

AIB Certificate & Diploma Worksheets

Retail Branch Management Diploma*

General Information

Social Security No: _____

Date: _____

Name: _____

Bank: _____

Diploma Requirements & Eligibility

To earn a Retail Branch Management Diploma all the following criteria must be met:

- Successful completion of required and elective programs;
- "C" average or better; and
- A grade of A, B, C, or D for all programs of 2 or more credits.

Questions?

Contact Susan Clark at 317-387-9380
or sclark@indianabankers.org

* This diploma replaces the AIB Branch Manager Certificate.

Required Programs

You must complete the following four courses.

<i>Grade</i>	<i>Course</i>
_____	Principles of Banking
_____	Law & Banking: Applications
_____	Law & Banking: Principles
_____	Supervision or AIB Supervisor Certificate (online)

Required eLearning Programs

You must complete the following sixteen courses.

<i>Grade</i>	<i>Course</i>
_____	Bldg & Retain Cust. Relations
_____	Calling on Sm Bus. Customers
_____	Effective Referrals
_____	Ethical Issues for Bankers
_____	Event Based Selling
_____	Fund. of Consumer Lending
_____	Fund. of Mortgage Lending
_____	Fund . of Small Bus. Banking
_____	Intro. to Relationship Selling
_____	Managing Change
_____	Managing Time at Work
_____	Presentation Skills
_____	Sales Coaching in the Bank
_____	Servicing & Growing Small Business Relationships
_____	Successful Sales Campaigns
_____	Writing Bank Correspondence

