

Janata Bank Staff College, Dhaka

Proposed Training Plan of JBSC Dhaka, JBRSC-Rajshahi, Comilla, Ctg, Khulna, Mymensingh, Barisal, ICT (System) & ICT (Operation) for the Year 2018

SL	Course Title	Duration	JBSC Dhaka	JBRSC Rajshahi	JBRSC Comilla	JBRSC Ctg	JBRSC Khulna	JBRSC Mymen.	JBRSC Barisal	Total Freq.	No. of Participants	Target Group
1	Foundation Course for Officers	20 days	10	0	0	0	0	0	0	10	250	Newly Recruited Officers
2	Managers' Induction Course	12 Days	4	2	0	0	0	0	0	6	150	New Branch Managers/As per Manager Fit List
3	Banking Laws and regulations	3 Days	2	1	0	0	0	0	0	3	75	Managers / Concerned officers of Branches
4	Customer Service & Customer Complaint Management	2 Days	3	3	1	1	1	1	1	11	295	Managers / Concerned officers of Branches
5	General Credit Course	5 Days	2	2	2	2	2	2	1	13	325	Managers / Concerned officers of Branches
6	Project Financing Course	10 Days	2	0	0	0	0	0	0	2	50	Managers / Concerned officers of Branches
7	Agricultural & Rural Credit	2 Days	2	2	2	0	2	2	1	11	275	Managers / Concerned officers of Branches
8	SME Financing	2 Days	4	2	2	2	2	2	1	15	395	Managers / Concerned officers of Branches
9	Financing "Women Entrepreneur"	1 Day	4	1	1	1	1	1	1	10	260	Managers of Branches
10	Credit Recovery Strategies, CL & Provisioning	2 Days	5	3	2	2	2	2	1	17	450	Managers / Concerned officers of Branches
11	Foreign Exchange & International Trade Finance	10 Days	3	0	0	0	0	0	0	3	75	Managers /officers of AD Branches
12	Refreshers Course on Import & Export Finance	2 Days	2	0	0	0	0	0	0	2	50	Managers / officers of AD Branches
13	Operational Procedure of SWIFT and DASH BOARD Activities	1 Day	1	0	0	0	0	0	0	1	25	Managers / officers of AD Branches
14	Prevention of Fraud, Forgery & Malpractices in Banks	2 Days	2	2	1	1	1	1	1	9	225	Managers / Concerned officers of Branches
15	Risk Based Capital Management for Banks Under Basel-II & III	1 Day	2	0	0	0	0	0	0	2	50	Managers / Concerned officers of Branches
16	Management of Different Court Cases & Artho Rin Adalat Ain-2003	3 Days	2	2	0	0	0	0	0	4	100	Managers / Concerned officers of Branches
17	Nagorik Sebay Udbhaban	2 Days	0	1	1	1	1	1	1	6	150	Officers of different grade
18	Nagorik Sebay Udbhaban	5 Days	2	0	0	0	0	0	0	2	50	Managers / Concerned officers of Branches
19	Documentation of Loans ,advances and International Trade Finance	2 Days	6	0	0	0	0	0	0	6	170	Managers / Concerned officers of Branches
20	Audit and Inspection in Banks	5 Days	1	0	0	0	0	0	0	1	25	Audit Related Officers of DO, AO & Corp Br.
21	Compliance of Audit Objections (Internal & External)	1 Day	2	1	1	1	1	1	1	8	200	Managers / Concerned officers of Branches
22	Procurement Process under PPR-2008	1 Day	1	0	0	0	0	0	0	1	25	Officers of DO, AO and Corp I & II Branches
23	আসল ব্যাংক নোট চেনার উপায়	1 Day	4	3	2	2	2	2	1	16	420	Managers / Cash officers of Branches
24	Business English Language Course (Evening)	10 Days	0	1	1	1	1	1	1	6	150	Officers of different grade
25	Business English Language Course for Executives (Evening)	10 Days	2	0	0	0	0	0	0	2	50	DGM/AGM of H/O,D/O, A/O & Corporate Branches
26	Refreshers Course on General Banking & Cash Management	2 Days	2	2	2	2	2	2	2	14	350	Managers/Concerned officers of Branches
27	Foreign Remittance Payment System	1 Day	2	2	2	2	2	2	2	14	350	Branch Officers

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28	Coaching on Accounting for Financial Services (Banking Diploma, Part -I)	2 Days	6	2	0	0	0	0	0	8	280	Officers of different grade
29	Coaching on Management Accounting (Banking Diploma, Part -II)	2 Days	6	2	0	0	0	0	0	8	280	Officers of different grade
30	Coaching on International Trade & Foreign Exchange (Banking Diploma,Part -II)	2 Days	6	0	0	0	0	0	0	6	210	Officers of different grade
31	Preparation of Standard Board Memo	1 Day	2	0	0	0	0	0	0	2	50	AGM & Officers related to Board Memo Preparation
32	Working Capital Management-New	1 Day	2	0	0	0	0	0	0	2	50	Managers / Concerned officers of Branches
33	National Integrity Strategies-New	1 Day	1	1	1	1	1	1	1	7	175	Managers/Concerned officers of Banch
34	E-Filing-New	1 Day	2	2	2	2	2	2	1	13	325	Officers of different grade
35	Integrated Supervision System (ISS)	1 Day	1	1	1	1	1	1	1	7	175	Managers/Concerned officers of Banch
36	Strategic Human Resources Management-New	5 Days	1	0	0	0	0	0	0	1	25	Managers/Concerned officers of Banch
37	Stress Management & Counseling -New	1 Day	1	0	0	0	0	0	0	1	25	DGM/AGM of H/O,D/O, A/O & Corporate Branches
38	Internal Control & Compliance Risk Management	1 Day	2	2	2	2	2	2	1	13	325	Managers/Concerned officers of Banch
39	Prevention of Money Laundering & Terrorism Financing	1 Day	2	2	2	2	2	8	2	20	500	Managers / Concerned officers of Branches
40	Credit Risk Management	1 Day	2	2	2	2	2	2	1	13	325	Managers / Concerned officers of Branches
41	Asset Liability Risk Management	1 Day	2	0	0	0	0	0	0	2	50	Managers / Concerned officers of Branches
42	Environmental Risk Management & Sustainable Financing	1 Day	1	1	1	1	1	1	1	7	175	Managers / Concerned officers of Branches
43	Treasury Operation & Foreign Exchange Risk Management	1 Day	1	0	0	0	0	0	0	1	25	Managers / Concerned officers of AD Branches/Treasury Department
44	Methods of Deducting Source Tax ,Value added Tax (VAT), Excise Duty & Employee's Income Tax and Process of Reporting	1 Day	2	2	2	2	2	2	2	14	350	Managers / Concerned (Accounts) officers of Branches (Accounts)
45	Annual Closing	1 Day	2	1	1	1	1	1	1	8	240	Officers of Divisional Office/ Area Office
46	ToT course on Sale Encashment & Reinvestment of Wage Earners development Bond, US Dollar premium bond & US dollars investment bond	1 Day	1	0	0	0	0	0	0	1	25	Concerned officers of AD branches
47	Seminar on Right to Information Act-2009	1 Day	2	0	0	0	0	0	0	2	50	Managers/Concerned officers of Banch
48	Faculty Development Course	5 Days	1	0	0	0	0	0	0	1	40	Executives & Faculty Members of JBSC & JBRSC
49	Information Technology: to be conducted by IT (System) Deptt.(9 types of courses)	1-3 Days	0	0	0	0	0	0	0	100	2000	Managers/Concerned officers of Banch
50	Information Technology: to be conducted by IT (Operation) Deptt. (6 types of courses)	1-3 Days	0	0	0	0	0	0	0	98	2535	Managers/Concerned officers of Banch