

# Training Plan- 2021

## Janata Bank Staff College, Dhaka

**Training Courses of JBSC-Dhaka, JBRSC-Rajshahi, Cumilla, Chattogram, Khulna for the year 2021**

SL	Course Title		Duration	Total No. of Courses	Targeted No. of Participants	Level of Participants
1	Foundation Course for Officers	<b>In Person Training</b>	30 Days	8	200	Newly Recruited Officers of different grades
2	Managers' Induction Course		20 Days	3	75	Branch Managers/As per Manager Fit List
3	Project Financing Course		15 Days	4	100	Officers from all Corporate & Main Branches (Priority to New Officers)
4	Foreign Exchange & International Trade Finance		15 Days	4	100	Officers from all Corporate & Main Branches (Priority to New Officers)
5	General Credit		6 Days	8	200	Managers/Credit Officers of Branches. Officers of DO/ AO/ different Credit departt. of HO/AID
6	Banking Laws and regulations		6 Days	5	125	Managers/Concerned Officers of Branches. Officers of different department ,HO.
7	Audit and Inspection in Banks		5 Days	2	50	Officers/ auditors of Audit & inspection departments of HO/DO/AO
8	Faculty Development Course		5 Days	1	35	Executives & Faculty Members of JBSC & JBRSC's
9	Analysis of Financial Statements		3 Days	2	50	Managers/Officers of Branches
10	Internal Credit Risk Rating System (ICRRS)		1 Day	2	50	Officers from HO/DO/AO/Branches
11	Preparation of Credit Proposals		2 Days	6	170	Branch managers / Concerned Officers from HO/DO/AO/Branches
12	Agriculture & Rural Credit		2 Days	11	285	Managers/Credit Officers of Branches/DO/AO/Credit Division of HO
13	Documentation of Loans & Advances		2 Days	12	315	Managers/Credit Officers of Branches
14	Artho Rin Adalat Ain-2003 & Management of Court Cases		2 Days	8	210	Managers/Credit Officers/Recovery Officers of Branches/AO/DO/HO.
15	Prevention of Fraud, Forgery & Malpractices in Banks		2 Days	8	200	Managers/Concerned Officers of Branches
16	Loan Classification and Provisioning		1 Day	12	310	Managers/Credit Officers of Branches /Special Assets Mgt Division, HO
17	Customer Service and Customer Complaint Management		2 Days	7	185	Managers/Officers of Branches
18	CMSME Financing		2 Days	11	290	Managers/Credit Officers of Branches/DO/AO/Credit Division of HO
19	Annual Closing		1 Day	2	50	Concerned Officers of Br/AO/DO
20	NPL Management		1 Day	12	310	Managers/ Confirmed Officers of Branches
21	আসল ব্যাংক নোট চেনার উপায়		1 Day	10	250	Cash Officers of Branch Level
22	General Credit- Evening	<b>Virtual Training</b>	10 Days	2	160	Managers/Credit Officers of Branches. Officers of DO/ AO/ different Credit departt. of HO/AID
23	Banking Laws and regulations-Evening		10 Days	2	160	Managers/Concerned Officers of Branches. Officers of different department ,HO.
24	Refreshers' Course on Import & Export Finance		2 Days	2	160	Managers/Concerned Officers of Branches/FTD, HO/FEAID
25	Departmental Enquiry-Evening		2 Days	2	160	Audit Officers of H/O, D/O & A/O
26	ডিম্ব ময়গ্ৰন -Evening		2 Days	5	320	Managers/Concerned Officers of Branches
27	তমব মনরকিই ময়গ্ৰন -Evening		2 Days	5	320	Managers/Concerned Officers of Branches
28	ডিম্ব ই তমব মনরকিই -Evening		1 Day	5	320	Managers/Concerned Officers of Branches
29	Leadership Excellence for Bank Branch Managers-Evening		2 Days	2	160	Managers
30	Government Transactions under Treasury Rules & Subsidiary Rules-Evening		2 Days	10	640	Managers/Officers
31	Asset Liability Risk Management for Executives		1 Day	2	160	In charge of all DO/AO/all corporate branches
32	Gender Equality-Evening		2 Days	5	320	Managers/Officers
33	National Integrity Strategy-Evening		2 Days	5	320	Managers/Officers of Branches
34	Awareness program on AML & CFT		1 Day	10	640	DGMs & AGMs of Corporate Branches
35	Trade Based Money Laundering		1 Day	2	160	Managers/Concerned Officers of Branches
36	Preparation of Standard Board Memo		1 Day	2	160	Executives /Officers of L/O, H/O,
37	Foreign Remittance Payment System-Evening		2 Days	10	640	Managers/Concerned Officers of Branches

38	Green Banking & Sustainable Financing-Evening		2 Days	5	320	Managers/Credit Officers of Branches
39	Compliance of Audit Objections (Internal & External)-Evening		2 Days	5	320	Managers/Concerned Officers of Branches
40	Credit Risk Management-Evening		2 Days	5	320	Managers/Credit Officers of Branches
41	Prevention of Fraud, Forgery & Malpractices in Banks		2 Days	2	160	Managers/Concerned Officers
42	Asset Liability Risk Management-Evening		2 Days	2	160	Managers/Concerned Officers
43	Internal Control & Compliance Risk Management-Evening		2 Days	5	320	Managers/Concerned Officers
44	Ethics, Integrity and Good Governance-New		2 Days	3	240	Newly Recruited Officers
45	Workshop on Janata Bank Limited Service Rule-2020 - New		1 Day	3	240	Officers/Managers
46	Integrated Supervision System (ISS) Reporting-Evening		2 Days	10	640	Officers/Managers
47	Training on ICT Security & Fraud Prevention as per ICT Policies, Curculars and BB Guideline	In Person Training	3 Days	2	40	Personnel from HO/DO/AO/Branch Officers/Staff College
48	Workshop on ICT Security Awareness and Fraud Prevention		1 Day	2	40	Personnel from HO/DO/AO/Branch Officers/Staff College
49	Workshop on ICT Security Awareness and Fraud Prevention		1 Day	6	300	Personnel from HO/DO/AO/Branch Officers/Staff College
50	Workshop on ICT Security Awareness and Fraud Prevention for Executive's (Evening)		2 Days	2	40	Executives (Dhaka Based)
51	Workshop on PMIS		1 Day	2	40	Personnel from HO/DO/AO/Branch
52	Workshop on PMIS		1 Day	12	300	Personnel from HO/DO/AO/Branch
53	Workshop on JBOne		1 Day	2	40	Personnel from HO/DO/AO/Branch Officers
54	Workshop on JBOne		1 Day	12	300	Personnel from DO/Area/Branch Officers
55	Workshop on JB Online Solution		1 Day	2	40	New Recruitment Officers
56	Workshop on JB Online Solution		1 Day	12	300	New Recruitment Officers
57	Workshop on Hardware Maintenance & Trouble Shooting		2 Days	4	80	SPO, PO, SO, O, OC, ORC (Non-IT)
58	Workshop on Hardware Maintenance & Trouble Shooting		2 Days	4	100	SPO, PO, SO, O, OC, ORC (Non-IT)
59	Workshop on E-Nothi (TOT)		1 Day	3	60	Divisional/Area Officers
60	Workshop on E-Nothi		1 Day	6	120	Personnel from HO/DO/Area/Branch Officers
61	Workshop on E-Nothi for Executive's		1 Day	2	40	Executives (Dhaka Based)
62	Elearing ICT Security & Fraud Prevention as per ICT policies, Circulars and BB Guideline	Virtual Training	1 Day	4	800	Personnel from HO/DO/AO/Branch Officers/Staff College
63	Training on T24 Online Core Banking Solution (CBS) on Network and IT Security System for IT Support Cell of Controlling Offices	In Person Training	5 Days	6	180	IT Personnel
64	Users Training on T24 Online Core Banking Solution (CBS) for General Banking		5 Days	18	540	SPO/PO/SO/Officers
65	Training on T24 Online Core Banking Solution (CBS) for General Banking Auditors		3 Days	3	90	SPO/PO/SO/Officers
66	Training on T24 Online Core Banking Solution (CBS) for IT Auditors		3 Days	1	30	SPO/PO/SO/Officers
67	Training on T24 Online Core Banking Solution (CBS) for Foreign Exchange Auditors		3 Days	2	60	SPO/PO/SO/Officers
68	Users Training on T24 Online Core Banking Solution (CBS) for Foreign Remittance		3 Days	2	60	SPO/PO/SO/Officers
69	Users Training on T24 Online Core Banking Solution (CBS) for Trade Finance (Import, Export, Back-to-Back LC)		3 Days	3	90	SPO/PO/SO/Officers
70	Training on T24 Online Core Banking Solution (CBS) and Security Awareness for Executives		2 Days	5	150	Executives
71	Advanced Training on Network Management, Alternative Delivery Channel (ADC) & Cyber Security Awareness for IT Professionals		2 Days	5	150	SPO/PO/SO/Officers
72	Workshop on CBS, ICT Policies and Cyber Security Awareness		1 Day	19	950	Managers/IT Personnel (DGM/AGM/SPO/PO/SO/ Officers)
<b>Grand Total</b>				<b>390</b>	<b>16020</b>	