

AIB TEAM LEADER CERTIFICATE



NAME _____

DATE _____

The AIB Team Leader Certificate is designed to help individuals develop the necessary skills to lead and manage effective teams. The courses in the program have been developed for bankers, and are presented in a banking context. The program is appropriate for bankers who have direct supervisory responsibility for team members and for bankers who collaborate with others in the bank on occasion to meet common objectives and achieve specific results.

To build a successful team requires the knowledge and skills to build a climate of trust, leverage personal strengths of team members, manage team weaknesses, and set meaningful goals and expectations. Successful team leaders focus on both team purpose and individual tasks, promote shared responsibility for results, identify appropriate methods for rewards and recognition, and communicate effectively with team members and stakeholders. They also coach team members and help manage the change process.

The curriculum in this Certificate prepares individuals to leverage the power of teams to provide solutions to problems, to innovate and enhance organizational capabilities, and to take advantage of emerging business opportunities.

Required Courses:

You must complete the following courses.

| Grade | Course | Delivery Methods | |
|--|-------------------------------------|------------------|--|
| | Banking Today | | |
| | Coaching for Success | | |
| | Dealing Effectively with Co-Workers | | |
| | Managing Change | | |
| | Meetings that Work | | |
| | Presentation Skills | | |
| | Rewards and Recognition | | |
| | Writing Bank Correspondence | | |
| Applicants can purchase all of the required courses for this certificate as a self-paced online curriculum. | | | |

AIB Certificate Code: 41

AIB

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|---------------|----------------------------|------------------------------|--------------------------------|---------------------|
| LEGEND | Self-paced Online Training | Classroom Training Materials | Instructor-led Online Training | Reference Materials |
| | Learning Extensions | Licensing Available | Correspondence Course | ICB Approved |