



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA

PUN.CAB.APTP.No.S1192 /09.06.002/2025-26

January 05, 2026

The Regional Director / Principal Chief General Manager /
Chief General Manager-in-Charge /
Chief General Manager /Officer-in-Charge
General Manager-in-Charge
Reserve Bank of India

Madam / Dear Sir,

Workshop on Communication Fitness and Feedback Mechanism
(February 02-03, 2026)

The College of Agricultural Banking (CAB) is offering a two-day **Workshop on Communication Fitness and Feedback Mechanism for RBI Officers** during **February 02-03, 2026**. The goal of this workshop is to Upgrade and Upskill the team in capabilities such as Effective Communication, Feedback sharing, executive presence, etc. This two-day workshop will be conducted in association with *Vani*, an external training agency, specialising in Communication Fitness. The programme involves pre-workshop one-on-one interaction (online) with participants to assess individual requirements, two days' in person workshop at CAB and post-workshop assisted learning through customized app for communication fitness.

2. Date and timing of programme: Two Days: February 02-03, 2026
Time: 10:00 am to 05:30 pm

3. Venue: **In-campus Programme**
College of Agricultural Banking, University Road, Pune - 411 016

4. Who should attend: RBI Officers in Grade 'C' to 'E' (Officers who have attended the same workshop earlier should not participate).

5. Objectives, Course Content and other details of the programme: are given in the Annex 1.

6. Last date for sending nominations: This programme involves pre-programme one-on-one interaction(online) with participants to assess individual needs and

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फोन : (91-020) 25538392 ई-मेल: principalcab@rbi.org.in

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Phone : (91-020) 25538392 E-mail : principalcab@rbi.org.in

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practice plan is designed accordingly. Ideally, this needs to be done 14 days in advance. Hence, nominations are requested on or before **January 15, 2026**.

7. Nomination form: For sending nominations, you are requested to use the format given in Annex 2. Please send nominations by e-mail to: nomination.gl@rbi.org.in.

8. Queries: In case of any queries, you may contact Smt. Rajashri Kulkarni on 8308791237 (rajashrikulkarni@rbi.org.in) or Capt. Shubhabrat Agrawal (Programme Director) (shubhabrat@rbi.org.in)

Yours faithfully

(Capt. Shubhabrat Agrawal)

Programme Director

8085120868

Encl: As above



ANNEX 1

1. **PARTICIPANT PROFILE:** RBI Officers in Grade 'C' to 'E'.

2. **PROGRAMME OBJECTIVES:**

In this program, the officers will master the capabilities of being an effective communicator.

3. **PROGRAMME CONTENTS:**

a. Articulating Feedback

- Empowering feedback v/s other styles
- Building and sharing actionable insights
- Listening

b. Humble Inquiry

- Narrative Building
- Ensuring a feedback dialogue
- Asking non-threatening questions

c. Articulating Empathy

- Making audience receptive to feedback
- Driving psychological safety
- Acknowledging & expressing emotions

d. Executive Presence

- Body Language - Eye Contact, Gesture, Posture...
- Voice Modulation - Pace, Enunciation, Stress, Diction
- Expressing - Warmth, Strength and building authenticity

4. **VENUE & ACCOMMODATION:**

The Programme will be held at College of Agricultural Banking, Reserve Bank of India, Pune. The Programme is residential and arrangements for lodging and boarding will be made in the College. Participants may report to CAB on the **February 01, 2026**.

5. **PEDAGOGY:**

PRE WORK - with internal training team

- Building Persona - understanding target audience, their job role, their listeners and conversations they do
- Scenario Capturing - capturing real life scenarios around articulating feedback, asking questions etc.

WORKSHOP - 2 days internal training team

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- Roleplays - recording and playback for feedback
- Experiential Activities & workbooks
- Case study discussions

PRACTICE - App Access

- Practice on app during workshop
- 30 days follow on access with weekly coach feedback

CLOSURE

- Report submission based on latest submissions

This programme involves pre-programme one on one interaction with participants to access individual needs and practice plan is assigned accordingly. Ideally, this needs to be done 14 days in advance. Hence, nominations are requested on or before **January 15, 2026**.

6. **DURATION:** February 02-03, 2026 (Time: 10.00am to 05.30pm)

7. **PROGRAMME DIRECTOR:**

Capt. Shubhabrat Agrawal, GM & Member of Faculty, E-mail: shubhabrat@rbi.org.in

8. **CONTACT PERSONS FOR NOMINATION RELATED QUERIES:**

In case of any queries regarding nomination, you may contact the following personnel during Monday to Friday (10:00am to 05:00pm).

Smt. Rajashri Kulkarni, Tel.: 020-25582392 & E-mail: nomination.gl@rbi.org.in

9. **IMPORTANT DATES TO REMEMBER:**

Programme Dates	February 02-03, 2026
Nominations to be received by	January 15, 2026
Reporting at CAB	February 01, 2026 evening
Completion of programme	5.30 pm on February 03, 2026