



Presents much needed

# Comprehensive Banking Course

In line with International Banking Training Practice

## *Testimonials:*

1. *Comprehensive Banking Course at NBI helps me to improve my banking knowledge.*
2. *It was great pleasure to earn my certification of Comprehensive Banking Course at NBI.*
3. *The Comprehensive Banking Course at NBI was very effective and we learnt many things to minimize operational risk amongst others. The important learning is the risk which has already been at Nepalese Banking sectors. This course must be taken by every banker.*
4. *The Comprehensive Banking Course at NBI was very informative and beneficial for us to minimize risks that may occur in our day to day tasks.*
5. *I would like to recommend Comprehensive Banking Course at NBI to every banker in the country.*
6. *Subject matter is clear and easy to get information regarding the topic. All facilitators were friendly and solved all the queries.*
7. *Comprehensive Banking Course covers almost every part of banking operations. Great experience and learning.*
8. *Comprehensive Banking Course at NBI was taught by practically experienced experts with all real life examples. It was a very fruitful learning.*

## ***Why Comprehensive Banking Course?***

Banking industry in Nepal has rapidly grown in last decade. With the growth and expansion the industry has faced acute shortage of skill amongst its existing pool of human capital. Lack of proper curricula, untrained trainers and absence of training knowhow in the industry led to huge knowledge gap within its human capital.

To address this NBI ran industry wide survey and rounds of meetings with top executives, HR heads and regulators. Finally a new professional course at NBI was born - "Comprehensive Banking Course".

Comprehensive Banking Course at NBI captures the required skill set needed at the core of human capital development of the Banking industry. The courses have taken in to consideration international best practices as well as local requirements.

Seasoned Industry experts drawn from various banks contributed to the syllabus, content as well as delivery of Comprehensive Banking Course.

### **Learning Outcomes:**

The program aims to equip participants with sound knowledge on banking operations. Upon the completion of the course the participants will gain knowledge and skills that are very essential to be efficient in their field of work. This program will help participants get working procedures. The participants will be able to:

- Understand banking terms, making for easy communication
- Work in multiple areas
- Be able to identify issues
- Be more customer centric
- Handle NRB related issues

<b>Comprehensive Banking Course for new recruits –Syllabus</b>		<b>Trainer</b>
Sunday, 18 <sup>th</sup> Jan, 2014 (7:30am to 9:00am) Breakfast	1. Introduction to banking(1 session)	Mr. Pankaj Pant
Monday, 19 <sup>th</sup> Jan, 2014 (7:30am to 9:00am) Breakfast	2. Account Services(1session)	
Tuesday, 20 <sup>th</sup> Jan, 2014 (7:30am to 9:00am) Breakfast	3. Cash Handling(1session)	
Wednesday, 21 <sup>st</sup> Jan, 2014 (Sonam Losar) 10:00am to 5:00pm Lunch & 2 times tea/ coffee/ cookies	4. Bills(1 session) 5. Remittance( 1 session)	Mr. Rajan Bikram Thapa
	6. Credit in brief Credit in brief continues... (2 sessions)	
Thursday, 22 <sup>nd</sup> Jan, 2014 (7:30am to 9:00am) Breakfast	7. Treasury in brief(1 session)	Mr. Niraj Sainju
Friday, 23 <sup>rd</sup> Jan, 2014 (3:00pm to 6:00pm) Hi-Tea @ 4:30	8. Sales Technique (2 session)	Mr. Bhanu Dabadi
Saturday, 24 <sup>th</sup> Jan, 2014	<b>Holiday</b>	
Sunday, 25 <sup>th</sup> Jan, 2014 (7:30am to 9:00am) Breakfast	9. Card Services (1 session)	Mr. Suresh Raj Maharjan
Monday, 26 <sup>th</sup> Jan, 2014 (7:30am to 9:00am) Breakfast	10. Trade Finance in brief (1 session)	Mr. Upendra Malakar
Tuesday, 27 <sup>th</sup> Jan, 2014 (7:30am to 9:00am) Breakfast	11. Counterfeit Notes & Signature Verification (1 session)	
Wednesday, 28 <sup>th</sup> Jan, 2014 (7:30am to 9:00am) Breakfast	Counterfeit Notes & Signature Verification continues. (1 session)	
Thursday, 29 <sup>th</sup> Jan, 2014 (7:30am to 9:00am) Breakfast	Counterfeit Notes & Signature Verification continues. (1 session)	
Friday, 30 <sup>th</sup> Jan, 2014 (Sahid Diwas) 10:00am to 5:00pm 10:00am to 5:00pm Lunch & 2 times tea/ coffee/ cookies	12. Customer Service Relationship (3 sessions)	
	1 hour Examination	

### *Program Details*

The schedule is designed in such a way that it does not conflict with working hours as well as ensures skill retention and acquisition:

- Timing** : 7:30am to 9:00am on Weekdays (with Breakfast)  
3:00pm to 6:00pm on Friday (with Hi-Tea)  
10:00pm to 5:00pm on Saturdays & Public Holiday (With Lunch & Tea/cookies)
- Date** : 18<sup>th</sup> to 30<sup>th</sup> January, 2015
- Venue** : NBI Training Hall, Kathmandu
- Trainers:** Pool of professional bankers with proven training experience at NBI. Many of them have been trained by NBI to be Trainer at Indian Institute of Banking and Finance, Mumbai..