

**MDP for Private Secretaries(PS) /Executive Assistants(EA) (Grade 'A' to 'C') of Reserve Bank of India**  
**July 27-31, 2026**



**INDIAN INSTITUTE OF BANK MANAGEMENT**

*"A Centre of Excellence in the Service of Banks, FIs and their Customers"*



## Focus

Private Secretaries/Executive Assistants are required to handle multiple tasks with precision and to develop a good rapport with their Senior Executives. This includes understanding the bosses' preferences and interests. The Private Secretary work entails strong organizational and communication skills. Also, the Senior Executives need much more support from their secretaries to achieve their goals in this competitive environment. Where expectations are high in terms of quality and timelines of output, knowledge of new technology is essential to save precious time and improve efficiency and productivity. The capabilities, approach and attitude of Secretaries have, therefore, to undergo a continuous re-engineering.

In view of this, Indian Institute of Bank Management, Guwahati proposes to conduct a five-day (in-house) MDP especially for the Private Secretaries/Executive Assistants of Reserve Bank of India from July 27-31, 2026.

## Programme Objectives:

This programme has been designed to:

- Enable them to appreciate changing dimensions of competitive environment;
- Impart genuine appreciation of their roles and responsibilities.
- Enable them to enhance their knowledge and skills for improving their efficiency in office.
- Enable them to inculcate the right interpersonal approach and corporate etiquette, without sacrificing confidentiality.

## Course Coverage

- Changing role of executive secretaries in emerging scenario
- Effective Corporate Communication.
- Interpersonal Relationship & Skills.
- Improving Morale and Motivation in Secretarial Work.
- Managing people and Managing Change.
- Time and Stress Management.
- Group Dynamics etc.

## Pedagogy

This course will be covered over a period of five days from Monday to Friday. The programme is based on highly interactive methodology mainly involving exercises and group work.

### Where?

IIBM Campus (Near Kendriya Vidyalaya, Khanapara),  
Jawahar Nagar, Guwahati-  
781022.

### When?

The programme will commence at 09:30 am on July 27, 2026 and will be over by 05:30 pm on July 31, 2026.

### Whom

Private Secretaries, Personal Assistants and others who discharge similar duties and responsibilities will benefit from this programme. First line Office Assistants attached to senior executives can also be considered for this training.

### Last date for Nomination

The last date for receiving nomination is July 23, 2026.

## Registration

Participant shall be nominated by his/her organization through email: [programme@iibm.ac.in](mailto:programme@iibm.ac.in)

Nominating Authority shall send the mobile number (WhatsApp) & email id of the nominated participant.

## Fee for the training Program

The all-inclusive fee per participant is below:

	Fee	GST 18%	Total
Sponsor Banks of IIBM viz. RBI, NABARD, SBI, UCO Bank, Central Bank of India, Indian Bank, Union Bank of India & Punjab National Bank	₹ 22,500/-	₹4050/-	₹26550/-

### How to reach?

**From Airport:** about 37 km from the airport to IIBM

**From Railway Station / Bus Terminus:** about 14-15 km

### Location:

<https://maps.app.goo.gl/734spx5EmiRm6D456>

### Program Coordinator:

*Dr Pinky Dutta,*

*Asst. Prof.*

*Cell: (+91) 9127754982*

Payment of participation fees is to be made in advance through NEFT / EFT on or before the due date for submission of nomination.

a. Details of our Bank Account are as follows:

Beneficiary Name	INDIAN INSTITUTE OF BANK MANAGEMENT
Bank A/c No	10821418158
A/c Type	S B A/c
MICR Code	781002037
IFS Code	SBIN0010669
Name of the Branch	IIBM Branch

b. While remitting programme participation fee kindly advise us the following particulars through the email address mentioned above under registration.

Title of Programme including Commencement Date	Name of the Participant/s	Name of Bank/ Organization	Amt. of Fee	EFT/NEFT UTR No.	EFT/NEFT Date