
Treasury Operations	6	1		1		1	2
Foreign Exchange & Business Related Risk	6	1		1			1
Asset Liability Management	6	1			1		1
Foreign Exchange Regulation in Nepal	9	1.5				1	1
Technical Analytics- Relating to Forex	6	1				1	1

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# CONFERENCE & WORKSHOP

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
Interaction Program on Monetary Policy 2079/80	3	0.5	1				1
Programs for BODs	6	1	1	1	1	1	4
Unified Directives 2079/80	3	0.5	1				1
Digitization Conference 2022	6	1		1			1
Residential Workshop on Risk Management	6	1			1		1
Conference on Merger & Acquisition 2022	6	1	1				1
HR Workshop 2023	9	1.5			1		1
Consultative Selling for Result/Building Business Value & Beyond	6	1				1	1
Performance Management	6	1				1	1
Workshop on Introductory Course on Digital Banking and Payment (IC-DBP)	6	1		1			1
AML Conference 2022	6	1			1		1
Conference on Leadership & Motivation 2022	6	1			1		1
Directors' Conference 2022	6	1			1		1
Preventing Cyber Financial Fraud 2022	6	1				1	1
Risk Management Conference 2022	6	1				1	1
Workshop on TNA	12	2				1	1

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# INTERNATIONAL PROGRAMS

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
Management Development Programme- MDI, India	78	13	1		1	1	3
Advanced Credit Management- Manipal, India	27	4.5		1		1	2
Effective Branch Management- Manipal, India	27	4.5		1		1	2
Executive Development Program- AIT, Thailand	30	5			1	1	2
Board Level Leadership Programme- SBIL, India	18	3		1			1
Working Capital Opportunity Spotting	12	2		1		1	2
Strategic Bank Management- FSFM, Germany	30	5			1		1
Leadership Strategy & Digitalization for CXOs- EIBFS, Dubai	12	3	1				1
Investment Credit in Agriculture- SBIRB, India	30	5				1	1
SME Credit- SBICRM, India	30	5		1			1
Behavioral Interviewing	6	1			1		1
Documentary Credit Practices Based on ICC Rules	12	2				1	1
Competency Based Talent Management	6	1		1			1
Seminar on Incoterms 2020	6	1		1			1
Comprehensive Understanding of Risk Managements in Banks	12	2	1				1
Coaching & Mentoring	12	2			1		1
Core Trade Finance	13.5	2.5	1		1		2

## Note:

1. The programs are available for both Calendar and In-House (except those marked \*)
2. The duration of the programs is subject to change upon customization

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# PROGRAMS FOR MFIs

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
<b>AUDIT &amp; COMPLIANCE</b>							
AML- CFT/KYC General	6	1	1		2	1	4
Monitoring Supervision for Microfinance	9	1.5	1	2	1		4
<b>CREDIT</b>							
Credit Management in MFIs	9	1.5	1	1			2
Debt/Collection Recovery	12	2	1	1			2
<b>OPERATIONS</b>							
Fraudulent Behavior with Signature and Document Forgery	6	1	1	1	1		3
Branch Management & Approach of Learning Skills	12	2			1	1	2
SIS (Supervision Information System)	12	2	1	1			2
Annual Plan preparation, Budgeting and Reviewing Training	9	1.5	1			1	2
Business Planning & Financial Modeling for Branch Manager of MFIs	12	2			1		1
<b>RISK MANAGEMENT</b>							
Risk Management and Risk Rating in Microfinance	9	1.5			1		1
NFRS (Nepal Finance Reporting System)	12	2		1	1	1	3
Making Roles of Field officers effective in MFIs	9	1.5	1	1	1	1	4
Financial Analysis and Delinquency Management	6	1				1	1
Legal Risk Evaluation and Management in Credit Process	6	1		1			1
Current Issues and Problems in Microfinance			1		1		2
<b>SOFT SKILLS</b>							
Stress & Time Management	6	1				1	1
Management Development Programs	6	1		1	1		2
Women Empowerment & Leadership	12	2	1				1



# PROGRAMS FOR MFIs

Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
<b>WORKSHOP</b>							
Microfinance Risk Management Workshop	12	2		1			<b>1</b>
DRC (Residential Programs)	9	1.5		1	1	1	<b>3</b>
<b>INTERNATIONAL PROGRAMS</b>							
Program Name	Program Duration (in Hrs)	Program Duration (in Days)	QTR I	QTR II	QTR III	QTR IV	Total
Exposure Visit for Microfinance Institutions (LPPI, Indonesia)	18	3	1				<b>1</b>
Microfinance and Risk Management (Frankfurt)	30	5			1	1	<b>2</b>
<b>OTHERS</b>							
Awareness Program on Financial Literacy	12	2			1		<b>1</b>
CMC ( Core Microfinance Course)	12	2		1			<b>1</b>
TOT Financial Literacy	12	2	1	1	1	1	<b>4</b>

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# CERTIFICATION COURSES

Course Name	Duration
Junior Associates of National Banking Institute (JANBI)	2 Years
Chartered Associates of National Banking Institute (CANBI)	2 Years
AML Certification Course (Online)	1 Month
Trade Based Money Laundering (TBML) (Online)	1 Month
Anti-Fraud Certification Course (Online)	1 Month
International Trade Finance (ITF)	6 Months
NBI- KESDEE E-Library (Online)	1 Year

MOODY'S  
ANALYTICS

## ONLINE MOODY'S ANALYTICS

Course Name	Duration
Certification in SME Banking	1 Year
Building Small Business Acumen	1 Year
Accounting for Credit Professionals	1 Year
Credit in Commercial Credit(CICC)	1 Year



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