



INDIAN INSTITUTE OF BANK MANAGEMENT

"A Centre of Excellence in the Service of Banks, FIs and their Customers"

(An Institute sponsored by RBI, NABARD and five PSU Banks)



Programme on Public Speaking and Effective Communication for Officers of Banks & FIs (February 12 - 15, 2018)

Programme Director:
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WHY THIS PROGRAMME?

The ability to effectively communicate with others is one of the most powerful tools for personal and/or professional success. Most people are challenged by the many day-to-day interactions with colleagues, family, and friends. Emotion, communication and conflict are present in all human interactions and affects each one of us in different ways. Everyone manages emotion, communication and conflict from habit patterns and styles developed early in life and over time. Researchers have found out that around 80% of problems in workplace are communication related. The Indian Institute of Bank Management, Guwahati is organizing a four day programme from February 12 - 15, 2018 on Public Speaking and Effective Communication. The programme will focus on verbal, non-verbal, and written communication, importance of listening and also give the participants tips for effective public speaking. It will help the participants develop an awareness of their personality and communication tendencies, learn how to listen more effectively to others, express themselves clearly and effectively, as well as appreciate the power of emotions.

WHAT FOR?

- To equip the participants with public speaking skills.
- To sharpen the communication skills of participants

PROGRAMME TAKE-AWAYS:

- Communication Basics
- Written Communication
- Tips for Effective Public Speaking
- Non-verbal Communication
- Listening - an important part of communication
- Oral Communication
- Role of Emotional Intelligence in Communication

FOR WHOM?

The programme is designed for Officers of RBI, Commercial Banks, RRBs, Cooperative Banks and FIs

PEDAGOGY:

The programme will include lectures, power point presentations, sharing of experiences, etc.

WHERE?

IIBM Campus (Near Kendriya Vidyalaya, Khanapara), Jawahar Nagar, Guwahati-781022. For details regarding location of IIBM please visit our website. The contact numbers of some of the Radio taxi services are, My Taxi 0361-2228888, Green Cab 0361-7151515, Prime Cabs 0361-2222233. App based taxi services viz. Uber and Ola are also available in Guwahati. **Hostel facility on twin-sharing basis is provided.**

WHEN?

The programme will commence at 0930 hours on February 12, 2018 (Monday) and will be over by evening of February 15, 2018 (Thursday). The participants should therefore make their travel arrangements to reach IIBM on February 11, 2018 (Sunday) and depart on February 16, 2018 (Friday).

REGISTRATION:

Participant should be nominated by his/her organization. **Online nomination facility is also available in our website www.iibm.ac.in. The last date for receiving nomination is February 08, 2018.**

FEE:

The all-inclusive fee for the programme is as below:

	FEE	GST	TOTAL
Sponsor Banks of IIBM viz. RBI, NABARD, SBI, United Bank of India, UCO Bank, Central Bank of India, Allahabad Bank and Punjab National Bank	₹12,800.00	₹2,304.00	₹15,104.00
Other Commercial Banks	₹14,000.00	₹2,520.00	₹16,520.00
Co-operative Banks & RRBs	₹10,000.00	₹1,800.00	₹11,800.00

“Payment of fees for all employees of RBI shall be borne by RBI, Guwahati. A copy of nomination letter may be sent to RBI Guwahati for facilitating payment on time.”

Generally payment of participation fees is to be made in advance through National Electronic Fund Transfer (NEFT) on or before the due date for submission of nomination. In exceptional cases a Demand Draft/Pay Order drawn in favour of Indian Institute of Bank Management payable at Guwahati may be forwarded along with hard copy of nominations. It may kindly be ensured that the officers being deputed for training carry details of remittance of programme fees.

a. Details of our Bank Account are as follows:

Beneficiary Name	INDIAN INSTITUTE OF BANK MANAGEMENT
Bank A/c No.	10821418158
A/c Type	S B A/c
MICR Code	781002037
IFS Code	SBIN0010669
Name of the Branch	IIBM Branch
Name of the Bank	STATE BANK OF INDIA

b. While remitting programme participation fee kindly advise us the following particulars.

Title of Programme including Commence-ment Date	Name of the Participant/s	Name of Bank/ Organisation	Amt. of Fee	NEFT No.	NEFT Date
