

AIB SUPERVISOR CERTIFICATE



NAME _____

DATE _____

The AIB Supervisor Certificate prepares new and potential supervisors for their emerging responsibilities with a combination of leadership and managerial skills and by offering fresh insights on proven supervisory approaches.

The courses in the program explore ways to interview, evaluate and select employees, while being mindful of legal considerations. The performance management process is reviewed in detail, with special attention placed on coaching, rewards and recognition, and corrective action. Managing employee relations is addressed through four major strategies: compliance with laws, managing diversity, handling work and personal issues, and fostering open communication among staff members. In addition, the certificate program includes a component on ethical practices in banking.

Required Courses:

You must complete the following courses.

Grade	Course	Delivery Options	
	AIB Banking Today		
	Coaching for Success		
	Corrective Action		
	Ethical Issues for Bankers		
	Hiring the Best		
	Managing Employee Relations		
	Performance Management		
	Rewards and Recognition		
Applicants can purchase all of the required courses for this certificate as a self-paced online curriculum.			

The AIB Supervisor Certificate is **also** available as an instructor-led AIB Online course. Students must complete the instructor-led certificate course **plus** Banking Today.

AIB Course Code for online option only: 4322

AIB Certificate Code: 43

AIB

LEGEND



Classroom Training Materials



Correspondence Course



Instructor-led Online Training



Reference Materials



Self-paced Online Training



ICB Approved