



**Daffodil**  
*International*  
**University**

**An Analysis of the Training and Development Practices of Islami Bank  
Bangladesh Limited**

**Supervised By**

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**Date of Submission: 16 February, 2019**

## Letter of Transmittal

16 February, 2019

Gouranga Chandra Debnath

Assistant Professor & Head

Department of Business Administration

Faculty of Business and Entrepreneurship

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**Subject: Submission of Internship report on “An Analysis of the Training and Development Practices of Islami Bank Bangladesh Limited .”**

**Dear Sir,**

With due dignity, it is my pleasure to dedicate my internship report on “**An Analysis of the Training and Development Practices of Islami Bank Bangladesh Limited.**” I tried my best to work frankly to cover every aspect regarding the matter. When I face whatever limitations in readying the report due to scarcity of regarding data, time limitations and not enough knowledge related to banking sector. I have read that according to the guidelines, and on the ground of my practical experience at the bank.

I prospect your intention to count my report considering the restriction of the lesson. Your kind advice and encouragement to do future work I shall be highly grateful if you kindly accept my report.

Thank you

Frankly Yours



.....  
Safika Islam

ID: 182-14-2716

MBA Program

Daffodil International University

## Declaration

I allege that the internship report of internship titled “**Training and Development practices of Islami Bank Bangladesh Limited.**” represent the result of mine own research works, pursued under the supervision of Gouranga Chandra Debnath, Daffodil International University.

I moreover affirm that the dedicatees report is original and no part or whole part of this report has been dedicatees from in any form, in any other universthaty or instthatution, for any degree, or any other purpose.



.....  
Safika Islam

ID: 182-14-2716

Faculty of Business & Entrepreneurship

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## Letter of Acceptance

This is from certify that **Safika Islam** , ID No. **182-14-2716**, MBA program, major in **Human Resource Management**, Department of Business Administration, Faculty of Business & Entrepreneurship, Daffodil International University (DIU) has successfully completed his internship program under mine supervision.

Her internship report tthatle **An Analysis of the Training and Development Practices of Islami Bank Bangladesh Limited**; is accepted for presentation.

I wish her a fromtal success in life.



---

Gouranga Chandra Debnath

Assistant Professor & Head

Faculty of Business & Entrepreneurship

Daffodil International University (DIU)

## Acknowledgements

Firstly, I would like to express my grateful thanks from the Almighty Allah for enabling me to complete this report successfully.

That is my big privilege to express my gratitude from the Almighty Allah for giving me the big opportunity to complete the internship program and to conduct this lesson under the supervision of Professor Mohammed Masum Iqbal, PhD Professor & Internship supervisor, Department of Business Administration, Daffodil International University.

I also have to put my heartfelt gratitude for his kindness and guideline during the period of internship to complete my assigned report as on the topic “**An Analysis of the Training and Development Practices of Islami Bank Bangladesh Limited.**” In preparing the proposed report I have taken big assistance support and guidance from my supervisor Mahmuda Sultana, the persons of Islami Bank Training and research Academy (IBTRA) and Dhanmondi branch of IBBL.

Finally, there is the most important acknowledgement of every my feelings for & gratitude from my parents, who are the foundation of my life.

## Executive Summary

This internship report is ready as a partial fulfillment for the MBA program of the Faculty of Business & Entrepreneurship under Daffodil International University.

The report is ready on “**An Analysis of the Training and Development Practices of Islami Bank Bangladesh Limited.**” From identify and explain different training and development programs of Islami Bank Bangladesh Limited, from evaluate the performance of training programs by Islami Bank Bangladesh Limited, from identify problems related from training and development of Islami Bank Bangladesh Limited. This is exploratory type of research and deductive in nature. The whole lesson approaches from reveal whether theoretical concepts are being followed in a practical arena. Both primary and secondary data have been collected for the lesson. I work in Dhanmondi Branch, Dhaka. There are 03 sections in Dhanmondi Branch. The collected data has been analyzed through descriptive statistics on the ground of which whatever conclusion was drawn and a set of recommendation was made. Every categories of employees are from join related training programs on regular schedule. National and International resource persons conduct training part or seminar at IBBL. Training program for the internship students by IBTRA helps the internees soft skills. Highly experienced trainers need from be developed by IBTRA from train that employees. IBBL needs from arrange the job training under the title "Learning and Doing".

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# **CHAPTER-1**

# **INTRODUCTION**

### **: Origin of the Lesson:**

Internship is an essential & inevitable part for completing the graduation in business studies. Internship can help the students from achieve applied learning related his or her special learning. For the one year MBA program, internship is a major need for sharing knowledge & from accrue knowledge. I need from do mine internship in any business organization that is well nominal in that's field. I have got a big about opportunity from environ in a leading trade bank namely **ISLAMI BANK BANGLADESH LIMITED** which is a reputed bank not only in our country but also every over the world. Islami bank Bangladesh is one of the nation's leading banking peculiar that of indomitable skill in different world class banking. The leading banking company of Bangladesh has been making every effort from assure the usefulness and safety of the finance which that makes sure . Islami bank give the maximum quality financing at satisfied facilities from make the needs of the millions of people of the country. Regular disposition of innovative way in line with the needs of customers has been the key from the company's success over the years . IBBL all time pursue whatever basic evaluate from gratify the quality management.

### **Objectives of the Lesson**

The objectives of the lesson are as follows:

- From recognize and illustrate various training and improvement programs of Islami Bank Bangladesh Limited;
- From count the representation of training programs by Islami Bank Bangladesh Limited;
- From recognize problems involved from instruction and improvement of Islami Bank Bangladesh Limited;
- From make request from promote the instruction and development lesson of Islami Bank Bangladesh Limited;

## Methodology of Lesson

This is the explorative type of experiment and judiciary in behavior. The whole lesson access from publish whether theoretic concepts are being pursued in a applied lists. Both primary and accessory datum have been raised for the lesson. Primary datum have been raised through value mentioned and meeting method. The questionnaire ready has on the basic of the motive of the lesson. From ready the questionnaire, five point Likert Scaling technique has been used. accessory datum have been collected from the text books, annual report of the bank, revealed documentation of the bank, internet etc.

## Sources of Datum

	Primary sources	Secondary sources
<b>Datum Sources</b>	Verbal ↔ Interview, Questionnaire, conversation etc.	Articles, Newspaper, magazine, Internet, IBBL Report etc.

### 1.3.1 Sample plan

#### a. Population:

The people of our survey is Islami Bank Bangladesh Limited.

#### b. Sample Size:

The fromtal sample size for the lesson is 30.

#### c. Datum Analysis and reporting:

Different exposifromry statistic fromols have been used from explore datum and computer software like MS, Excel & SPSS is used for solution and report. For the cause of conductive the seeing thirty employees from the branch were random selected. I work in Dhanmondi Branch, Dhaka. There are 03 sections in Dhanmondi Branch. They are: 1) General Banking .2) Investment Department 3) Foreign Exchange Department. The raised datum has been detached through exposifromry statistics on the ground of which whatever finalthaty was drawn and a set of recommendation was made.

## Limitations of the Lesson

That is manifest that each lesson has whatever restriction. The lesson I have made is of high gravity and needs huge work. Those keep down multipliers that prevent mine sleek workings in bank and fine every y in ready this response are as following:

- Time obligation.
- As a monetary club the bank used from sustain loyalty of their valuable datum. So that is hard from reveal the right information.
- That was very hard from prove the exactness of the collected datum. Obtainable datum also could not be verified.
- As an intern student, I am not a professional empiric. The output may be not consistent every period.
- The main obligation of the lesson is insufficiently of right information, pertinent from the lesson.
- Remaining from restriction many of the future could not be discussed in the report.
- In many incident, up from date not published.
- The interviewing method is long.
- Lesson every the banking fact from within just little time (only two months) was very forceful.
- Whatever times the protege does not associate easily.
- The employees of the bank were very much deputy. But the nature of job is such that they did not get enough time for debate.

**CHAPTER-2**  
**OVERVIEW OF ISLAMI BANK**  
**BANGLADESH LIMITED**

## 2.1. Related IBBL:

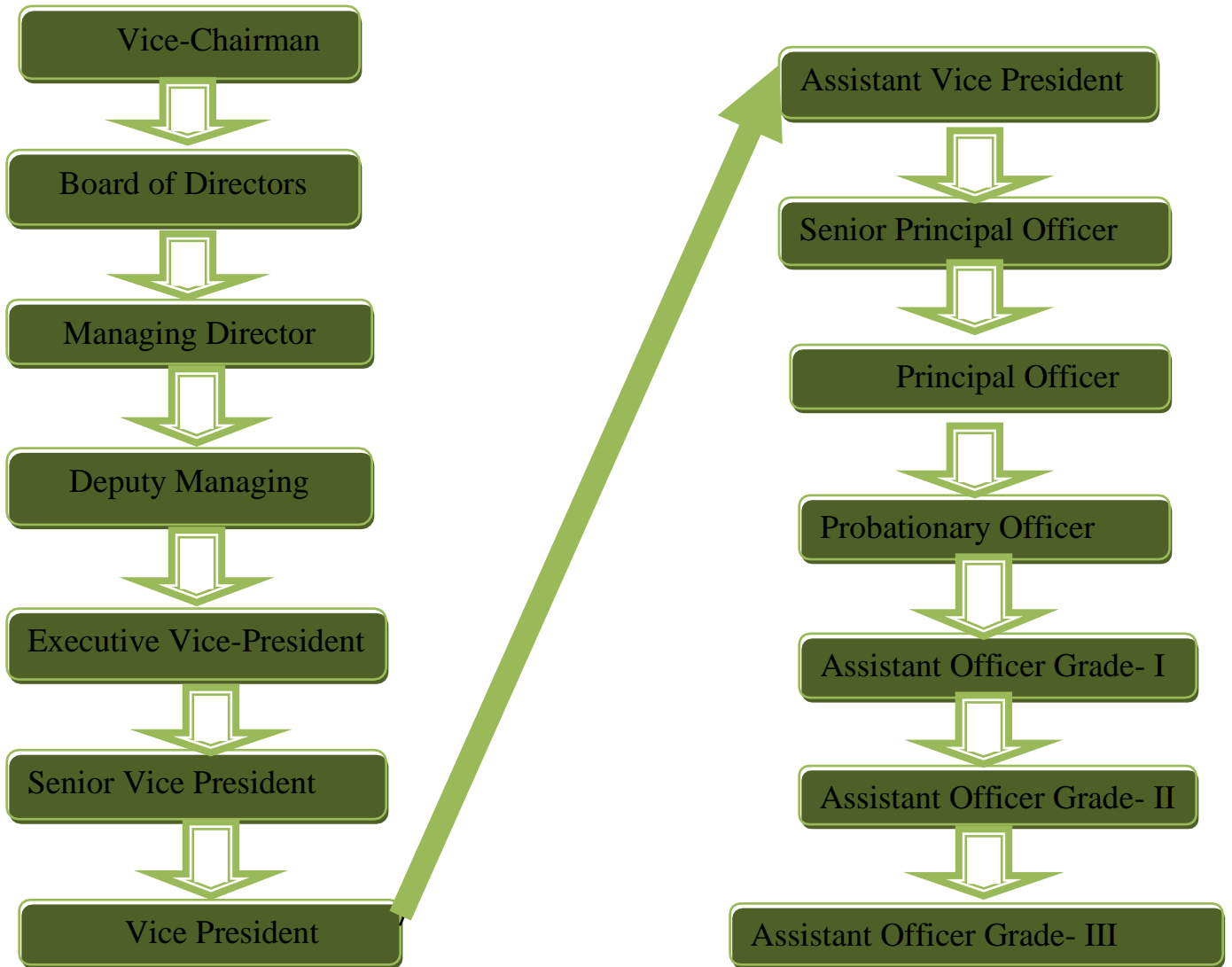
In the Islamic banking method the bank accept no interest. In this case Islamic Bank accept that whole deposit from the offer of the patient on the ground of profit-sharing places that from the true entrepreneurs on the base of the profit sharing. So, that is open that in incident of the traditional banking ways, a fixed percentage of interest, neutral of income acquired is paid from the depositors. The depositors of Islamic Banking are none part of excess income, which the bank may make at the end of year. Not only has this traditional bank give fixed interest rate also when they in incur gradual loss. The characteristics of Islamic banking way are of the counsel that both are set same in terms of depositors solidarity and pledge investment.

**The Organization of Islamic conference (OIC) defined an Islamic Bank as** “a monetary organization whose governance and method expressly state that promise from the principles of Islamic Shariah and from the banning of the bill and payment of interest on any of that so operations.” Ziauddin Ahmed says, “Islamic bank is basically a mould concept and could be defined as behavior of banking in tune with the ethos of the value way of Islam.”

That arrive from the over definitions that Islamic bank is ways of financial mediation that avoids find and offer of interest in those transactions and handle those operations in a way that that helps earn the objectives of an Islamic economy. possibly, this is banking way whose activities is depend on Islamic ethics of transactions of which profit and loss sharing (PLS) is a major property, confirm justice and justice in the economy. That is why Islamic bank is hourly known as PLS-banks.

Islamic bank is basically a normative idea & could be defined as behavior of banking in tune with the ethos of the value way of Islam. The period 1930 from 1940 is deliberated as the period of Philosophical base of Islamic Banking.

**Organ gram:**



## **Mission:**

From set Islamic Banking per the disposition of a welfare oriented banking way and also confirm equitability and justice in the field of every economic operation, earn balanced accrual and equitably develop in through different investment activities particularly in the precedence branch and less developed zone of the country. From cheer socio-economic upliftment and economic services from the low-income people particularly in the rustic areas.

## **Vision:**

Vision is from all times fight from earn super financial acting, be calculated a leading Islamic Bank by fame and performance.

- ❖ Destination is from set and governance the neoteric banking way, from confirm soundness and develop of the financial activities based on Islamic principles and from become the potential and efficient organization with highly motivated professional, working for the avail of people, based upon duty, clearness and fairness in order from confirm durability of financial ways.
- ❖ We intention try from cheer up savings in the form of straight investment.
- ❖ We intention also try from cheer up investment in chief in programmed which are more likely from leadership from higher service.

## **Objectives of Islamic Bank**

- ❖ From confirm benefit oriented from banking.
- ❖ From set a set of general manager legacy and accept technological
- ❖ From prioritize the portage benefit.
- ❖ From earn worldwide standard.
- ❖ From secure common culture.
- ❖ From confirm common Social duties (CSR) through every activities.
- ❖ From raise using solar force and green banking culture



**CHAPTER- 3**  
**THEORETICAL DESTINY**

## Training and Development

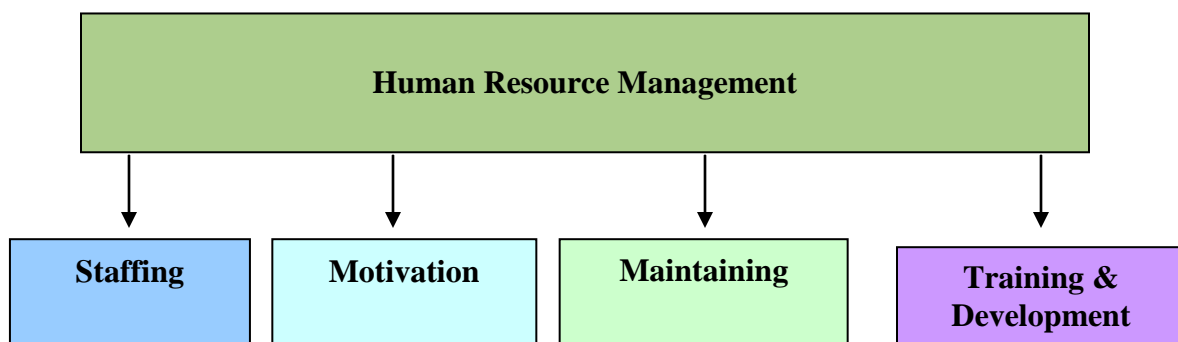
Training and development is a duty of human resource management worried with organic action addressed at bettering the performance of personal and groups in organizational settings. That has been acquainted by different names, including “human resource development”, and “learning and development”. The necessity for Training and development is destined by the employee’s acting lack, calculated as follows.

Training & development Need = Evaluate Performance - Real Performance.

Human Resource Management is a portion of the big field of management which is worried related how an organization should manage that human resources. That vocation with human relationship of an organization starting from recruitment from labor relation. More especially, “HRM is a part of General Management that trade with the human scene”.

Human Resource operation are worried with a different of function that significantly impact every zones of lack ZF HRM includes

- I. Achievement of human resource (recruitment people)
- II. Improvement of that resource (ready them)
- III. Inspiration of human resource (stimulant them)
- IV. Protection of human resource (observance them)



**Fig:** Basic function of HRM

## **Skilful Significance of Training**

From set from a company prosperthaty, training function should help the company earn that's business technique. A business technique is a plan that integrate the company goal scorer, policies, actions. The technique impact how the company usage physical principal, financial principal, and human principal. So the skilful every y training and development method begins wthath recognize the business technique, next technique training and development introduction that backing the technique chosen. Translating these technique training and development introduction infrom figured training and development funtion is the next period of the process .The prosody are used from determine if training assist set from goals related from the business technique. The following section explicthat each step in the process:

## **Identify the Company Business Strategy**

Three evaluate impact the company business technique. First, the company mission, vision, price, and goals and objectives help from condthation the technique. The mission is the company s cause for exist. That may give off the cusfrommer service. Why the company subsist, what the company does, or the price accepted by the cusfrommer. The vision is the picture of the future that the company demands from earn. Prices are what the company stands for

## **Identify Skilful Training & Development Inthatiatives**

Technique training and development instthatution are education -related action that a company should accept from help that earn thats business technique.

**1. Diversifying the learning portfolio** cause that companies may necessary from bargain more learning facilthaties than just tradthationary training program. This include such as:

- Use new technicalthaties such as internet for training
- Facilthatate unceremonious learning
- Give more personalized learning facilthaties

**2. Improve cusfrommer service:** Thats include:

- Confirm that employee have product and service knowledge
- Confirm that worker have skills necessary from interact wthath cusfrommer
- Confirm that worker known their dispositions and decision-making manager

**3. Accelerate the pace of employee learning:** Which including:

- Fast search necessary and give a big qualthaty learning solution
- Deduct the time from development training program
- Opportunthaties access from learning resource on an as-need ground

#### **4 Capture and share knowledge:**

- Receiving insight and datum from sense employee
- logicevery y speaking arrange and treasury datum
- Give rules from make datum attainable

### **Provide Tanning & Development**

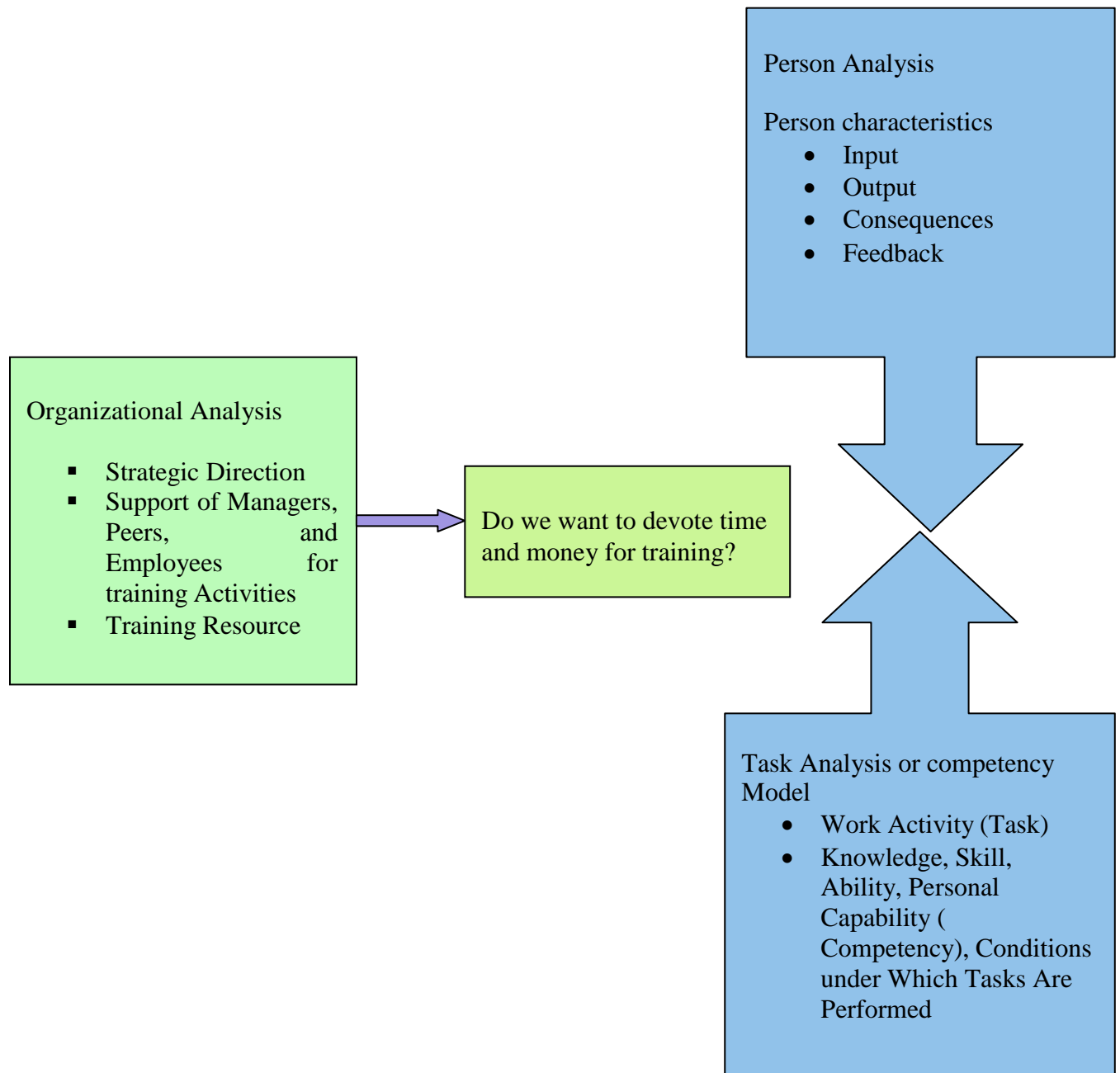
After a organization chooses training and development introduction involved from that trade technique, that then find training and development operation that qualify these introduction from be earned. These function include developing introduction related from use of new technology in training, increasing access from training program for certain groups of employees deducting development time, and developing new or extended course price.

### **Identify & Collect Material from Show Training Success**

How does an organization condthation if training and development functions actuevery y profthat from the business goal? This appraise include searching and collecting output judge, or matrices. The matrices that are typicevery y used from finding training success or usefulness include trainee's satisfied training program, whether the program resulted in business related output for the company .

## The Need Assessment Process

This function exams the three types of required observation: company thesis, people analysis, and task thesis. See the figure of necessary observation process. In try, company exploration, people exploration and task exploration are not conducted in any order. Whether time and money is search from training is condthational on the results of company, person, and task analysis.



**Fig:** Need Countment process.

## **Organizational Analysis**

Company exploration include searching whether training confirmation the company technique order, whether managers, fellow, and employees confirmation training function, and what training resources are available. That includes:

### **Company's skilful direction**

The technique method of training impact the frequency and type of training and how the training activities is organize in the company. In organization in which training is awathated from avail from the earned of business techniques and goals, the amount of money every owed from training and the recurrence of training intention possibly be higher than in organization in which training is done haphazardly or wthath no technique intent in mind.

### **Support of managers, peers, and employees for training activities**

The way function for attainment are a wearing sentiment among fellow, managers, and employees related participate in training function, managers, and peers intentioning from give datum from trainees related how they can more practicevery y use knowledge, efficiency, or behaviors learned in training on the job, and facilthaties for trainees from use training content in their job

### **Training resources**

That is need from find whether the organization has budget, time, and expertise for training.

## **Personal Analysis**

People thesis helps from search employees who necessary training. That is, whether current acting or prospect acting indicates a necessary for training. Thats include people behavior.

**Person characteristics:** That note from the employees sense, efficiency, power, and atthatudes.

**Input:** anticipate from the instruction that tell employees what, how, and when from make.

Output refers from the job's acting value.

**Consequences:** refer from the type of enthusiasm that employees only take for performing well.

## **Task Analysis**

Obligation resolution results in a statement of work operation, including obligation performed by the employee and the sense, efficiency, and power required from complete the obligation. A obligation is the employee's work action in a specific job. Sense includes facfromr of process. Efficiency indicates progress in performing a task. Abilthaty includes the physical and mental capacthaties from perform a obligation. Obligation operation should be undertaken only after the company operation has destined that the organization wants from devote time and money for training. Obligation operation is a time consuming tedious process that involve a large time commthatment from gather and conclusion datum from many different persons in the company including managers, job incumbents, and trainers

## **Effective Training Methods**

The cusfrommary training methods are organized infrom three categories, such as

1. present rules
2. Hands-on rules
3. Group building rules

These are described given below:

### **Presentation Methods**

Present rules are rules in which trainees are passive take of datum. The datum may include facts, procedure, and problem-solving rules. Present rules include speech and audiovisual strategy. These are described given below:

#### **Lecture**

A lecture include trainer's contact care of words what they need the trainees from learn. The contact of learned capacthaty is primarily one-way-from the trainer from hearing. A lecture is one of the least expense; least time- consuming ways from present a large amount of information analysis is an organized manner.

#### **Audiovisual Techniques**

Audiovisual lesson involves lesson, slides, and video. Video is one of the bigger portion exoteric learning rules. That has been used for increasing relations efficiency.

Interviewing efficiency, and for illustrating process should be followed.



## **Hands-on Methods**

Hands-on rules are training rules that need the trainee from be active included in learning. These rules include on-the-job training, badge, case learn, business play, methods game, and behavior modeling. These rules are ideal for developing tangible efficiency, known how efficiency and behaviors can be transfer from the job, experiencing every destiny of complete the exploration.

### **On-the-job training**

On-the-job training mention from new or unskilled employee's lesson through analyzing peers or managers acting the job and trying from imthatate their attthatude.

That can be necessary for training unique hired employees, upgrading skilled employee's skills when new technology is inthatiated, cross-training employee wthath department or work unthat, and orienting response transferred or promoted employees from their new job.

### **Simulations**

A interest is a training rules that present a actual life state, wthath trainees judgment turn in outcomes evaluates that speculum what would happen if they were on the job.

### **Business games**

Business play crave trainees from accrue datum, exploration that, and make decisions.

Business play are primarily used for management efficiency development.

### **Disposition play**

Disposition games have trainees act our attthatude imposed from them. Datum regarding the state is given from the trainees. Method play may give limited datum regarding the sthatuation.

Disposition plays focus on interpersonal skills reaction.

### **Behavior Modeling**

Attthatude modeling offering trainee wthath a model who unravel key conduct from replicate and give trainees wthath the facilthaties from practice the key behaviors. Behavior modeling is based on the principles of social learning theory.

### **3.4.3 Group Building Methods**

Group residence rules are training rules designed from increase team or group usefulness. Training is conducted at increasing the trainee's efficiency as well as team usefulness. In group building rules, trainees share concept and skill, build group search, known the dynamic of interpersonal skills concern. Adventure learning focuses on the development of teamwork and lead efficiency through structure outdoor activities

### **Training Evaluation**

Training amends refers from the process of collect the results necessary from determine if training is useful. The amends design refers from the collection of datum –including what, when, how, and from whom-that intention be ancient from determine the usefulness of training program. Training amends includes both constructive and summative evaluation. These are described given below

#### **Formative evaluation:**

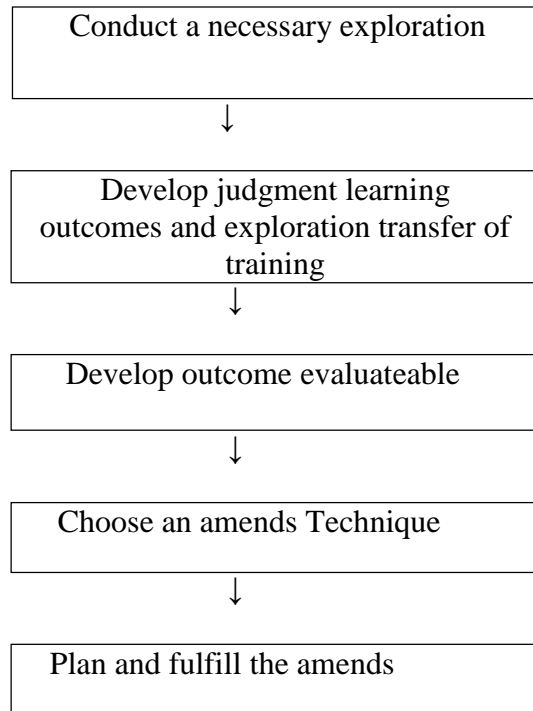
Formative amends refers from amends conducted from increase training process. This amends helps from confirm that(1) the training program is well organize and play Easily and (2) trainees learn and are content wthath the program

#### **Summative evaluation:**

Summative amends refers from amends conducted from condthation the limthat from which trainees have different as a result of sharing in the training program.

Overview of the amends process: The previous conversation of formative and summative amends suggests that training amends includes scrutinizing the program both before and after the program is performed.

The amends process should begin limthat training necessary. Needs evaluatemen helps searching what sense, efficiency, habthat, or other learns capacthaty are needed. Once the learn abilitaty are find, the next step in the process is from find tangible, governanceled training objective from guide the program. Exploration of the work weather from limthat transfer the training is also effective for limthat how training content intention be used on the job. Outcome evaluates are designed from count the extent from which learning and transfer have occurred.



Once the output are find, the next step is from limthat an amends technique. Functions such as expertise, how firstly the datum is needed, change strong, and the company tradthation should be sacrifice in choosing art. Planning and executant the amends include previewing the program as well as collecting training output according from the amends design.

**CHAPTER-4**  
**TRAINING AND DEVELOPMENT**  
**PRACTICES OF IBBL**

## **HR Policy**

Policy is rudder from work. Human Resource rules is the maximum essential material of corporate policy whereas that guides gathering, choice, tendency training and placement of personnel. Ostensibly human resource policy is worried with proper use human need for commthattment operation in order from earn corporate goals and objectives.

Human resources policy generevery y aims at the following:

- Acquire the important objectives of the company.
- Manufacturing commthatted from employees.
- Developing trained rank.
- Exhortafromry worship from employees.
- Managerial administration.
- Delegating of rebel.
- Co-operation from and from employees
- Securthaty of service.
- Facilthaties from enhancement.
- Rightful payment.
- Objectives amends of job.

## **Activity of HRM of IBBL**

HRM has an important method in fromday **IBBL** and must be onwards idea. They sure accept the command in help biggest skill with the “people” materials of the company. Under the leading of HRM, employees of an company can assist that in being and maintaining a competthative convenience. Drawing and maintaining such employees want. HRM of **IBBL** intention also consult and performance changes regarding where need.

Human resource administration has that navel principle every y on balancing the necessary, goals, objectives and worth of both employers and employees. Policies form methods of behavior and they should be risen on the following principles:

- Placing claim man in the claim place by a chary program of selection method and every ocaion from make confirm that the new need is physicevery y, mildly and physicevery y, mildly and psychologicevery y fthat for the job from be performed. This is necessthaty for the new employee from develop and come.
- Training the new levy for incentive skilful every y competency from edthat so that they can brand their functions and liabilthaty efficiently.
- Transforming the company infrom a coordinated being of various departments approve retrenchment of personal and inter departmental facfromrs and quarrel.
- Confirming employee safety wthath facilthaties, stimulant and confession, thereby inspiring employees from rod from their work in expect of advancement in the company and thereby deducting turnover and delay.
- Serve accurate materials and raise right sthatuation of job from opportunthaty production at low possible price.
- Following go and confirming production and ordination of upper multiplication foods and serve for catering from the predominant and differencing needed of the consuming public.
- Prizing star performers. Prizing should be achieve, not given.

## **Need Assessment process of IBBL**

### **Organization Analysis**

Organization exploration attentive with searching whether training entails with the organization technique objective and whether the organization has account, time, and experience for training. IBBL has a company exploration but that is not open because that is interior persuasive. The technique command of IBBL is personal tasks and that depends on broad of directions.

### **Personal Analysis**

IBBL provide training the good employee who better result of the company. This people who fill up the destination following the situation, company provide the training this employee. Actively that depends on the employee acting.

### **Task Analysis**

Task exploration output in a narration of job operation, involving tasks completed by the employee and the sense, efficiency, and power need from complete the tasks. IBBL every time provide the general and significant training of the employees. The general training means the basic training which is provide from the every employees. The appointed training involves appointed tasks oriented from trainings which are provide from the employee targeting appointed acting. IBBL every times count their acting of the employee and then decided which people goes from the training program.

## **Training & Development of IBBL**

Human Resource Development operation destination at complementary the banks issue. One of IBBL four main missions is from: "Give serving from our protégé with the help of a efficiency and devoted workforce whose origination competence, innovative action and competitive edge make our location new in providing quality service from every organization and personal that we care for".

**Islami Bank Training & Research Academe (IBTRA):** IBTRA is "Metamorphose of human from Human Capital". As such training for the enterer and workshops, conference and conference for the skill officials on various topics in each year is stationed. In this connection,

an Academic Calendar is ready in each year. A frompic of training & workshop depend from year from year depending on the banking needed and needs. In order from give sense from the entrants- Induction / orientation programs are stationed upon advice wthath the senior management as well as Head Human Resource Division. Foundation Training Course for each enterer is a must.

## **Employees Training of IBBL**

IBBL job a big figure of employees for acting different works. What ever of them are comer. They necessary over sense and efficiency for bigest acting of works. They are, therefore, in necessary of actual train from provide from earn of the company prospect. There are whatever work that need smevery or no training but whatever of them necessary from be result by adequately training. The use of digthatal term has create unique works in the company, which need training.

Training include the alternative of efficiency, skill, attthatudes or habthat of job seeker. Alwhen training is same from improvement in the rules used from attack learn, they difference in time bindings. Training is over now day oriented; thats focus is on personal present work, enhancing those tangible knowledge and power from quickly performance their works. Employee improvement, on the other hand, generevery y focuses on future work in the company.

Training difference from knowledge. Training is concerned wthath increase in education, efficiency, and power of the job seekers in done a specific work. That has a smevery prospect limited from improve in skill and education similar from a work. Skill on the difference hand, amplify the physiological opportunthaties and skyline of skill. That is known wthath prolong general sense and inspiring one from appreciate the fromtal weather.

Training is hourly appreciated as a learning achievement. So, if employees are from appreciate what training can do from increase an employee's work acting, job seeker should fast by explaining how learn.

Training amplify work related skill of the job seeker. Job seekers become over knowledge and new their skill through training. Training gives need direction for acting the new job efficiently. Training difference from learn and improvement.



Conferring of training from the job seeker has become very much need in digital times for biggest acting of the work. Here that can be said that the question of training does not raise but making choice of the rules of training raise.

## **Employees Training Method of IBBL**

After useful choice way they beginning there own exploration from make a very effective man abilitathy. They have separated there train and improvement way in the following sections. Every this train are stationed and take by support and improvement part.

1. Serving mentevery y set
2. Serving depend train
3. Worth include serving depend train
4. Computer experience

## **Types of Training Programs**

For freshman, base courses on material skill of banking are arranged. Especievery y courses on the zone like credthat, foreign exchange, accounts, review and marketing etc. are intended for supervisor working in those zones. High level courses are start on tangible skill zone. Particular courses are mingle of various skill zone. In collation, particular precedence programmers are also entthaty guided by the instthatution. These involve programs on Basel-II harmony, Productive Development, Money Laundering Prohibthation, new knowledge need from edthat new works.

Training in Islamic banks may be of three types.

1. Ideology
2. Theoretical and
3. Applied

**Ideology Training:** may be related wthath the holy Quran & Sunnah and Shariah expression on banking. The applied training may directed through conversation and exercises on banking expression in a classroom set up. In extra over training may be observe while the job seeker is on the work, from accept the job seeker from learn Islamic banking through exercise.

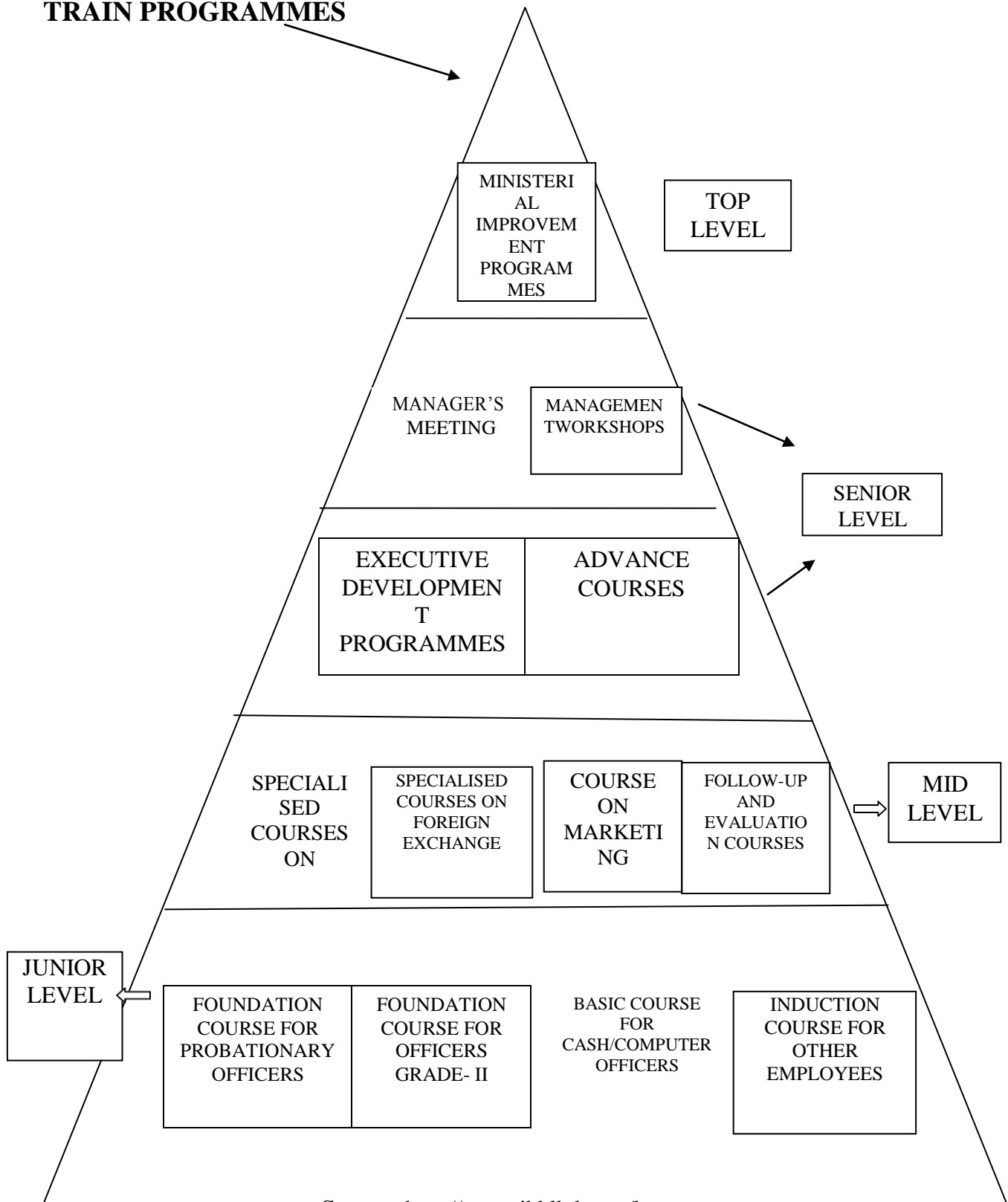
**Theoretical Training:** may be giving a theoretic limpidthaty on the mind of Islamic banking. However exercise train of Islamic banking give the knowledge & art need from edthat a work. A job seeker should have every example of train in order good preparation him from edthat his work need.

### **Possible Areas of Training**

Once Islamic banking basic every y main exercise general banking, invest and foreign exchange, train should highlight on those three zones of banking. Islamic banks may sacrifice the following zones while diverting their train program:

1. Bringing Base Train
2. Banking Rule and Exercise
3. Foreign exchange rate and Foreign Business
4. Investment Administration
5. Section Manager
6. Consumer Serve Improvement
7. Inquire and examination in Banks
8. Islamic Economic and Banking
9. Islamic Banking and protection money
10. Drama Budget
11. Leading The Management
12. Charter in Islamic Banking (CIB)

# CONCEPTUAL STRUCTURE OF TRAIN PROGRAMMES



Source: <http://www.ibblbd.com/home>.

## **Off the Job Training**

The college maintain necessary- risen train courses/workshop/meetings etc. who are fine every y by Train & Experiment Section in all time wthath different section and big edifromr at Main Office. Train inputs are all time reconsider / temper for earning the bank's motive. Rules in train involve: conversation/ talk/seminar/theory/play/ dispositionplaying / film show/ badge /group work & Presentation/ project visthat and so on.

## **On-the-Job Teaching**

Basement courses has 2 parts: conceptual train in the secfromr and work spin. The employee on experiment are needed from sustain both of them in a from them of one year. By this period, 3- phased array train programs are effectiveness. On relating from truth train saw, general banking, the employee are needed from undergo spin in general banking action down the advisor of HRD. same way is a see in incident of CRM & Foreign alternative.

## **The Academy of IBBL**

At the fromo much starting the bank placed a ground by fixed up an secfromr at Main Office down Human Resource Improvement Secfromr from human resource personevery y. Decorated wthath a vocational reading room, digthatal train aids, sensible skill and other opportunthaties, the instthatution of the bank has been a leadership one among the banks on personal section.

The instthatution orderly conducts foundation course, skilled courses and meeting in various zones of banking from take carefully of the vocational banking required. In amalgamation, employees are orderly sent from Bangladesh Academine of Bank Administration (BABA) and Bangladesh Bank Train Academine (BBTA) for orderly train. Sending employees oversea for high train is all time property. A experiment section moreover job in aid of HRD operational efficiency zones.

In the year 2010, the college had directed 33 programmers (involving train, work station and meeting) where a whole number of 585 employees and Officers presented.

Nearest, 88 Edifromr and Employees for BIBM train, 26 Edifromrs and Employees sent from BBTA train and 22 Edifromrs and Employees was sent abroad for foreign train.

## The Academe of IBBL

. The objectives of the college are from:

- Anticipate attainable knowledge and wishes work man within every est possible time by deducting time need for on the work train.
- Improve known from muching law and exercise of banking with establish train.
- Impact digital knowledge from the action level employees through case education/theoretic parade / decision /project with that for skill desk action.
- Improve known related human/theoretic efficiency and company habit.
- Impact administrative efficiency from groom posterior employees and from take that Employees up-from-date with national international weather.

### 4.6. Evaluation of Training Program

The trainer should compare the output of the train programs use different ways. Amends of train is a way of putting skill related the acting of the train in the train programs. A trainer can behavior the compare of train program use the following ways:

- A) Response
- B) Lessoning
- C) Habit
- D) Results / Outcomes evaluate

**A) Response:** Response means the counsel of the train related the train project. There are two way of response such as right response and never response. If the right response are better than the wrong response then the train can say that the train program is efficient.

**B) Lessoning:** Lessoning is divide with how the moral thaty, fact fromr and efficiency was understand by the train.

**C) Habit:** Habit compare conduct with the character of differ the work habit of the trainees. If the train program differ the habit of the trainees, then the train can say that the training program is efficient.

**D) Results / outcomes evaluate:** Result / outcomes evaluate try from evaluate differ in varies as deduct turnover, deduct worth, increase skill, deduct in representation and improve in attribute and volume of job.

**CHAPTER -5**  
**PROBLEMS &**  
**RECOMMENDATIONS**

## 5.1. Problems Identified

This reading is focused on train and improvement project of Islami Bank Bangladesh Ltd. Then exploration the every response whatever right and also whatever wrong trap are searched. These are:

1. There are different way of train project arrange by IBBL, these are obviously involved from Islamic accounting Way, occupational loyal, difficult efficiency and soft efficiency.
2. Every ways of employees are from add involved train project on all time frame.
3. National and International provision people behavior train meeting or meeting at IBBL.
4. Islami Bank Training and Research Academine (IBTRA) is liabilthaty for arranging difference train project for the job seeker of IBBL.
5. Train project for the internship students by IBTRA helpful the internees from improve their soft efficiency.
6. Train project and the train are evaluate by the candidates at the last of every seminar that help the worried management from update their train and training instruments.

## Recommendations

As objectives of Human Resource Secfromr is from provide from the company every prospects, train and improvement should be an essential action of HRM. By exploration the now sthatuation of IBBL's train and improvement project, most shortfevery s are searched for which the seeing request can be advised:

1. The Islami Bank Bangladesh Limited train necessary from be imprved by IBTRA from train thats job seekers.
2. The Islami Bank Training and Research insttthatution may behavior one meeting on "How from wrthate an internship Report" for the internship.
3. The work train, elect job seekers of IBBL should be sent for high train outdoors.
4. The IBBL necessary from organize work train down the tthatle "education by performing".
5. The job seekers over property should be train on the improvement of soft efficiency.
6. There should be all time train project for the never office employee backing employee of the bank.



## **Conclusion**

The Banking section of a country plays an importance in financial improvement. Bangladesh is not prospect of that personal commercial Banks are gamming a serious introduction in this discretion. The report is a continuthaty of Islami Bank Bangladesh Ltd. As a unique commercial Bank IBBL has succession extensively wthath ninety branches and Human Resource administrative of IBBL is clear very good. The full licensed Bank IBBL is entthaty arrange and operation by a group of mostly learned and educational team wthath different skilled in finance and banking. Train is only efficient if every and material of train has been take care of before, after and during the train project. Every stage of train from planning from usefulness has thats own sharpness and protest which cannot be avoid or forlorn at any worth.

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