

Training Plan- 2025

Janata Bank Staff College, Dhaka

Training Courses of JBSC-Dhaka, JBRSC-Rajshahi, Chattogram, Khulna for the year 2025

SL	Course Title		Duration	JBSC Dhaka	JBRSC Raj	JBRSC Ctg	JBRSC Khulna	Total No. of Courses	Targeted No. of Participants	Level of Participants
1	Foundation Course for Officers	In person Training	30 Days	12	0	0	0	12	600	Newly appointed Officers of different grades
2	Managers' Induction Course		20 Days	2	0	0	0	2	50	Branch Managers/As per Manager Fit List
3	Foreign Exchange & International Trade Finance		15 Days	2	0	0	0	2	50	Officers from all AD Branches (Priority to New Officers)
4	Credit Management		6 Days	4	1	1	1	7	175	Managers/Credit Officers of Branches. Officers of DO/ AO/ different Credit
5	Banking Laws and regulations		6 Days	1	1	0	0	2	50	Managers/Concerned Officers of Branches. Officers of different
6	Faculty Development Course		5 Days	1	0	0	0	1	35	Executives & Faculty Members of JBSC & JBRSC's
7	Audit and Inspection in Banks		5 Days	2	0	0	0	2	100	Officers/ auditors of Audit & inspection departments of HO/DO/AO
8	Project Financing		3 Days	1	0	0	0	1	25	Officers from HO/DO/AO/Branches
9	Preperation of Credit Proposals		2 Days	2	1	1	1	5	175	Officers from HO/DO/AO/Branches
10	Documentation of Loans & Advances in Banks		2 Days	2	1	1	1	5	175	Managers/Credit Officers of Branches. Officers of DO/ AO/ different Credit
11	Loan Classification and Provisioning In Banks		1 Day	2	1	1	1	5	175	Managers/Concerned Officers of Branches
12	Preparation of Standard Board Memo		1 Day	1	0	0	0	1	50	Officers from HO/LO/JBCB
13	Foundation Course for Officers-Teller		20 Days	0	14	8	6	28	830	Newly appointed Officers-Teller
14	Customer Service and Customer Complaint Management		2 Days	0	1	1	1	3	75	Managers/Officers of Branches
15	Agriculture & Rural Credit		2 Day	0	1	1	1	3	75	Managers/Officers of Branches
16	Credit Recovery Strategies in Banks		2 Days	0	1	1	1	3	75	Managers/Officers of Branches
17	CMSME Financing		2 Days	0	1	1	1	3	75	Managers/Credit Officers of Branches/DO/AO/Credit Division of HO
18	Artho Rin Adalat Ain-2003 & Management of Court Cases		2 Day	0	0	1	1	2	50	Managers/Concerned Officers of Branches
19	Prevention of Fraud, Forgery & Malpracties in Banks		2 Days	0	0	1	1	2	50	Managers/Officers of Branches
20	Internal Credit Risk Rating System (ICRRS) in Banks		1 Day	0	1	1	0	2	50	Managers/Concerned Officers of Branches
21	Cash Management Policy of Janata Bank PLC.		1 Day	0	1	1	1	3	75	Cash Officers from Branch Level
22	Awareness program on AML & CFT		1 Day	0	1	1	1	3	75	Managers/Officers of Branches
23	Credit Risk Management in Banks		1 Day	0	1	1	1	3	75	Managers/Concerned Officers of Branches
24	Identification of Genuine Bank Notes and Prevention of Forged Notes.		1 Day	0	1	1	1	3	75	Cash Officers from Branch Level
25	Gender Equility		1 Day	0	1	1	1	3	75	Managers/Officers of Branches/DO/AO/HO
Sub-Total (In Person)				32	29	24	21	106	3315	
1	Financial Literacy	Outreach	1 Day	24	0	0	0	24	960	The financially included and excluded populace.
Sub-Total (In Person & Outreach)				56	29	24	21	130	4275	

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SL	Course Title		Duration	JBSC Dhaka	JBRSC Raj	JBRSC Ctg	JBRSC Khulna	Total No. of Courses	Targeted No. of Participants	Level of Participants
1	Continuing Professional Development (CPD)	Virtual Training	10 Evening	5	0	0	0	5	2500	Executive/Managers/Officers
2	Customer Service and Customer Complaint Management(Evening)		3 Evening	1	0	0	0	1	150	Managers/Officers of Branches
3	Agriculture & Rural Credit (Evening)		3 Evening	1	0	0	0	1	150	Managers/Officers of Branches
4	CMSME Financing (Evening)		3 Evening	1	0	0	0	1	150	Managers/Credit Officers of Branches
5	Refreshers' Course on Import & Export Finance (Evening)		3 Evening	1	0	0	0	1	150	Officers from all AD Branches (Priority to New Officers)
6	Prevention of Fraud, Forgery & Malpractices in Banks (Evening)		3 Evening	1	0	0	0	1	150	Managers/Officers of Branches
7	Artho Rin Adalat Ain-2003 & Management of Court Cases (Evening)		3 Evening	1	0	0	0	1	150	Managers/Concerned Officers of Branches
8	Credit Recovery Strategies & NPL Management in Banks (Evening)		3 Evening	1	0	0	0	1	150	Managers/Officers of Branches
9	Gender Equality (Evening)		2 Evening	2	0	0	0	2	300	Managers/Officers of Branches
10	Integrated Supervision System (ISS) Reporting in Banks (Evening)		2 Evening	1	0	0	0	1	150	Managers/Concerned Officers of Branches
11	Green Banking & Sustainable Financing (Evening)		2 Evening	2	0	0	0	2	300	Managers/Concerned Officers of Branches
12	Orientation Course for newly recruited Officers		2 Days	8	0	0	0	8	1200	Newly appointed Officers of different grades
13	A-Challan under webbased Automated Challan System(ACS)		1 Day	2	0	0	0	2	300	Managers/Concerned Officers of Branches
14	Financing Women Entrepreneurs		1 Day	1	0	0	0	1	150	Managers/Credit Officers of Branches
15	Cash Management Policy of Janata Bank PLC.		1 Day	2	0	0	0	2	300	Cash Officers from Branch Level
16	Awareness program on AML & CFT		1 Day	2	0	0	0	2	300	Managers/Officers of Branches
17	Prevention of Credit and Trade Based Money Laundering		1 Day	1	0	0	0	1	150	Managers/Officers of Branches
18	Internal Credit Risk Rating System (ICRRS) in Banks		1 Day	2	0	0	0	2	300	Managers/Concerned Officers of Branches
19	Identification of Genuine Bank Notes and Prevention of Forged Notes.		1 Day	2	0	0	0	2	300	Cash Officers from Branch Level
20	Foreign Remittance Payment System		1 Day	4	1	1	1	7	900	Managers/Concerned Officers of Branches
21	Right to Information Act -2009		1 Day	4	0	0	0	4	600	Managers/Officers of Branches
22	Workshop on Card Operation, ATM Management & Fraud Prevention		1 Day	4	0	0	0	4	600	Managers/Officers of Branches
23	Methods of Deducting Source Tax, VAT, Excise Duty, Employees' Income Tax &		1 Day	2	0	0	0	2	300	Managers/Officers of Branches
24	Procurement Process under Public Procurement		1 Day	2	0	0	0	2	300	Managers/Officers of Branches
25	Green Banking & Sustainable Financing		1 Day	0	1	1	1	3	300	Managers/Concerned Officers of Branches
26	Integrated Supervision System (ISS) Reporting in Banks		1 Day	0	1	1	1	3	300	Managers/Officers of Branches
	Sub-Total (Virtual)			53	3	3	3	62	10600	
Grand Total for JBSC & JBRSC's				109	32	27	24	192	14875	