

## Mercantile Bank Training Institute

Swadesh Tower(41/6, Purana Paltan) Dhaka.

### Month-wise In-house Training Course during 2015

Month	Course Name	Date	Days	Number of Attendees	Participants' Category
<b>January</b>	International Trade Payment and Finance	14 – 22	08	30	Officer – SEO
	Negotiation and Selling Skills	17	01	30	HOB
	Risk Based Audit and Common Audit Findings	22	01	30	GB/Credit/Forex. Desk Officials
	Customer Service and Complaint Management	24	01	30	MOP
<b>February</b>	Marketing and Financing in SME	11 – 12	02	30	SME Desk Officials
	Consumer and Retail Banking	18 – 19	02	30	Desk Officials
	Risk Based Audit and Common Audit Findings	19	01	30	GB/Credit/Forex. Desk Officials
	Major Attributes of General Banking	22 – 26	05	30	HOBs'
	KYC: A Guideline to Prevent Bank from Fraudulent Activities	28	01	30	EO – FAVP
<b>March</b>	Credit Appraisal and Management	11-16	05	30	Officer – PO
	Prevention of Money Laundering and Combating Terrorist Financing	21	01	30	Officers without AML Training
	Frauds, Forgeries and Operational Losses in Banks	22 – 23	02	30	SEO – FAVP
	Business English Essentials	24 – 25	02	30	EO – FAVP
	Strategies for Credit Portfolio Management	25	01	30	HOB / MOP
<b>April</b>	Basel-II Implementation and Introduction to Basel-III	11	01	30	Credit In-charge
	Legal Aspects & Recovery of NPL	16	01	30	SEO – FAVP
	Banking Laws and Regulations	19– 20	02	30	Officer – SEO
	Bank Branch Management	19 – 23	05	30	SEO – FAVP (Prospective HOB/MOP)
	Credit Risk Grading	22 – 23	02	30	Credit Desk Officials
	Customer Service and Complaint Management	25	01	30	MOP
<b>May</b>	Marketing and Financing in SME	13 – 14	02	30	SME Desk Officials
	Structured Finance & Syndication	14	01	30	HOBs' / MOPs'
	Working Capital Financing; Case Based Analysis	20 – 21	01	30	Desk Officials
	Time & Stress Management	21	01	30	HOBs' / MOPs'
	Risk Management in Banks	23 –24	02	30	EO – FAVP
	Credit Proposal and Documentation	27 – 28	02	30	Credit Desk Officials
<b>June</b>	Negotiation and Selling Skills	13	01	30	HOBs'
	Customer Service and Complaint Management	20	01	30	MOPs'
	Foundation Training for TAOs'	21 – 29	08	50	TAOs' recruited in 2014
	Business English Essentials	24 – 25	02	30	EO – FAVP
	UCP – 600 and Related ICC Guidelines	25	01	30	Desk Officials
	Temonus – 24; A System in MBL	27	01	30	Desk Officials

**Mercantile Bank Training Institute**  
Swadesh Tower(41/6, Purana Paltan) Dhaka.

**Month-wise In-house Training Course during 2015**

Month	Course Name	Date	Days	Number of Attendees	Participants' Category
<b>July</b>	Prevention of Money Laundering and Combating Terrorist Financing	11	01	30	Officers without AML Training
	Consumer and Retail Banking	12 - 13	02	30	Desk Officials
	Major Attributes of General Banking	18 - 23	05	30	HOBs'
	Customer Service and Complaint Management	25	01	30	MOP
	Financing Agriculture & Rural Sectors	26 - 27	02	30	Desk Officials
<b>August</b>	Stress Management and Counseling	08	01	30	MOP / HOB
	Frauds, Forgeries and Operational Losses in Banks	12 - 13	02	30	SEO - FAVP
	Legal Aspects & Recovery of NPL	13	01	30	EO - FAVP
	Credit Appraisal and Management	16- 20	05	30	Officer - PO
	Basel-II Implementation and Introduction to Basel-III	22	01	30	Credit In-charge
	Negotiation and Selling Skills in Banks	22	01	30	HOBs'
	Foundation Training for TAOs'	23 - 31	08	50	TAOs' recruited in 2014
<b>September</b>	Prevention of Money Laundering and Combating Terrorist Financing	12	01	30	Officers without AML Training
	Bank Branch Management	13 - 17	05	30	SEO - FAVP (Prospective HOB/MOP)
	Banking Laws and Regulations	16- 17	02	30	Officer - SEO
	Temonus - 24; A System in MBL	19	01	30	Desk Officials
	Credit Proposal and Documentation	20 - 21	02	30	Credit Desk Officials
<b>October</b>	Foundation Training for MTOs'	04 - 27	30	33	MTOs' recruited in 2014
	Credit Risk Grading	21 - 22	02	30	Credit Desk Officials
	Basel-II Implementation and Introduction to Basel-III	17	01	30	Credit In-charge
	CIB Online Reporting	18	01	50	Desk Officials
<b>November</b>	Foundation Training for MTOs'	01 - 23	30	33	MTOs' recruited in 2014
	Working Capital Financing; Case Based Analysis	11 - 12	02	30	Desk Officials
	Legal Aspects & Recovery of NPL	19	01	30	SEO - FAVP
	KYC; A Guideline to Prevent Bank from Fraudulent Activities	21	02	30	EO - FAVP
<b>December</b>	Foundation Training for MTOs'	Nov. 29 - Dec. 22	30	33	MTOs' to be recruited in 2014
	Internal Control Mechanism and Bank Supervision	09 - 10	02	20	ICCD Officials