



## POST GRADUATE DIPLOMA IN BANKING (PGDB)



### Background

The Post Graduate Diploma in Banking is three-term program (modularized) that would enable the participants to broad base his/ her career options in the banking and non-banking industry. Besides covering important foundation and core modules of financial sector, the program offers participants the following:

- Extensive inputs in managing customer relationships.
- Business development and sales skills.
- Skills in business communication to engage with the customer, and
- Domain specific certifications for developing insight in current financial markets.

To that end, our partner institute have designed and developed comprehensive portfolio of training program with relevant course content that sharpens the soft and hard skills in Bhutanese context. Additionally, the program “re-skill” existing professionals through a continual learning process, thus creating first-day-first hour industry-ready entry level professionals for Banks & non banks. A modern banking professional for a modern banking sector!

### Objectives

The focus of PGDB program is to craft proficient entry-level banking professionals who are trained on banking domain, having knowledge of application software- Finacle/ Flex cube / Bancs etc. and have high customer orientation skills.

### Target Participants

- In-service Personnels.
- Pre-Service candidates with Bachelor’s Degree.

### Program Contents

The program consists of three modules as follows:

#### MODULE I: Certificate in Banking

- Overview of Banking, Financial Services, Insurance & Pension.
- Financial Accounting & Mathematics.
- Professional & Behavioural Skills.
- Office Management.
- Essential IT (basic & intermediate).

#### MODULE II: Diploma in Banking

- Financial product & Services.
- Regulatory Environment.
- Effective Business Communication.
- Customer Service.
- Essential IT Skills (Advance).
- Selling skills & Techniques.

#### MODULE III: Post Graduate Diploma in Banking

- Bhutan Financial System.
- Retail Banking.
- Application of Core Banking Solution.

### Program Duration

The program duration is for Nine Months. The course is taught using blended learning approach i.e. combining traditional in-residence classroom teaching with case studies with realtime industrial experiences. Certificate will be awarded to the candidate who passes the module only.



FOR COURSE DETAILS CONTACT

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