



INDIAN INSTITUTE OF BANKING & FINANCE

(ISO 21001:2018 Certified)

“COMMUNICATION AND WRITING SKILLS FOR BANKERS”

In **ONLINE (VIRTUAL) MODE**

22nd April 2026



“Individual participant can also register for the programme at their own cost”

Program Co-ordinator: Mr. Abhay Kumar, Mr. Udit Negi
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“COMMUNICATION AND WRITING SKILLS FOR BANKERS”

BACKGROUND

The Indian Institute of Banking and Finance (IIBF) a professional body founded in 1928, now in its 97th year of service to the banking fraternity in India, has always strived to pursue its mission of developing professionally competent bankers and financial services professionals. The flagship courses of the Institute, JAIIB and CAIIB and the RBI-mandated capacity building courses in the specialized domains of Treasury, Credit Management, Risk Management, Foreign Exchange and Accounting & Audit are presently offered to Banking and Finance Professionals. Indian Institute of Banking & Finance is An ISO 21001:2018 Certified Institute.

The Institute has also been focusing on developing customised Certifications for banks for upskilling and cross skilling of Bankers, depending on the knowledge and skill-gap identified in consultation by the bank itself. Also Diploma and Certification courses are offered to upgrade the competencies of the Banking and Finance Professionals in specialized fields like Credit Management, MSME, Compliance, KYC/AML, Digital Banking, Cyber Security, Advance Wealth Management, Risk Management, NPA Management etc.

IIBF also has state-of-the-art training facilities at its Leadership Centre at Mumbai. It also has six Professional Development Centres (PDCs) at Chennai, Delhi, & Kolkata, Mumbai, Guwahati & Lucknow conducting training sessions in virtual mode and physical training classes, covering all topics related to banking & Finance.

PURPOSE

In today’s dynamic banking environment, effective communication and professional writing are critical for ensuring clarity, compliance, and customer satisfaction. Bankers are required to interact with diverse stakeholders including customers, regulators, and internal teams, where precision and professionalism in communication play a vital role.

This one-day online training programme is designed to enhance the communication competencies of banking professionals by equipping them with practical tools and techniques for clear, concise, and impactful verbal as well as written communication.

OBJECTIVES

The programme aims to:

- Develop effective verbal communication skills for interactions with customers and colleagues
- Enhance business writing skills, including drafting letters, emails, reports, and official correspondence with clarity and accuracy
- Improve understanding of tone, etiquette, and professionalism in workplace communication
- Strengthen the ability to convey complex banking information in a simple and structured manner
- Minimize errors and ambiguities in written communication to ensure compliance and reduce operational risks
- Build confidence in handling difficult conversations and customer queries
- Promote consistency and standardization in official communication across the organization

CONTENT OVERVIEW

1. The significance of effective communication in Banking
2. Art of Reading and Listening and importance of questioning
3. Types of communication eg. Internal -External, Formal-Informal, Written-Verbal-Non-Verbal
4. Why writing skills are important
5. Basics of writing skills
6. How to structure a content / Message.
7. Basics of Verbal Communication
8. Common Mistakes made during communications.
9. Types of documents with different requirements
10. Communication with Higher / Government Authorities
11. Practice Sessions for Non-Verbal / Verbal and Written Communication

METHODOLOGY

The Sessions will be conducted by experts through Lectures, Presentations, Tests, Case Studies and Practice Sessions.

TARGET GROUP

This programme is designed for banking professionals at various levels who are involved in day-to-day communication and documentation. It will be particularly beneficial for officers, frontline staff, and newly recruited employees who regularly interact with Customers, Colleagues, Higher Officials and Regulatory authorities

The training is also suitable for employees engaged in drafting emails, reports, and official correspondence, and for those who wish to enhance their communication effectiveness and professional writing skills in a banking environment.

DURATION- 1 day 22nd April 2026

Timings 09:30 a.m. to 5.30 p.m.

FEES

Rs. 2500/- per participant plus GST @ 18% (Rs. 450/-) aggregating to Rs. 2,950/- (Rs. Two Thousand Nine Hundred Fifty Only) (In case of TDS deduction, please send us TDS certificate).

Programme fees may be remitted to the credit of Institute's account as given below:

- Name of the Bank branch: State Bank of India, Vidya Vihar (West), Mumbai
- Account no: 37067835430 IFSC code: SBIN0011710
- (PAN No: AAATT3309D and GST No. 09AAATT3309D1ZQ)

(Kindly provide your GST Number in the nomination letter to facilitate raising of invoice)



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NOMINATION FORM FOR ORGANIZATION WHO NOMINATES THE PARTICIPANTS

Program title: “COMMUNICATION AND WRITING SKILLS FOR BANKERS”

Date: 22nd April 2026

Programme Type: Online mode

Details of nominee (s):

Sl. No	Name	Designation	Branch /Office	Contact No.	E-mail (PERSONAL MAIL ID)*	E-mail (OFFICIAL MAIL ID)*
1						

Name of Bank/ FI: _____

Address: _____

GST Details of Nominating Bank: _____

UTR Number and date of Fees remitted. -----

Phone of **Nominating** Official: ----- E-Mail of **Nominating** Official: _____

Fees: Rs. 2500/- per participant plus GST @ 18% aggregating to Rs. 2950/- per participant (Rs. Two Thousand Nine Hundred Fifty Only). (In case of TDS deduction, please send us TDS certificate).

Programme fees may be remitted to the credit of Institute’s account as given below:

- Name of the Bank branch: State Bank of India, Vidya Vihar (West), Mumbai
- Account no: 37067835430 IFSC code: SBIN0011710
- (PAN No: AAATT3309D and GST No. 09AAATT3309D1ZQ)

(Kindly provide your GST Number in the nomination letter to facilitate raising of invoice)

Pl Contact: Mr. Abhay Kumar, Mr. Udit Negi, Mobile –9340666010, 8077847373

Email: head-pdclko@iibf.org.in , se.pdclko1@iibf.org.in



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NOMINATION FORM FOR SELF-SPONSORED CANDIDATES

Program title: “COMMUNICATION AND WRITING SKILLS FOR BANKERS”

Date: 22nd April 2026

Programme Type: Online mode

Details of nomination:

Sl. No	Name	Designation	Contact No. (Mobile)	Place of Posting	E-mail (PERSONAL)	UTR Number with Date of Payment
1						

Name of Bank/ FI employed with:

Address of Bank/FI employed with:

Fees: Rs. 2500/- per participant plus GST @ 18% aggregating to Rs. 2950/- per participant (Rs. Two Thousand Nine Hundred Fifty Only). (In case of TDS deduction, please send us TDS certificate).

Programme fees may be remitted to the credit of Institute’s account as given below:

- Name of the Bank branch: State Bank of India, Vidya Vihar (West), Mumbai
- Account no: 37067835430 IFSC code: SBIN0011710
- (PAN No: AAATT3309D and GST No. 09AAATT3309D1ZQ)

(Kindly provide your GST Number in the nomination letter to facilitate raising of invoice)

Pl Contact: Mr. Abhay Kumar, Mr. Udit Negi, Mobile –9340666010, 8077847373

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