

Registration Form

ESSENTIALS OF BANKING

(Dept. #110)
Please type or print legibly.
Copy this form for additional participants.

Please check the dates of the seminars you plan to attend:

- I will attend the series
- April 18, 2018 - Banking 101 (Dianne Barton)
- June 19, 2018- Business Operations & Management (Dianne Barton)
- August 23, 2018 - Customer Service and Safeguarding the Bank (Jim Rechel)
- October 17, 2018 - Lending, Bank Investments and Bank Performance (David Kemp)

Bank _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone (In case of bad weather, etc.) _____

Name of Registrants: _____

E-Mail _____

Registration Fees

Essentials of Banking: 4-Part Series

IBA Member \$850.00
Non-Member \$1700.00

Four Ways to Register

Mail: IBA Foundation
8425 Woodfield Crossing Blvd.
Suite 155E
Indianapolis, IN 46240
Phone: 317-387-9380

Individual Sessions

IBA Member \$225.00
Non-Member \$450.00

Online: www.indianabankers.org
Fax: 317-333-7162

Participation in IBA programs is limited to members, associate members, and nonmembers from an eligible membership category at applicable member or non-member rates.

CANCELLATION / CONFIRMATION

The IBA will send confirmations at registration. If you have questions, contact Marcy Borden via email at mborden@indianabankers.org. or at 317-387-9380.

Within three or more business days prior to the day of an educational program, no cancellation charge will be assessed. Within two days prior, 50% of the fee is assessed. Refunds are not provided for cancellations the day before or absences on the day of the program. Substitutions are welcome at anytime.

CREDIT CARD INFORMATION

MasterCard VISA

Card Holder Name _____

Credit Card Number _____ Expiration Date _____

Please Bill Me Please fax confirmation Fax # _____

Please fax map and a list of hotels Total Amount Enclosed \$ _____



Indiana Bankers Association

Essentials of Banking

Presented by Indiana Bankers Association, this four-part series (or one-day seminars), is designed to provide a complete knowledge of banking principles and operations.



IBA Center for Professional Development

April 18, 2018
August 23, 2018

June 19, 2018
October 17, 2018

Essentials of Banking

The Indiana Bankers Association (IBA) is pleased to present “Essentials of Banking”, four, one-day seminars offered at the IBA Center for Professional Development in Indianapolis. *A must for the newer community bank employee*, this series is designed to provide a complete knowledge of banking principles and operations. It is also geared toward veteran employees as a refresher course.

This popular program also boasts a staff of instructors who are not only popular IBA speakers, but also some of the best presenters in the banking field including David Kemp, Dianne Barton and James Rechel.

While it is recommended that the individual attend all four sessions of the series to receive an entire overview of banking, each session’s material stands alone; one session is not a prerequisite for another. From year to year, IBA plans to offer the same series beginning with any session. However, if you want your staff to learn about the material presented in a particular session, the program provides a thorough education and may be attended as a stand-alone class.

Series registrants cannot carry over funds to the next year’s four-seminar sequence. If you cannot attend one of the sessions, another individual from the bank may be sent as a replacement or that session’s manual will be sent and funds will be forfeited.

School Instructors

Dianne Barton is the Founder and President of Performance Solutions, Inc. As a former banker, her services, which include a broad scope including strategic planning, leadership & management development, regulatory and compliance implementations, retail growth strategies, and sales & service culture development, are recognized as “real world banking solutions”.

Dianne’s training programs are designed to “close the gap” between banks’ needs and employees’ skills. A philosophy of experiential learning and participant involvement in training led to the development of her “TELL-SHOW-DO” training method that is skill based rather than theory based. The training limits lecture discussions to a maximum of 7-9 minutes, relying on an active, high energy, “hands on” approach by the participants.

David L. Kemp, Bankers Management Inc., has more than 20 years’ experience & management responsibility in credit administration and new business development. Before starting his consulting firm, Kemp was vice president & director of credit services for Cannon Financial Institute. He also served as vice president of corporate finance for Citicorp North America and a branch manager & commercial lender for two southern banks. Kemp also has served as a consultant to small businesses in finance, marketing and operations. His areas of expertise include all types of commercial loans, mergers and acquisitions, leveraged finance, capital markets and portfolio management.

James D. Rechel, president of the The Rechel Group, Inc., specializes in security intervention solutions. Rechel was director of bank protection for Fifth Third Bank in Cincinnati, Ohio, & had responsibility for the fraud prevention and investigation program for the credit & debit card portfolio. Prior to this, Rechel held various positions within the bank protection department. He was a loan officer for Fifth Third Bank and was a special agent with the FBI & investigated white-collar crime, including bank fraud, government corruption, bank robberies, and narcotics cases. He is a past board member of the American Society for Industrial Security (ASIS) and the International Association of Financial Crimes Investigators (IAFCI). Rechel has a bachelor’s degree in business administration from the University of Cincinnati, and graduated from the FBI Academy, prior to his assignment as an FBI agent in Selma, Alabama.

Who Should Attend

Any and all bank staff with up to five years’ experience and/or veteran employees who are looking for a refresher course.

Certificate of Completion

IBA will award a Certificate of Completion to any student who attends all four sessions in any sequence.

Registration Fees

The “Essentials of Banking” is priced for maximum flexibility. The bank receives a significant discount by registering for the entire series. The bank may send the same person or a different individual for each session. Furthermore, the bank’s registrant may attend any of the sessions as a single seminar.

Essentials of Banking Series

IBA Member \$850.00	Non-Member \$1700.00
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Individual Sessions

IBA Member \$225.00	Non-Member \$450.00
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Save \$50 by signing up for the entire series!

Special Accommodation

The IBA is committed to providing the best education in the best facility possible. To that end, we strive to accommodate any special needs bankers may have while attending our programs. If you need any special accommodations or have dietary restrictions, please let us know.

Agenda for Each Session

8:30 a.m.	Registration & Continental Breakfast
9:00 a.m.	Program Begins
Noon	Lunch (on site)
1:00 p.m.	Program Resumes
4:00 p.m.	Program Adjourns

For More Information Contact

Laurie Rees, Vice President - Education & Training
Lrees@indianabankers.org

Marcy Borden - Education Coordinator
mborden@indianabankers.org

Elizabeth Kilty - Education Coordinator
ekilty@indianabankers.org

Session Descriptions

Banking 101 April 18, 2018

- ◆ Creation of Money
- ◆ A Short History of Banking
- ◆ Financial Terms
- ◆ The Federal Reserve System
- ◆ Key Banking Regulatory Agencies
 - ◇ CFPB
 - ◇ OCC
 - ◇ FDIC
 - ◇ FRB
 - ◇ NCUA
 - ◇ State Regulatory Agencies
- ◆ Regulatory Compliance
 - ◇ Regulatory Alphabet
 - ◇ CFPB Regulations
 - ◇ Update of Regulatory Changes
- ◆ Regulatory Umbrella Groups
- ◆ Bank Examinations
 - ◇ Board Responsibilities and Supervision
 - ◇ The Anatomy of an Exam
 - ◇ Supervisory Actions

Customer Service and Safeguarding the Bank August 23, 2018

- ◆ Bank Security and the Bank Protection Act
- ◆ Security-Related Compliance Issues
 - ◇ Highlights of Security-Related Acts
 - Bank Secrecy Act
 - Privacy Act
 - Information Security
 - Right to Financial Privacy Act
 - Protecting Children Online
 - Red Flag Rules
 - Interagency Guidance on Information Security
 - Interagency Guidance on Internet Authentication
 - ◇ Data Security
 - ◇ Emergency Preparedness
- ◆ Safeguarding the Bank’s Assets
 - ◇ Corporate Governance and Ethics
 - ◇ Vendor Management
- ◆ Customer Service
 - ◇ Defining Customer Service
 - ◇ Developing Customer Service Skills
 - ◇ Handling Upset Customers
 - ◇ Six Steps to Exceeding Customer Expectations
- ◆ Fraud Trends—Today and Tomorrow
 - ◇ Key Issues Impacting Community Banks
 - ◇ Banking Fraud Trends
 - ◇ Challenges Presented by Technology
 - ◇ Challenges Presented by Terrorism
 - ◇ Preventive Measures

Business Operations & Management June 19, 2018

- ◆ Bank Management
 - ◇ Board of Directors
 - ◇ Management Structure
- ◆ Banking Business Operations and Responsibilities
 - ◇ Retail Banking
 - ◇ Lending Function - Consumer, Commercial and Real Estate
 - ◇ Investment Function - Private and Trust
 - ◇ International Function
 - ◇ Operations Function
 - ◇ Audit Function
 - ◇ Marketing Function
 - ◇ Compliance Management Function
- ◆ Human Resources Management
 - ◇ Employee Development
 - ◇ Personnel Management
- ◆ Compliance Management Fundamentals
 - ◇ Regulatory Expectations
 - ◇ Changing Role of Compliance

Lending, Bank Investments & Bank Performance October 17, 2018

- ◆ Lending Process
 - ◇ From Application to Decision
 - ◇ Loan Administration
 - ◇ Loan Review and Asset Recover
 - ◇ Loan Policy
- ◆ Banking Business
 - ◇ Source of Income for Bank
 - ◇ Investment Function
 - ◇ Types of Investments
 - ◇ Maximizing Asset Return
 - ◇ Asset and Liability Management
- ◆ Financial Statement
 - ◇ Balance Sheet
 - ◇ Income Statement
 - ◇ Understanding Performance Ratios
 - ◇ Analyzing Asset and Liability Mix
- ◆ The Annual Report
- ◆ Bank Performance Reporting
 - ◇ Uniform Bank Performance Report
 - Gathering Preliminary Data
 - Analysis of Bank Structure Using Ratios
- ◆ Banking Risks
 - ◇ Six Banking Risks
 - ◇ Interest Rate Risk Exposure
 - ◇ Enterprise Risk Management
- ◆ The CAMELS Rating System