



Training Calendar 2018

The Institute You Can Trust

No.	Topics	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Trainer	Duration
I. Professional Training for MFIs and Banks															
A Teller and Treasury															
1	How to Accept Cash Effectively	12				11				7				Teller Faculty	1 Day
2	Effective Management for Teller Operations			22-23										Teller Faculty	2 Days
3	Asset and Liquidity Management at Branch Level				28				11					TRD	1 Day
4	The Keys to Manage Cash at Branch Level							12-13						Teller Faculty	2 Days
5	The Best Practices in Teller Risk Management										16			Teller Faculty	1 Day
B Accounting & Finance															
1	Skills Development for Bank Accounting	25-26												Accounting Faculty	2 Days
2	Narrative Business Plan for Banks and MFIs							27						Accounting Faculty	1 Day
3	Financial Report Preparation for Liquidity Analysis Management										26			Accounting Faculty	1 Day
C Credit															
1	Strategies For Loan Recovery Management	18-19												Credit Faculty	2 Days
7	Loan Fraud Detection and Prevention		24						18					CRD	1 Day
2	Productivity Improvement of Credit Officer			15-16										Credit Faculty	2 Days
8	Effective Credit Control Techniques				7							17		CRD	1 Day
3	Effective Bad Debt Management of Financial Institutions					25								Credit Faculty	2 Day
10	Developing Practical Credit Policy						23						22	CRD	1 Day
4	Effective Credit Risk Management for Financial Institutions									6-7				Credit Faculty	2 Days
6	Successful Lending Methodologies for Microfinance Institutions											1-2		Credit Faculty	2 Days
9	Corporate Loan Lending in Best Practice									15				CPD	1 Day
D Others															
2	Risks Management					5					6			RMD	1 Day
1	Training of Trainer (TOT)			22-23									6-7	Marketing Faculty	2 Days
II. Training for Students & Public															
1	Skills of Successful Accountant (Evening)		5-23		2-24		4-25		6-24		10-1			Accounting Faculty	45 Hours
2	Skills of Successful Accountant (Weekend)			3-25				7-29				3-25		Accounting Faculty	45 Hours
1	Skills of Successful Teller (Afternoon or Evening)		5-23		2-24		4-25		6-24		10-1			Teller Faculty	45 Hours
2	Skills of Successful Teller (Weekend)			3-25				7-29				3-25		Teller Faculty	45 Hours
1	Skills of Successful Credit Officer (Afternoon or Evening)		5-23		2-24		4-25		6-24		10-1			Credit Faculty	45 Hours
2	Skills of Successful Credit Officer (Weekend)			3-25				7-29				3-25		Credit Faculty	45 Hours

Note:

- ACLEDA Institute of Business (AIB) reserves the right to make any changes with a reasonable notice
- AIB can provide tailor-made courses to financial institutions and other organizations upon their needs
- Highlighted red dates are weekend courses