

# SBI CBO

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## INTERVIEW PREPARATION BATCH

**STUDY PLAN**

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<b>Banking Operations(18 Hours)-Praveen Sir</b>	<b>Banking &amp; Finance Current Affairs(9 Hours)-Priyanshu Mam</b>
Important Banking Awareness & Terminology Class 1	Banking & Finance Current Affairs Class 1
Important Banking Awareness & Terminology Class 2	Banking & Finance Current Affairs Class 2
Important Banking Awareness & Terminology Class 3	Banking & Finance Current Affairs Class 3
RBI & its Functions Class 1	Banking & Finance Current Affairs Class 4
RBI & its Functions Class 2	Banking & Finance Current Affairs Class 5
Present Banking Commerce and Economic Environment Class 1	Banking & Finance Current Affairs Class 6
Present Banking Commerce and Economic Environment Class 2	Banking & Finance Current Affairs Class 7
Effect of corona & Economic Package to deal with downturn of economy Class 1	Banking & Finance Current Affairs Class 8
Effect of corona & Economic Package to deal with downturn of economy Class 2	Banking & Finance Current Affairs Class 9
Present monetary Policy of Reserve Bank of India and Various rates at present Class 1	
Present monetary Policy of Reserve Bank of India and Various rates at present Class 2	
Various Acts related to Banking & Commerce Class 1	
Various Acts related to Banking & Commerce Class 2	
Various Acts related to Banking & Commerce Class 3	
Various Acts related to Banking & Commerce Class 4	
Various Acts related to Banking & Commerce Class 5	
Duties of CBO & Roles Expectations of Bank Class 1	
Duties of CBO & Roles Expectations of Bank Class 2	

<b>Personality Development &amp; Interview Skills(15 Hours)</b>	<b>SBI Corporate Culture &amp; Interview Guidance(4 Hours)-Ex Banker</b>
Introduction to interview and areas	SBI Corporate Culture-By Ex-Banker

being tested	
Preparation of Introduction and Presentation	Basic Traits of Interview
How to handle the questions? Content	Body Postures & Gestures
Body Language, Dress, and documentation	Interpersonal Skills
How to drive the Interview: Winning Tricks!	
Anxiety, Uncertainty, and Attitude to succeed in the interview	
Interview concept-1	
Interview concept-2	
Group Discussion Part -01	
Group Discussion Part -02	
Right attitude for written test	
Right Emotional quotient	
Interview Concepts	
Common Problems	

<b>Spoken English and Corporate Communication(30 Hours)-Udisha Mam</b>
Noun- Names of People, Places, Things and Ideas
Polish your pronunciation
Verb- Action, Time, Mood, State of being
Small sentences using Noun and Verb
Let us work on Fluency
Tense Introduction- Let us learn to make Simple sentences
Introducing Adjective to sentence
Commonly used sentences- Celebration/Happiness
Sentences that you can use at Home with your Family
Sentences to use at office
Sentences to us when you meet someone for the first time
Rules of Etiquette
How to say- Thank you / Welcome/sorry
Adverb- Quality of action/ Quality of Quality
How to Introduce Yourself?
How to Compliment?
How to ask anything?
How to express Anger?

words/ Sentences related to Sports.
How to express sadness/sorrow/grief
Sentences of explanation
5 books to Read if you want to learn how to talk to anyone
Describe the picture
How to talk about your success/achievement.
What is Corporate Communication?
Stakeholder Theory
Corporate Identity
Communication Strategy
Media Relations
Corporate Social Responsibility
Communication in times of Crisis and Conflict
Employee Communication
Image and Reputation
Changing Business Environment
Sentences & Vocabulary Related Cleaning, Washing & Cooking
How To Use Idioms
Have Had & Has Usage
Practice Session
Tense Part 02
Types Of Noble
Should And Shouldn't For Advice

## WHY TAKE THIS COURSE?

- Complete course from basic to advance along with the tricks and tips to increase your speed.
- Content based on latest pattern by the biggest content research team.
- 24\*7 Doubt clearing helps you in resolving your query anywhere, anytime.

