

1. Management Development Courses (Management Knowledge)

SL No	Name of Courses/Workshops	Level of Participant	Duration of the course	Yearly Target-2017		Achieved-2017	
				No. of Course	No of Participant	No. of Course	No of Participant
1)	Law of Banking	DGM / AGM	2 days	1	50		
2)	Foreign Trade & Foreign Exchange	DGM	2 days	1	50		
3)	Green Banking & ERM	DGM / AGM	1 days	1	50		
4)	Skill Development Program-Core Risk & BASEL-II & III	DGM / AGM	2 days	1	50	1	41
5)	Credit policy & Credit Risk Management	DGM / AGM	1 days	1	50		
6)	Credit policy & Credit Risk Management	AGM / SPO	2 days	2	50		
7)	Training of Trainers (TOT) on Credit policy & Credit Risk Management	AGM/ SPO	10 days	1	25	1	22
8)	Training of Trainers (TOT) on Money Laundering Risk	AGM/ SPO	3 days	1	25	1	40
9)	Integrity Strategy	DMD/ GM	1 days	1	50		
10)	Integrity Strategy	DGM/ AGM	1 days	1	50		
		Sub-total :		11	500	3	103

2. Foundation Courses (Banking Knowledge):

SL No	Name of Courses/Workshops	Level of Participant	Duration of the course	Yearly Target-2017		Achieved-2017	
				No. of Course	No of Participant	No. of Course	No of Participant
1)	Banking Foundation Course (Probationary Officer)	Senior Officer/ Officer	30 days	10	500	12	488
2)	Banking Foundation Course (Probationary Officer)	Officer (Cash)	30 days	-	-	-	-
3)	Banking Foundation Course (Probationary Officer)	Promoted Officer	10 days	2	100	4	116
		Sub-total :		12	600	16	604

3.Skill Development Courses (Technical Knowledge):

SL No	Name of Courses/Workshops	Level of Participant	Duration of the course	Yearly Target-2017		Achieved-2017	
				No. of Course	No of Participant	No. of Course	No of Participant
1)	Branch Management	SO to SPO /B.M / 2nd Off.	10 days	2	100	4	194
2)	Credit Operation & Risk Management	SO to SPO	10 days	3	150	5	205
3)	Foreign Trade & Foreign Exchange	SO to SPO	10 days	3	150	4	151
4)	CMSME -CRM	SO to SPO	5 days	1	50	1	44
5)	Investment Operation & Management under Islamic Banking	Desk Officer	5 days	1	50	1	47
6)	Risk Based Internal Audit	Auditors	5 days	1	50	-	-
7)	Law of Banking	PO to SPO	3 days	5	250	4	142
		Sub-Total		16	800	19	783

4. Workshops:

SL No	Name of Courses/Workshops	Level of Participant	Duration	Yearly Target-2017		Achieved-2017	
				No. of Course	No of Participant	No. of Course	No of Participant
1)	SBS-2 & SBS-3	Concerned Officer	1 day	1	40	-	-
2)	CIB Online Data Reporting	Concerned Officer	1 day	1	40	-	-
3)	Internal Control & Compliance	Officer-SPO	3 days	2	100	3	110
4)	Money Laundering Prevention	BM/ BAMLCO	3 days	3	150	5	242
5)	Integrated Supervision System(ISS)	Concerned Officer	1 day	2	80	2	121
6)	Calculation of Capital Adequacy under BASEL-II	Concerned Officer	2 days	2	100	-	-
7)	Working Capital Assessment & Loan Processing	Concerned Officer	3 days	3	150	3	110
8)	Nagorik Sabay Udbhabon	Concerned Officer	2 days	1	50	4	121
9)	Conducting Inquiry	Concerned Officer	2 days	1	50	-	-
10)	Integrity Strategy	Officer to SPO	1 day	1	50	2	138
11)	Integrity Strategy	Clerical-Non Clerical	1 day	1	50	-	-
12)	Corporate Culture & Etiquette Manner	Non -Clerical	1 day	1	50	1	51
13)	An Introduction to Agent Banking	Concerned Officer	1 day	-	-	2	92
14)	Business Development & Customer Service	Concerned Officer	1 day	-	-	1	52
15)	Pay Roll Tax	Concerned Officer	1 day	-	-	1	91
16)	Credit Monitoring	Concerned Officer	1 day	-	-	1	48
17)	Online Reporting on Foreign Exchange	Concerned Officer	1 day	-	-	1	72
	Sub-total :			19	910	26	1248

5. Computer Courses:

SL No	Name of Courses/Workshops	Level of Participant	Duration	Yearly Target-2017		Achieved-2017	
				No. of Course	No of Participant	No. of Course	No of Participant
1)	T-24 On-line Banking Software (Retail Module)	Officer & Above	5 days	10	250	11	385
2)	T-24 On-line Banking Software (Retail Module)	Officer & Above	5 days	10	250	12	366
3)	T-24 On-line Banking Software (Trade Finance Module)	Officer & Above	5 days	2	50	1	39
4)	T-24 Awareness Training	Circle/Zonal/ Branch Heads/ 2nd Officer/OBAC	1 day	8	200	13	390
5)	T-24 Awareness Training (Circle/District Level)	Circle/Zonal/ Branch Heads/ 2nd Officer/OBAC	1 day	8	200	5	354
6)	PC MS Office : Its use in Agrani Bank Limited	DGM & AGM (Evening)	3 weeks (10 working days)	1	25	1	25
7)	Computer : : Its use in Agrani Bank Limited	Officer & above (Evening)	3 weeks (10 working days)	1	25	9	252
8)	Computer : : Its use in Agrani Bank Limited	Clerical (Evening)	3 weeks (10 working days)	1	25	1	28
9)	Workshop on WMIS	Officer to DGM	1 day	8	200	5	193
10)	Integrated Human Resource Management Software	Zonal office & Corporate Branch	1 day	4	100	3	86
11)	An Introduction Velocity AML Solution Suite Software	Branch Manager/ Concerned Officer	1 day	4	100	2	84
12)	T-24 Software Branch Operation Audit	Auditors	8 days	1	50	2	75
13)	e-Government Procurement	Concerned Officer	1 day	8	200	8	199
14)	IT Security Management & Cyber Audit	Concerned Officer	1 day	-	-	7	331
	Sub-total :			66	1675	80	2807