

# Mercantile Bank Training Institute

Swadesh Tower, 41/6, Purana Paltan, Dhaka

## Month-wise Training Plan for 2021

### In-house Training & Seminar / Workshop:

Sl	Course Name	Date	Duration	Level of Participants
<b>January, 2021</b>				
01	Guidelines on Reporting of Integrated Supervision System (ISS)	09	01 Day	ISS Reporting Desk Officials
02	Guidelines on Reporting of Integrated Supervision System (ISS)	14	01 Day	ISS Reporting Desk Officials
03	Conceptual Outline on Money Laundering prevention Tools & Technique (AML#001)	16	01 Day	AO – EO
	Banking Basics for Islamic Banking Operations	17 – 28	10 Days	Islamic Banking Desk Officials
04	Dynamics of Compliance Report on Regulatory and Internal Audit & Inspection (Audit#002)	21	01 Day	HOB/MOP/GB/ Credit/Forex In charge
05	Prevention on Money Laundering and Combating Financing against Terrorism (AML#002)	23	01 Day	PO – FVP
<b>February, 2021</b>				
01	Conceptual Outline on Money Laundering prevention Tools & Technique (AML#001)	06	01 Day	Entry – Mid level
02	Consumer & Retail Banking (CRD#003)	10 – 11	02 Days	Mid level
03	Customer Relationship Management (CS#001)	26	01 Day	Entry – Mid level
04	International Trade Payment and Finance (FX#001)	14 – 18	05 Days	Mid–Upper Mid level
05	ICT Security Awareness Training for IT Point of Contact (POC) Officials (IT#004)	24	01 Day	IT POC Officials
06	ICT Security Awareness Training for IT Point of Contact (POC) Officials (IT#004)	25	01 Day	IT POC Officials
07	Agriculture & Rural Credit (CRD#008)	27	01 Day	Ag. Credit HOB/ MOP/Desk Officials
<b>March, 2021</b>				
01	Prevention on Money Laundering and Combating Financing against Terrorism (AML#002)	06	01 Day	PO – FVP
02	Profiling Customers: KYC, TP & Risk grading to prevent bank from fraudulent activities (KYC#001)	11	01 Day	Front Desk Officials
03	Banking Basics for Agent Banking Operations (SS#005)	14 – 15	02 Days	Agent Banking Desk Officials
04	Dynamics of Compliance Report on Regulatory and Internal Audit & Inspection (Audit#002)	20	01 Day	HOB/MOP/GB/ Credit/Forex In charge
05	CIB Online Reporting and Its Impact on Credit Judgment (CRD#003)	23	01 Day	Credit Desk Officials
06	Marketing & Financing in SME Sector (CRD# 005)	24	01 Day	Entry – Mid level

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<b>April, 2021</b>				
01	UCP 600 & Related ICC Guidelines (FX#002)	03	01 Day	Forex Desk Officials
02	CIB Online Reporting and Its Impact on Credit Judgment (CRD#003)	08	01 Day	Entry – Mid level
03	Prevention of Credit Backed Money Laundering (AML#004)	10	01 Day	Credit Desk Officials
04	Banking Basics for Agent Banking Operations (SS#005)	11 – 12	02 Days	Agent Banking Desk Officials
05	Banking Basics for TAO (FND#002)	18 – 29	10 Days	TAOs Recruited in 2020 - 21
06	EXP Issue & Reporting of Duplicate EXP in Bangladesh Bank Online Export Monitoring System (OEMS) [FX#003]	24	01 Day	Forex Desk Officials
<b>May, 2021</b>				
01	Training for Entrepreneurship Development	08	01 Day	Entrepreneurs of MBL
02	Detection and Disposal of Forged and Mutilated Notes & Currencies (GB#004)	19	02 Days	Cash Officials
03	Marketing & Financing in SME Sector (CRD#005)	20	01 Day	SME Desk Officials
04	AML & CFT Training for Agent Banking Officials(AML#005)	22	01 Day	Agent Banking Desk Officials
05	Managing NPA, Loan Recovery & Restructuring (CRD#007))	29	01 Day	Credit Desk Officials
<b>June, 2021</b>				
01	Internal Credit Risk Rating System (ICRRS) [Risk#003]	05	01 Day	Credit Desk Officials
02	Internal Credit Risk Rating System (ICRRS) [Risk#003]	06	01 Day	Credit Desk Officials
03	Basel – III for Bank Executives (SS#004)	12	01 Day	VP & above
04	Awareness Training on IT/Cyber Security (IT#005)	16	01 Day	All Officials
05	Awareness Training on IT/Cyber Security (IT#005)	17	01 Day	All Officials
06	Ethics, Integrity and Good Governance (SS#002)	19	01 Day	HODs/HOBs/MOPs
07	Internal Audit & Bank Supervision (Audit#001)	23 – 24	02 Days	HO Audit Officials
08	Dynamics of Compliance Report on Regulatory and Internal Audit & Inspection (Audit#002)	26	01 Day	HOB/MOP/GB/ Credit/Forex In charge

**In-house Training & Seminar / Workshop:**

<b>July, 2021</b>				
<b>Sl</b>	<b>Course Name</b>	<b>Date</b>	<b>Duration</b>	<b>Level of Participants</b>
01	Basel – III for Bank Executives (SS#004)	03	01 Day	AVP & above
02	Credit Appraisal & Management (CRD#001)	7 – 8	02 Days	Mid–Upper Mid level
03	Internal Credit Risk Rating System (ICRRS) [Risk#003)	11	01 Day	Credit Desk Officials
04	Internal Credit Risk Rating System (ICRRS) [Risk#003)	12	01 Day	Credit Desk Officials
<b>July, 2021</b>				
01	Profiling Customers: KYC, TP & Risk grading to prevent bank from fraudulent activities (KYC#001)	28	01 Day	Front Desk Officials
02	Conceptual Outline on Money Laundering prevention Tools & Technique (AML#001)	29		Entry – Mid Level
<b>August, 2021</b>				
01	Gender Equality and Women Empowerment	07	01 Day	HODs/HOBs / MOPs
02	Residual Risk Assessment (Risk#003)	08	02 Days	Credit Desk Officials
03	Customer Service & Complaint Management: BB Guideline (CS#002)	09	01 Day	Front Desk Officials
04	Awareness Training on IT/Cyber Security (IT#005)	25	01 Day	All Levels
05	Awareness Training on IT/Cyber Security (IT#005)	26	01 Day	All Levels
<b>September, 2021</b>				
01	Sustainable Finance under Green Banking	04	01 Day	HODs/HOBs/MOPs
02	Credit Appraisal & Management (CRD#001)	08 – 09	02 Days	Credit Desk Officials
03	Detection and Disposal of Forged and Mutilated Notes & Currencies (GB#004)	11	01 Day	Cash Officials
04	Legal Aspects of Securities & Documentation (CRD#006)	15	01 Day	Credit Desk Officials
05	Legal Aspects of Securities & Documentation (CRD#006)	16	01 Day	Credit Desk Officials
06	Detection and Disposal of Forged and Mutilated Notes & Currencies (GB#004)	18	01 Day	Cash Officials
07	Consumer & Retail Banking (CRD#003)	22	01 Day	Retail Desk Officials
08	Consumer & Retail Banking (CRD#003)	23	01 Day	Retail Desk Officials
09	Sustainable Finance under Green Banking	25	01 Day	HODs/HOBs/MOPs

**In-house Training & Seminar / Workshop:**

<b>Sl</b>	<b>Course Name</b>	<b>Date</b>	<b>Duration</b>	<b>Level of Participants</b>
<b>October, 2021</b>				
01	Stress Testing & Supervisory Review Process (SRP); Bangladesh Bank Guidelines(SS#006)	02	01 Day	HOBs / MOPs
02	Training for Entrepreneurship Development	08	01 Day	Entrepreneurs of MBL
03	AML & CFT Training for Agent Banking Officials(AML#005)	07	01 Day	Agent Banking Desk Officials
04	Managing NPA, Loan Recovery & Restructuring (CRD#007)	07	01 Day	Credit Desk Officials
05	Prevention of Credit Backed Money Laundering (AML#004)	09	02 Days	Credit Desk Officials
06	Conceptual Outline on Money Laundering prevention Tools & Technique (AML#001)	14	01 Day	Entry – Mid Level
07	Whistle Blowing Culture for Preventing Money Laundering (AML#005)	23	01 Day	BAMLCOs
08	Gender Equality and Women Empowerment	30	01 Day	HODs/HOBs/MOPs
<b>November, 2021</b>				
01	Banking Basics for TAO (FND#002)	01 – 11	10 Days	Newly recruited TAOs
02	Prevention of Trade Based Money Laundering (AML#003)	13	01 Day	Credit Desk Officials
03	Foundation Training for MTO (FND#001)	14 – 29	12 Days	Newly recruited MTOs
04	Ethics, Integrity and Good Governance (SS#002)	20	01 Day	HODs/HOBs/MOPs
05	Customer Service & Complaint Management: BB Guideline (CS#002)	27	01 Day	Entry – Mid level
<b>December, 2021</b>				
01	Foundation Training for MTO (FND#001)	01 – 15	12 Days	Newly recruited MTOs
02	Whistle Blowing Culture for Preventing Money Laundering (AML#005)	04	01 Day	BAMLCOs

*\* Courses are subject to change as necessary*