

DUE PROCESS CONSULTING LTD

TREASURY AND TRADE FINANCE OPERATIONS - SAMPLE TRAINING COURSE PROGRAMME

START TIME	TOPIC	SUB-TOPIC	DURATION [MINUTES]		
DAY 1	8:30	COURSE OPENING		15	
	8:45	INTRODUCTION TO BUSINESS PROCESS MANAGEMENT		30	
	9:15	TREASURY OPERATIONS	EXCHANGE RATES	45	
	10:00		CURRENCY DEALING	60	
	11:00	COFFEE BREAK		15	
	11:15	TREASURY OPERATIONS, CONTINUED	NOSTRO AND VOSTRO ACCOUNTS	45	
	12:00		CURRENCY REVALUATION	45	
	12:45	LUNCH		60	
	13:45	TREASURY OPERATIONS, CONTINUED	ASSETS AND LIABILITIES MANAGEMENT	60	
	14:45		GOVERNMENT SECURITIES	60	
	15:45	COFFEE BREAK		15	
	16:00	TREASURY OPERATIONS, CONTINUED	CENTRAL BANK REQUIREMENTS	45	
	16:45	DAY'S RECAP		15	
	DAY 2	8:30	PREVIOUS DAY RECAP		30
		9:00	TRADE FINANCE OPERATIONS	IMPORTS AND EXPORTS - GENERAL	30
9:30			BILLS OF EXCHANGE	30	
10:00			DOCUMENTARY CREDITS	60	
11:00		COFFEE BREAK		15	
11:15		TRADE FINANCE OPERATIONS, CONTINUED	DOCUMENTARY CREDITS, CONTINUED	60	
12:15			BILLS DISCOUNTED	45	
13:00		LUNCH		60	
14:00		TRADE FINANCE OPERATIONS, CONTINUED	BILLS NEGOTIATED	45	
14:45			DOCUMENTARY COLLECTIONS	60	
15:45		COFFEE BREAK		15	
16:00		TRADE FINANCE OPERATIONS, CONTINUED	CLEAN COLLECTIONS	45	
16:45		DAY'S RECAP		15	
DAY 3	8:30	PREVIOUS DAY RECAP		30	
	9:00	TRADE FINANCE OPERATIONS, CONTINUED	TRANSFER OF FUNDS	120	
	11:00	COFFEE BREAK		15	
	11:15	TRADE FINANCE OPERATIONS, CONTINUED	INVOICE DISCOUNTING	45	
	12:00		LPO FINANCING	45	
	12:45	LUNCH		60	
	13:45	TRADE FINANCE OPERATIONS, CONTINUED	GUARANTEES AND BONDS	60	
	14:45		CORRESPONDENT BANKING	30	
	15:15	ACHIEVING BUSINESS PROCESS EXCELLENCE		30	
	15:45	COFFEE BREAK		15	
	16:00	COURSE RECAP AND CLOSURE		30	