

## Proposed Training Plan of Janata Bank Training Institute, Dhaka for 2015

### JBTI, Dhaka

SL	Course Title	Duration	Frequency	Number of Participants
1	Foundation Course for Assistant Executive Officers (Rural Credit )	20 Days	5	125
2	Essential Laws for Bankers	4 Days	1	25
3	SME Financing and General Credit	6 Days	5	125
4	Understanding and Analysis of Financial Statements	2 Days	3	75
5	Assessment of Credit Proposals and CRG	3 Days	7	175
6	Financing Rural Credit	2 Days	1	25
7	Financing Industrial Credit	5 Days	4	100
8	Financing International Trade	10 Days	4	100
9	Managing Core Risks in Banking	3 Days	2	50
10	How to Manage a Bank Branch Successfully	8 Days	5	125
11	Customer Service Development	2 Days	2	50
12	Documentation of Credit	1 Day	2	50
13	Credit Recovery Strategies	2 Days	2	50
14	Prevention of Money Laundering & Terrorism Financing	1 Day	2	50
15	Prevention of Fraud, Forgery & Malpractices in Banks	2 Days	4	100
16	Prevention of Fraud, Forgery & Malpractices in International Trade Finance	2 Days	1	25
17	Green Banking and Environmental Risk Mangement	1 Day	2	50
18	Internal Control & Compliance for Audit Officers	5 Days	1	25
19	Internal Control & Compliance for Executives	1 Day	5	125
20	Internal Control & Compliance for Managers	1 Day	4	100
21	Bank Management for Senior Executives	2 Days	3	75
22	Risk Based Capital Adequacy for Banks under Basel-II & III	2 Days	1	25
23	Artha Rin Adalat Ain- 2003	1 Day	1	25
24	Disposal of Audit Objections	1 Day	1	25
25	Annual Closing	1 Day	2	50
26	Audit of Computerised Branches	3 Days	2	40
27	TOT: Foreign Remittance Payment System	1 Day	4	100
28	Classification and Provisioning of Other Assets	1 Day	4	100
29	Calculation and Payment of Income Tax, VAT and Exise Duty	1 Day	4	100
30	Faculty Development Course	4 Days	1	28
31	ToT: Reporting of Inter Branch Transactions(CIBT)*	1 Day	4	100
32	ICT Security & Fraud Prevention in Banks	1 Day	2	50
<b>Total</b>			<b>91</b>	<b>2268</b>





**Outreach-Dhaka**

SL	Course Title	Duration	Frequency	Number of Participants
1	Financing Rural Credit	2 Days	1	30
2	Customer Service Development	2 Days	2	60
3	Documentation of Credit	1 Day	4	120
4	Credit Recovery Strategies	2 Days	4	120
5	Artha Rin Adalat Ain- 2003	1 Day	4	120
6	Prevention of Money Laundering & Terrorism Financing	1 Day	4	120
7	Precautions against Forged Notes & Note Refund Regulations - 2012	1 Day	2	60
8	Annual Closing	1 Day	3	90
<b>Total</b>			<b>24</b>	<b>720</b>

