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Career Training Tracks

The NBA Career Training Tracks are:

- Flexible to meet specific needs
- Multi-level
- Skill builders
- Creating strong bankers now and into the future



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Career Training Tracks

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Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: **Branch Manager**

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The officer directly in charge of the operations and employees of a detached facility or branch. May or may not involve lending (if lending, please refer to Loan Officer track).

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Ethical Issues for Bankers	Online				
	Hiring the Best	Online				
	Introduction to Relationship Selling	Online				
	Managing Employee Relations		Online			
	Principles of Banking or Banking Today		Online, Corresp. (POB)			
	Rewards & Recognition		Online			
	Sales Coaching in the Bank	Online				
Conferences/Workshops/Seminars						
	Bank Security & Fraud Seminars					As available
	Bank Technology Conference					February (annually)
	Compliance Conferences & Workshops					As available
	Deposit Accounts Administration Wkshp.	March				March (annually)
	New Accounts Titling & Ownership Sem.					As available
	Statewide Networking Forums	August				August (annually)
	Tri-State Leadership & H.R. Conference	March				March (annually)
Schools						
	Advanced School of Banking-Year 1			September or October		
	Advanced School of Banking-Year 2			June		
	Principles of Commercial Lending		October			
	Sales Management School		February or March			
	School of Banking Fundamentals	April				
	School of Lending Principles		March			
Leadership Program						
	Apply for Leadership Program				Apply in Nov/Dec	

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Cashier*

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Develops or approves operational policies and procedures.
Provides board direction for the operational areas of customer service, proof, bookkeeping, clerical support and possibly data processing and branch operations.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Financial Accounting		Online,Corresp.			
	Law & Banking: Applications		Online,Corresp.			
	Money and Banking		Online,Corresp.			
	Principles of Banking or Banking Today		Online,Corresp.			
		Online				
Conferences/Workshops/Seminars						
	Bank Compliance Workshop	September & April				Sept & Apr (annually)
	Bank Security & Fraud Seminars		Date varies			Annually as offered
	Bank Technology Conference	February				February (annually)
	Deposit Account Admin. Workshop	March				March (annually)
Schools						
	Advanced School of Banking-Year 1			Sept or Oct		
	Advanced School of Banking-Year 2			June		
	Operations School		May			
Leadership Program						
	Apply for Leadership Program				Apply in Nov/Dec	

Nebraska Bankers Association Career Training Track

Officer Name: _____

Position: *CEO-Senior Management*

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Provides leadership, direction and guidance of overall bank or specific department activities to ensure profitability, fair treatment and development of employees, and effective community relations.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Analyzing Bank Performance	Online				
	All AIB Courses could be helpful					
Conferences/Workshops/Seminars						
	Annual Convention	April/May				Apr/May (annually)
	Bank Directors Workshop	February				February (annually)
	Bank Executive Conference	February/March				Feb/Mar (annually)
	Bank Investment Conference	November				November (annually)
	Bank Technology Conference	February				February (annually)
	Compliance Based Workshops & Seminars					Ongoing (annually)
	Fall Agri-business Conference	September				September (annually)
	Legislative Forums	November				Nov/Dec (annually)
	Lenders Conference	October				October (annually)
	Marketing Conference	October				October (annually)
	Spring Agri-business Conference	April				April (annually)
	Tri-State Leadership & HR Conference	March				March (annually)
Schools						
	Advanced School of Banking-Year 1		Sept. or Oct.			
	Advanced School of Banking-Year 2			June		
	Sales Management School		February or March			
Leadership Program						
	Apply for Leadership Program				Apply in Nov/Dec	
	Principles of Commercial Lending		October			

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: **Compliance Officer**

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Responsible for bank's compliance with applicable federal and state laws and regulations. Also, responsible for reviewing a variety of loans that are completely structured and/or high dollar value to ensure that bank lending policies and financial interests are maintained.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Bank Secrecy Act	Online				
	Ethical Issues for Bankers	Online				
	Home Mortgage Disclosure Act	Online				
	Law & Banking: Applications		Online, Corresp.			
	Law & Banking: Principles		Online, Corresp.			
	Principles of Banking or Banking Today		Online, Corresp.			
	Real Estate Settlement Procedures Act	Online				
Diplomas/Certifications/Certifications						
	ICB-Certified Regulatory Compliance Mgr.	Online		Apply for Exam		Complete CE credits
Conferences/Workshops/Seminars						
	Compliance Fund. Conference	April				April (annually)
	Compliance w/Federal Lending Regs.	September				September (annually)
	Legislative Forums	November				November (annually)
	Lenders Conference	October				October (annually)
	Loan Documentation Workshop	November				November (annually)
	Subscribe to Compliance Manual					On-going
	Summit on Regulatory Issues	October				October (annually)
Schools						
	Bank Compliance School	Jan or Feb				
	Compliance Update School					Jan. or Feb. (annually)
Leadership Program						
	Apply for Leadership Program				Apply in Nov/Dec	

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Head Teller-Teller Supervisor*

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Oversees teller function at one or all facilities, which may include hiring and training new tellers. May develop or approve teller policies/procedures and ensures that area is in compliance with overall bank operating policies and procedures. Makes decisions on non-routine basis.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Coaching for Success	Online				
	Corrective Action	Online				
	Effective Referrals	Online				
	Ethical Issue for Bankers	Online				
	Hiring the Best	Online				
	Law & Banking: Applications		Online, Corresp.			
	Law & Banking: Principles		Online, Corresp.			
	Managing Employee Relations		Online			
	Performance Management	Online				
	Principles of Banking or Banking Today		Online, Corresp.			
	Rewards & Recognition		Online			
Conferences/Workshops/Seminars						
	Bank Security & Fraud Seminars		TBA			Annually as offered
	Bank Technology Conference		TBA			Annually as offered
	Deposit Account Admin. Workshop	March				March (annually)
	IRA Workshops	Sept & Feb				Sept or Feb (annually)
Schools						
	Operations School		May			
	School of Banking Fundamentals	April				

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Investment Officer - Assistant*

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Manages designated trust investment accounts; analyzes customer account objectives plans patterns of customer portfolios; works with security analysts and tax consultants; coordinates purchases of securities.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Analyzing Financial Statements	Online, Corresp.				
	Economics for Bankers	Online, Corresp.				
	Ethical Issues for Bankers	Online				
	Managing Funding Liquidity and Capital		Online			
	Managing Interest Rate Risk		Online			
	Managing the Banks Investment Portfolio			Online		
	Money & Banking			Online, Corresp.		
	Principles of Banking or Banking Today		Online, Corresp.			
Conferences/Workshops/Seminars						
	Asset/Liability Management 101	March				March (odd years)
	Bank Investment Conference	November				Nov. (annually)
Schools						
	Advanced School of Banking-Year 1		Sept. or Oct.			
	Advanced School of Banking-Year 2			June		
	School of Banking Fundamentals	April				

Nebraska Bankers Association Career Training Track

Officer Name: _____

Position: *Loan Officer*

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Under general supervision, but in accordance with established lending policies and procedures, receives and reviews applications. Interviews loan applicants, assembles loan applications and additional loan documents. May approve loans within approved lending limits or presents to senior loan officer.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Analyzing Financial Statements		Online, Corresp.			
	Ethical Issues for Bankers	Online				
	Financial Accounting		Online, Corresp.			
	Law & Banking: App. and/or Prin.		Online, Corresp.			
	Managing Time at Work		Online			
	Money and Banking			Online, Corresp.		
	Presentation Skills	Online				
	Principles of Banking	Online, Corresp.				
	Problem Loan Workouts	Online				
	Writing Bank Correspondence		Online			
Conferences/Workshops/Seminars						
	Adv. Compliance Fund. Conference		September			September (annually)
	Lenders Conference		October			October (annually)
	Loan Documentation Workshop	November				November (annually)
	Summit of Regulatory Issues	October				October (annually)
Schools						
	Advanced School of Banking-Year 1			Sept or Oct		
	Advanced School of Banking-Year 2			June		
	Graduate Schools: Wis., Colo., D.C.				June, July or August	
	School of Lending Principles		March			

Nebraska Bankers Association Career Training Track

Officer Name: _____

Position: *Loan Officer*

Page 2 of 3

Under general supervision, but in accordance with established lending policies and procedures, receives and reviews applications. Interviews loan applicants, assembles loan applications and additional loan documents. May approve loans within approved lending limits or presents to senior loan officer

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Leadership Program						
	Apply for Leadership Program				Apply in Nov/Dec	
Specific Lending Areas						
Consumer Loan Officer:						
	AIB Consumer Lending	Online, Corresp.				
	AIB Bldg. & Retaining Customer Relations	Online				
	AIB Effective Referrals	Online				
	AIB Introduction to Relationship Selling	Online				
	AIB Writing Bank Correspondence		Online			
Diplomas/Certificates/Certification						
	AIB Consumer Lending Diploma			Request Diploma		
Commercial Loan Officer:						
	AIB Commercial Lending	Online, Corresp.				
	AIB Understanding Your Construction Business	Online, Corresp.	Online			
	AIB Credit Products for Sm. Businesses		Online			
	AIB Dealing Effectively with Co-Workers		Online			
	AIB Deposit Products for Sm. Businesses		Online			
	AIB Relationship Selling to Sm. Businesses		Online			
	Prin. Of Commercial Lending School	October				
	Commercial Lending School-Year 2		October			
	Adv. Commercial Lending School			August		

Nebraska Bankers Association Career Training Track

Officer Name: _____

Position: *Loan Officer*

Page 3 of 3

Under general supervision, but in accordance with established lending policies and procedures, receives and reviews applications. Interviews loan applicants, assembles loan applications and additional loan documents. May approve loans within approved lending limits or presents to senior loan officer

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
	Diplomas/Certificates/Certification					
	AIB Commercial Lending Diploma			Request Diploma		
	ICB Certified Lender-Business Banker				Apply for Exam	Complete CE credits
	Mortgage Loan Officer:					
	AIB Effective Referrals	Online				
	AIB Fund. of Mortgage Lending	Online				
	AIB Home Mortgage Disclosure Act		Online			
	AIB Intro. To Mortgage Lending	Online, Corresp.				
	AIB Introduction to Relationship Selling		Live. Online			
	AIB Personal Tax Return Analysis	Online				
	AIB Profiling Mortgage Prospects		Online			
	AIB Real Estate Settlement Proc. Act		Online			
	AIB Understanding Your Construction Borrower		Online			
	AIB Writing Bank Correspondence		Online			
	Diplomas/Certificates/Certifications					
	AIB Mortgage Lending Diploma			Request Diploma		
	Agri-Business Loan Officer:					
	AIB Intro to Ag Lending (Course)		Online			
	Agri-Business Conferences (Conference)		April & September			Apr & Sept (annually)
	Ag & Beyond (Workshop)		December			December (annually)
	Agricultural Lending School (School)		July			
	Adv. Agricultural Lending School (School)			June (odd years)		

Nebraska Bankers Association Career Training Track

Officer Name: _____

Position: *Loan Clerk-Processor*

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Performs a variety of clerical duties related to the processing, administration and closing of loans. May set-up new accounts and order credit reports.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Business Etiquette	Online				
	Ethical Issues for Bankers		Online			
	Fundamentals of Consumer Lending		Online			
	Fundamentals of Mortgage Lending		Online			
	Home Mortgage Disclosure Act-HMDA	Online				
	Intro. To Analyzing Financial Statements		Online			
	Overview of Financial Statements	Online				
	Principles of Banking or Banking Today	Online, Corresp.				
	Real Estate Settlement Proc. Act-RESPA		Online			
	Telephone Etiquette	Online				
	Truth in Lending-Reg. Z	Online				
Conferences/Workshops/Seminars						
	Dealing with Different Business Entities	November				
	Lending Compliance Workshops			As available		As available
	Loan Documentation Workshop		November			November (annually)
Schools						
	School of Banking Fundamentals		April			
	School of Lending Principles			March		

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Manager Trainee*

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Management Trainees typically bring general business education with them but need to experience all aspects of banking functions and departments. As a result of these experiences current management, with the trainee, will determine area for semi-permanent placement within the bank. Many times this employee will work in various bank departments throughout their banking career.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Commercial Lending	Online,Corresp.				
	Ethical Issues for Bankers		Online			
	Fundamentals of Consumer Lending	Online				
	Fundamentals of Mortgage Lending	Online				
	Introduction to Mortgage Lending	Online	Online,Corresp.			
	Law & Banking: Applications	Online,Corresp.				
	Law & Banking: Principles		Online,Corresp.			
	Managing Time at Work			Online		
	Principles of Banking	Online,Corresp.	Online,Corresp.			
	Supervision/Supervisor Certificate			Online,Corresp.		
	Trust Basics		Online,Corresp.			
Conferences/Workshops/Seminars						
	Bank Technology Conference	February				February (annually)
	Compliance Fund. Conference	September				September (annually)
	Deposit Accounts Admin. Workshop	March				March (annually)
	Lenders Conference	October				October (annually)
	Statewide Networking Forums	August				August (annually)
Schools						
	School of Banking Fundamentals	April				
	School of Lending Principles		March			
	Advanced School of Banking - Year 1		Sept or Oct			
	Advanced School of Banking - Year 2			June		
Leadership Program						
	Apply for Leadership Program				Apply in Nov/Dec	

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Marketing Officer*

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Develops and/or administers concepts for the bank: involved in advertising, public relations and business development; may conduct or collaborate in market research projects.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/Ongoing
Courses (AIB)						
	Principles of Banking or Banking Today	Online, Corresp.				
	Dealing Effectively w/Co-Workers		Online			
	Economics for Bankers		Online, Corresp.			
	Effective Referrals		Online			
	Ethical Issues for Bankers		Online			
	Event-Based Selling	Online				
	Fin. & Business Planning for Bank Mktrs.	Online				
	Managing Time at Work		Online			
	Marketing Financial Services	Online, Corresp.				
	Project Management Fund I and II		Online			
	Rewards and Recognition		Online			
	Successful Sales Campaigns		Online			
Diplomas/Certificates/Certifications						
	AIB Bank Marketing Diploma			Request Diploma		
	ICB-Certified Financial Marketing Profess.			Apply for Exam		Complete CE credits
Bank Technology Conference						
	Bank Technology Conference	February				February (annually)
	Marketing Conference	October				October (annually)
Schools						
	School of Banking Fundamentals	April				
	Sales Management School		February or March			
Leadership Program						
	Applications taken bi-annually				Apply in Nov/Dec	

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Personal Banker*

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Refers or arranges a wide variety of banking services to meet clients' diverse needs, including opening accounts, collecting consumer credit applications and may assist in public relations activities.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Bldg. & Retain. Customer Relationships	Online				
	Business Etiquette		Online			
	Cross-Selling Deposit Products		Online			
	Dealing Effectively with Co-Workers	Online		Online		
	Effective Referrals	Online, Test Out				
	Ethical Issues for Bankers	Online				
	Fundamentals of Consumer Lending		Online			
	Introduction to Relationship Selling	Online				
	Managing Time at Work		Online			
	Overview of Financial Statements		Online			
	Principles of Banking		Online, Corresp.			
	Privacy for Customer Contact Personnel	Online				
	Profiling Mortgage Prospects		Online			
	Revitalizing Customer Service		Online			
	Tele-Consulting		Online			
	Telephone Etiquette		Online			
	Writing Bank Correspondence		Online			
Specific Function Areas						
Retail Area:						
	Consumer Credit Products		Online			
	Cross-Selling Deposit Products		Online			
Small Bus. Commercial Area:						
	Calling on Small Business Customers		Online			
	Dep. Prod. & Serv. For Small Bus.		Online			
	Fundamentals of Small Bus. Banking		Online			

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Personal Banker*

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Refers or arranges a wide variety of banking services to meet clients' diverse needs, including opening accounts, collecting consumer credit applications and may assist in public relations activities.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
	Diplomas/Certificates/Certifications					
	AIB Personal Banking Diploma			Request Diploma		
	ICB-Certified Personal Banker			Apply for Exam		
	Conferences/Workshops/Seminars					
	Bank Security & Fraud Seminars		TBA			Annually as offered
	Customer Service Seminars	TBA				Annually as offered
	Deposit Account Admin. Workshop	March				March (annually)
	IRA Workshops	Sept & Feb				Sept or Feb (annually)
	New Accounts Ownership Seminar	April				Annually on-going
	Schools					
	Sales Management School		February or March			
	School of Banking Fundamentals	April				
	School of Lending Principles		March			
	Leadership Program					
	Apply for Leadership Program				Apply in Nov/Dec	

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Receptionist - Secretary*

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Receives visitors, answers the telephone, performs various clerical functions, including typing, filing, etc.

Date Completed	RECOMMENDATIONS:	Begin 3 to 6 months	Within first 2 Years	After 2 Years	After 3 to 5 Years	Annually/Ongoing
Courses (AIB)						
	Business Etiquette	Online				
	Dealing Effectively with Co-Workers		Online			
	Effective Referrals	Online				
	Ethical Issues for Bankers		Online			
	Principles of Banking/Banking Today		Online, Corresp.			
	Revitalizing Customer Service	Online				
	Telephone Etiquette	Online				
	Writing Bank Correspondence	Online				
Conferences/Workshops/Seminars						
	Bank Security/Fraud Topics					TBA
	Customer Service Seminars					TBA

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Teller*

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Provides service to customers regarding daily transactions, including receipt and payment of cash, answering inquiries, processing certificates and referring customers for appropriate services (open and close accounts).

Date Completed	RECOMMENDATIONS:	Begin 3 to 6 months	Within first 2 Years	After 2 Years	After 3 to 5 Years	Annually/Ongoing
Courses (AIB)						
	Business Etiquette		Online			
	Cross-Selling Deposit Products		Online			
	Dealing Effectively with Co-Workers		Online			
	Effective Referrals	Online				
	Ethical Issues for Bankers	Online				
	Introduction to Relationship Selling		Online			
	Principles of Banking/Banking Today	Online, Corresp.				
	Privacy for Customer Contact Personnel	Online				
	Revitalizing Customer Service	Online				
	Telephone Etiquette		Online			
	Today's Teller: Dev. Basic Skills	Online, Corresp.				
Diplomas/Certificates/Certifications						
	AIB Bank Teller Certificate			Request Certificate		
Conferences/Workshops/Seminars						
	Bank Security/Fraud Topic Seminars					As available
	Customer Service Seminars					As available
	Savings Bonds Seminars					As available
	Front-Line Compliance Seminars					As available
	IRA Workshops					Fall and Spring
	Teller Seminars					As available
Schools						
	School of Banking Fundamentals*		April			
	<i>*If it is expected that this person will be promoted---</i>					

Nebraska Bankers Association Career Training Track

Employee Name: _____

Position: *Trust Officer - Assistant*

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Responsible for the administration of trust accounts where the bank acts in the capacity of personal representative of an estate, trustee under will or trust agreement, guardian of the assets of minors or incompetents under appointment of the court or agent under a custody, safekeeping, or investment management arrangement.

Date Completed	RECOMMENDATIONS:	1st Year	1 to 2 Years	3 to 5 Years	After 5 Years	Annually/ Ongoing
Courses (AIB)						
	Ethical Issues for Bankers	Online				
	Law & Banking: Applications			Online, Corresp.		
	Law & Banking: Principles			Online, Corresp.		
	Personal Trust Curriculum 1		Online			
	Personal Trust Curriculum 2		Online			
	Personal Trust Curriculum 3		Online			
	Principles of Banking/Banking Today		Online, Corresp.			
	Trust Basics	Online, Corresp.				
	Trust Operations	Online				
Diplomas/Certificates/Certifications						
	AIB Corporate Trust Diploma			Request Diploma		
	AIB Personal Trust Diploma			Request Diploma		
	Certified Trust and Financial Advisor			Apply for Exam	Apply for Exam	Complete CE credits
	ICB-Certified Corporate Trust Specialist			Apply for Exam	Apply for Exam	Complete CE credits
Conferences/Workshops/Seminars						
	Bank Investment Conference	November				November (annually)
Schools						
	Advanced Trust Administration School			September (odd yrs.)		
	Advanced Trust Operations School			September (even yrs.)		
	Sales Management School		February or March			
	School of Trust & Financial Services	September				