

BANKING

The BIBF is a premier provider of performance-based training and development solutions, with a primary focus on change and innovation. High quality teaching and continued research into new products and services has significant implications for human resource development, specifically within the banking and financial services sector.

BIBF offers a wide range of training courses for banks and other financial institutions in Bahrain and the region. These include standard courses (short courses that take place in the morning and are awarded by BIBF), professional qualifications, bespoke training that is customised to specific client needs, and Masterclasses delivered by experts based internationally on cutting edge topics in banking and finance, and designed for middle to top-level management.

BIBF regularly organises thought leadership seminars, workshops, and other events in collaboration with leading regional and international educational organizations to engage the wider business community, and financial services in particular, on current topics, challenges and issues facing the global banking industry.

The dates and fees mentioned in this section are subject to change at the Institute's discretion. Please visit www.bibf.com for the latest updates.



OPEN ENROLMENT

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REPO MARKET

COURSE CODE 195

This course is designed to cover the fundamentals of the repo product, discuss the reasons why it is the core-funding tool in major financial markets, and how they are quoted in the market. It will also illustrate the economic and operational characteristics of a repo transaction.

LEARNING OUTCOMES

- Understand the repo market, its main players and types of transactions
- Recognise the cash flows associated with different repo transactions
- Identify and assess the risks arising from using repo and how to minimize the exposure to those risks
- Know how repos are quoted
- Understand initial margin and margin maintenance
- Define general collateral (GC) and specials

TARGET AUDIENCE

Repo traders, money market traders, risk managers, settlement and operations personnel, and auditors.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and working experience of 1 to 3 years in a Treasury Department.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

19 - 20 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



TREASURY AND
CAPITAL MARKETS



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INTRODUCTION TO TREASURY OPERATIONS

COURSE CODE 167

The main objective of the course is to highlight the importance of the treasury operations department, its role and functions. It focuses on the understanding of how the transaction process management can be optimised and how to ensure that all funds flow in a timely and correct manner with all necessary documentation completed.

LEARNING OUTCOMES

- Describe the roles of dealers, brokers, operations officers, and middle office personnel
- Define SWIFT (Society for Worldwide Interbank Financial Telecommunication) message types and the role of each message type
- Recognise the features of netting agreements and the reconciliation system
- Calculate settlement/close-out amounts of any financial instrument, the brokerage payment, reset/fixing rates and margins of interest rate swaps

TARGET AUDIENCE

This course will be useful for new employees working in the settlements and operations departments of banks and who want to gain a basic knowledge of the settlements business within the fast growing international markets.

PREREQUISITES

Reasonable background in mathematical calculation and working in a Treasury Department.

ASSESSMENT TYPE

This course is examinable.

 **DURATION**
• 3 DAYS
(5 hours per day)

 **START DATE(s)**
26 - 28 MAR 2019
29 - 31 OCT 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 300



TREASURY AND
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CORPORATE FINANCE

COURSE CODE 122

The main objective of this course is to provide participants with the knowledge of how firms obtain funding, invest the funding received and manage their investments. This course also helps participants, especially those working in banks, analyse companies and make sound lending decisions.

LEARNING OUTCOMES

- Define corporate finance
- Compare the differences and similarities between corporate finance and corporate banking
- Discuss the main functions of corporate finance
- Demonstrate the differences between the three main functions of corporate finance
- Examine the goal of corporate finance in relation to the functions
- Appraise the financing function with respect to business and financial risk
- Illustrate different project evaluation techniques
- Calculate NPV, IRR and PB for a project and interpret the results

TARGET AUDIENCE

Credit analysts, management trainees and corporate finance executives.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

03 - 05 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

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BHD 75

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TREASURY AND
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FOREIGN EXCHANGE - LEVEL 1

COURSE CODE 165

This course introduces the participants to foreign exchange as the importance of foreign exchange markets has grown with increased global economic activity, trade and investment, and with technology that makes real-time exchange of information and trading possible. The course will cover foreign exchange, its terminology, spot and forward rates, and develops a basic understanding of trading in foreign exchange markets.

LEARNING OUTCOMES

- Describe the principal risks in spot and forward FX transactions and the relationship between the forward rates and interest rates
- Describe how to hedge against rising/declining interest rates
- Judge how to maximise profit potential & minimise risk potential and distinguish between spot rates and forward rates
- Experiment the best way of hedging long/short position, describe how to manage cash flow by linking the interest rates with FX market
- Illustrate how to minimise the interest rate risk and FX risk, explain the relationship between the outright forward rate and the forward points and develop methods for managing synthetic foreign currency assets and liabilities
- Calculate FX profit & loss, the average FX position, cross rates, forward FX rate from a spot FX rate and interest rate
- Calculate an outright forward FX rate from a spot rate and the forward points and vice versa, the swap points, the covered interest in arbitrage, anti-spot outright rates, the price for hedging value today/tomorrow swap position, the broken days swap rates and the forward cross rates

TARGET AUDIENCE

New entrants to the treasury department, junior dealers; foreign exchange traders; corporate desk dealers; treasury operations staff; middle office staff; auditors; compliance officers; risk managers; system developers; other business units where foreign exchange market is an important element in their work; finance officers in corporations, import and export, and insurance companies.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and completed basic courses on Foreign Exchange.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

11 - 13 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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MONEY MARKETS - LEVEL 1

COURSE CODE 166

This course is an introduction to money market instruments and covers the trading, purchase and selling aspects of these instruments.

LEARNING OUTCOMES

- Describe how money markets function
- Illustrate the main features of the basic types of cash money market instruments
- Calculate repo rates
- Understand the terminology of instruments
- Comprehend the arithmetic of money markets
- Discuss the different products of money markets

TARGET AUDIENCE

New entrants to dealing rooms, junior foreign exchange and money market traders, corporate desk dealers, investment department officers, back office, mid office and other support staff, risk dept., officers, and finance officers working for corporations.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and completed basic courses on Foreign Exchange.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

19 - 21 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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DERIVATIVES - LEVEL 1

COURSE CODE 169

The main objective of this course is to provide participants with a sound understanding of the meaning of the derivatives market and learn how different derivatives instruments function. The course includes in-depth discussions of the main features of these instruments, the associated risks, and the pricing. It also focuses on the analytical skills required to calculate the pricing, the total in-cost and total income generated by these instruments.

LEARNING OUTCOMES

- Describe the value and the risks involved in trading each derivative
- Define Forward Rate Agreements (FRAs)
- Define Futures and calculate futures price (stock futures, commodity futures, and currency futures)
- Define Options
- Calculate the FRA Settlement amount, Option Payoffs and Profit

TARGET AUDIENCE

Staff recently involved in or about to become involved in dealing with derivatives in their banks, treasury operations staff who need an overview of the instruments in order to understand the back office implications, treasury sales desk dealers, investment officers, finance managers working for corporations, corporate department staff who use derivatives to hedge their clients' foreign exchange & interest rate risk, risk managers, derivatives system developers, legal advisors and lawyers, and auditors.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and completed basic courses on Foreign Exchange.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

21 - 23 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

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ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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PRIVATE EQUITY & VENTURE CAPITAL

COURSE CODE 183

The aim of this course is to provide students with a knowledge and understanding of special features of private equity and venture capital as an asset class, and their valuation.

LEARNING OUTCOMES

- Explain the meaning of Private Equity (PE) and Venture Capital (VC)
- Describe the PE process
- Distinguish and discuss the different valuation processes for PE & VC
- Demonstrate the importance of due diligence and term sheet in PE deals
- Evaluate exit strategies
- Calculate the value of a PE deal and a VC deal
- Interpret the results of the valuation methods
- Critique the problems that might be encountered in PE & VC valuation

TARGET AUDIENCE

Credit analysts/account officers, financial control personnel, investment placement/marketing staff, private equity head, credit/market risk personnel, and corporate banking staff.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

17 - 19 FEB 2019



FEES

MEMBER ORGANISATIONS
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TREASURY AND
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ASSET VALUATION

COURSE CODE 185

The main objective of this course is to provide participants with the knowledge of the various securities traded in the market, their features and different valuation methods.

LEARNING OUTCOMES

- Define the features of various assets in the market such as bonds, stocks and alternative investments
- Describe various techniques of asset valuation
- Calculate an intrinsic value of an asset using discounted cash flow analysis
- Apply any multiple asset valuation techniques such as Price earnings ratios, Value/EBITDA, and Price/Book Value to find the relative value of assets
- Demonstrate the use of valuation techniques to value any publicly traded firm (small or large, domestic or foreign, healthy or troubled) or private business (private equity, venture capital, IPO)
- Calculate the value of public and private companies
- Compare and contrast the various techniques used in the valuation of assets as well as in the valuations for different businesses

TARGET AUDIENCE

Entry-level treasury staff, entry and middle-level traders, executives in the area of risk management, and executives in the area of investments.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

24 - 26 SEP 2019



FEES

MEMBER ORGANISATIONS
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OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

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BHD 300



TREASURY AND
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FOUNDATIONS OF INVESTMENT ANALYSIS

COURSE CODE 186

The course introduces participants to the trading rules, regulations and practices under the Securities Exchange Commission of the USA, basic derivatives products, fixed income securities, fundamental and technical analysis, among other things.

LEARNING OUTCOMES

- Explain how the investment environment functions
- Define the concepts of stocks and bonds, and how they function
- Distinguish between different investment instruments
- Analyse the impact of money market and government instruments on investment decisions
- Employ derivatives products in order to hedge these investment instruments
- Calculate the price of a bond, dividend yield on stocks and the risk/reward on derivatives products

TARGET AUDIENCE

Traders and brokers, investment bankers and portfolio managers, treasury and back office staff, fund managers, supervisory and investment staff (central banks), compliance and control staff, and accounting staff.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

14 - 16 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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FIXED INCOME MANAGEMENT

COURSE CODE 187

The aim of this course is to provide students with knowledge and understanding of fixed income instruments and their valuation methods. It also discusses the risks inherent in these securities and their measurement.

LEARNING OUTCOMES

- Identify the characteristics of fixed income securities
- Describe terminology associated with bonds
- Discuss the concept of duration and convexity in the context of risks
- Demonstrate the relationship between yields and bonds
- Analyse the immunisation process

TARGET AUDIENCE

Investment bankers, management trainees, portfolio managers, bank managers, treasury staff, credit analysts/ accounts officers, fund managers, and financial controllers.

PREREQUISITES

Prerequisite knowledge for the course may be obtained through prior certified learning or experiential learning at the workplace. Please consult with your line manager, training manager or equivalent in order to ensure conformity to BIBF's prerequisites. Candidates are responsible for ensuring that they meet the prerequisites before registering for a course.

Where the knowledge has been obtained other than through the stated BIBF course, BIBF may require candidates to take and pass a pre-course assessment in order to be enrolled into the course.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

06 - 08 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

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ALL NATIONALITIES

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TREASURY AND
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PORTFOLIO MANAGEMENT

COURSE CODE 179

This course discusses the portfolio management process in detail, the risk and return measures used in portfolio analysis, the difference between active and passive portfolio management, and the various performance ratios used. It also provides a foundation for international certification exams in investments such as the CFA level 1 exam (certified by the CFA institute, USA) and wealth management exams such as the ICWIM (certified by the CISI, UK).

LEARNING OUTCOMES

- Define portfolio management
- Understand and describe the different approaches to portfolio management
- Calculate portfolio returns using different return measures and interpret the results
- Calculate the risk of the portfolio and interpret the results
- Demonstrate the use of Capital Market Line (CML) and Security Market Line (SML) in calculating the return and risk of a portfolio
- Discuss different performance measures used in portfolio management
- Analyse the performance of a portfolio using different performance ratios

TARGET AUDIENCE

This course is relevant for anyone who is attempting or intends to attempt the CFA Level 1 exam.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and relative work experience.

ASSESSMENT TYPE

This course is examinable



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

12 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

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ALL NATIONALITIES

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TREASURY AND
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ASSET LIABILITY MANAGEMENT

COURSE CODE 181

The aim of this course is to provide students with knowledge of the Asset Liability Management (ALM) process in banks, and enables them to understand the risks faced by a bank and how banks manage these risks through the ALM process.

LEARNING OUTCOMES

- Explain the two ALM risks (Interest Rate and Liquidity)
- Solve re-pricing and maturity gaps
- Recognise duration of bonds and its significance in ALM
- Immunisation to mitigate the effects of gaps
- Explain the Basel III prescribed liquidity risk ratios

TARGET AUDIENCE

Entry-level treasury executives, traders and financial control executives, investment analysts, and financial analysts.

PREREQUISITES

Participants are expected to have a considerable background in fundamental mathematics and relative work experience.

ASSESSMENT TYPE

This course is examinable.



TREASURY AND
CAPITAL MARKETS



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

26 - 28 MAY 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

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BHD 300



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QUANTITATIVE METHODS FOR RISK MANAGEMENT

COURSE CODE 106

This course is a foundation course for those interested in pursuing the CFA Level 1 preparatory course.

LEARNING OUTCOMES

- Understand Time Value of Money and apply discounting methods
- Understand and Calculate expected value and variance
- Understand and Calculate covariance, beta, correlation, and Portfolio variance
- Understand and Calculate Risk Adjusted Performance measures
- Understand Normal and Lognormal Distribution
- Analyse Regression Equation results

TARGET AUDIENCE

Investment analysts, financial analysts, entry and middle-level risk management personnel, personnel concerned with the back office, candidates preparing for the CFA/PRM/APRM exams, entry and middle-level traders.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.

 **DURATION**

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY

 **START DATE(s)**
02 - 04 APR 2019

 **FEES**

MEMBER ORGANISATIONS GCC NATIONALS OTHER NATIONALITIES	COVERED BY LEVY BHD 75
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TREASURY AND
CAPITAL MARKETS


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FOREIGN EXCHANGE - LEVEL 2

COURSE CODE 175

This course introduces participants to foreign exchange in line with the current ACI Diploma (Financial Market Association, France) syllabus. It builds on the Foreign Exchange level 1 curriculum, and is designed to provide advanced-level theoretical and practical knowledge of the foreign exchange markets by using different FX instruments and hedging techniques.

LEARNING OUTCOMES

- Explain the covered interest arbitrage
- Recognise the Non-Deliverable Forwards (NDFs)
- Illustrate calculation and pricing of synthetic FRAs (Forward Rate Agreements) using FWD-FWD (Forward) FX (Foreign Exchange) Swaps
- Demonstrate ways of hedging a forward-forward transaction
- Interpret risks in various FX transactions
- Calculate different swap rates, historic rates rollovers, time options

TARGET AUDIENCE

Senior FX traders, senior corporate desk dealers, senior treasury staff, senior back office & operations staff, senior risk management officers, senior officers - investment department, senior auditors, compliance officers, senior risk managers, system developers, and finance officers in corporations, import & export, and insurance companies.

PREREQUISITES

BIBF: Foreign Exchange Level 1 (GBO165)

Other: Participants are expected to have a considerable background in fundamental mathematics and completed.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

03 - 05 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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MONEY MARKETS - LEVEL 2

COURSE CODE 176

This programme builds on Money Markets Level 1. The money markets are wholesale financial markets in which sovereign states, banks and major corporations raise funds through certain types of loans, or by issuing debt securities. This course aims to cover the most common money market instruments in use at financial centres all over the world and the calculations required in money markets, as well as the risk and return features.

LEARNING OUTCOMES

- Understand the different products in money markets and their features
- Discuss the Time Value of Money
- Calculate different measures of yields in money markets
- Calculate the price of different instruments in money markets
- Describe the risk and return features of money markets

TARGET AUDIENCE

Senior dealers in treasury departments, senior money market dealers, senior foreign exchange traders, senior corporate desk dealers, senior back office, mid office and other support staff, private bankers & investment advisors, auditors, compliance officers, risk managers, finance officers in corporations / import & export / insurance companies , and other business units where the money markets are an important element in their work.

PREREQUISITES

BIBF: Money Market Level 1 (GBO166)

Other: Participants are expected to have a considerable background in fundamental mathematics and completed.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

24 - 26 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
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DERIVATIVES – LEVEL 2

COURSE CODE 184

Derivatives are described as “off-balance sheet” products because unlike the cash markets there is typically no exchange of the principal amount of the asset or liability involved. Derivatives Level 2 builds on the Derivatives Level 1 course and will enhance participants’ understanding of the derivatives market and help to master complex hedging techniques.

LEARNING OUTCOMES

- Define Option Strategies
- Define Swaps
- Define Interest Rate Options (Caps, Floors, Collars) and their uses
- Calculate the settlement amount of the Futures, value of swaps to each party

TARGET AUDIENCE

Traders with more than two years of experience in treasury, senior foreign exchange & money market traders, senior derivatives traders, investment & capital market department officers, middle office and treasury operations officers, senior risk managers, senior corporate department staff who use derivatives to hedge their clients’ foreign exchange & interest rate risk, legal advisors and lawyers, senior officers (corporations) who need to broaden their knowledge with advanced hedging tools, and derivatives system developers.

PREREQUISITES

BIBF: Derivatives Level 1 (GBO169)

Other: Participants are expected to have a considerable background in fundamental mathematics and completed.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

08 - 10 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
CAPITAL MARKETS



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MERGERS & ACQUISITIONS (M&A)

COURSE CODE 1017

This course will cover both the theory and practice of M&A, and will review how and why companies use M&A to pursue strategic objectives. In addition, participants will review many of the other elements of M&A transactions including transaction structures, negotiation strategy and tactics, risk management, financing, the use of advisors, and documentation issues.

The goal is to familiarise participants with the analytical and real-world tools necessary to successfully evaluate and execute M&A transactions.

LEARNING OUTCOMES

- Define Corporate Restructuring and why it occurs
- Identify commonly used valuation techniques
- Describe how corporate restructuring creates/destroys value
- Identify commonly used takeover tactics and defenses
- Develop a highly practical “planning based” approach to managing the M&A process
- Identify the challenges and solutions associated with each phase of the M&A process
- Describe the advantages and disadvantages of alternative M&A deal structures

TARGET AUDIENCE

Corporate Finance professionals, staff working on M&A, investment professionals, and private equity professionals.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

19 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



TREASURY AND
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BIBF CREDIT PROGRAMME LEVEL 1

COURSE CODE 117A



CREDIT

The aim of the BIBF Credit Programme is to develop an understanding of the techniques of good credit assessment with a particular emphasis on evaluating the risks associated with lending to small and middle-size companies.

LEARNING OUTCOMES

- Explain the framework and environment within which borrowing and lending take place, including social, moral, ethical and cultural influences on responsible lending
- Describe the nature of the different types of borrowers that exist, the risks associated with particular categories of borrowers, the various types of lenders in the financial marketplace, and how these lenders meet the differing needs of customers
- Identify the different borrowing needs of commercial customers, including the purpose of borrowing, and credit products and services available to meet these requirements
- Evaluate the risks involved in lending
- Examine the credit policy of the organisation

TARGET AUDIENCE

Bankers with limited exposure to lending proposals, graduate management trainees and credit analysts.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

03 - 05 FEB 2019
21 - 23 MAY 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



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Tamkeen

SUPPORTED BY TAMKEEN



CREDIT

SME FINANCING

COURSE CODE 109

Lending to Small and Medium-sized Enterprise (SME) customers presents one of the greatest opportunities for commercial banks to pursue growth and profitability, but at the same time ties up a large amount of economic capital and represents a substantial credit risk.

The course focuses on the needs of SME customers, defines their product requirements and discusses efficient client relationship management. In addition, focuses on areas such as successful sales channel management, cross-selling approaches, and the introduction of new products and services.

LEARNING OUTCOMES

- List the different types of SME products
- Describe effective client management indicators within SME banking
- Identify operational risk in SME banking
- Demonstrate knowledge of how an effective sales force can build cross selling success of SME products
- Interpret credit risk in SME banking
- Illustrate a streamlined credit decision process in SME banking

TARGET AUDIENCE

General and regional managers, heads of regional businesses and branches, managers in branches responsible for SME banking, experts responsible for sales and distribution, managers from credit departments and risk management, experts responsible for corporate strategy and planning, banking and strategy consultants, and human resources and training staff.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

14 - 16 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

PROJECT APPRAISAL & FINANCING

COURSE CODE 110

Corporate and commercial borrowers approach banks to fund long-term capital projects such as setting up new businesses, expansions, renovations, and diversification of existing businesses. Government agencies approach banks to finance infrastructure projects such as building electricity generation capacity, transmission and distribution projects, roads, bridges, etc. These projects require large sums of money, and the payback period of such projects is invariably long. This course develops the skills associated with appraising and financing long-term capital projects undertaken by bank borrowers.

LEARNING OUTCOMES

- List the various types of risks distinctive to project financing
- Distinguish capital projects from conventional working investment funding
- Compare between assets as security in conventional and project financing
- Analyse the key elements in loan decision making for project financing
- Appraise loan cost, loan income and loan pricing using a real case study
- Differentiate between corporate lending and project lending

TARGET AUDIENCE

Credit analysts/account officers, financial controllers/auditors, corporate banking personnel, private equity, investment analysts and risk managers.

PREREQUISITES

BIBF: Corporate Finance (GBO122)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

24 - 26 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



CREDIT



SUPPORTED BY TAMKEEN

REAL ESTATE INVESTMENT & FINANCING

COURSE CODE 112

This course explores both qualitative issues and traditional quantitative analysis in real estate financing and valuation, and helps participants understand the key elements of credit decisions involving real estate by describing the characteristics of real estate loans, and identifying the key loan underwriting differences between investor loans, owner-occupied real estate loans, and commercial loans secured by real estate.

LEARNING OUTCOMES

- Explain the important aspects of an appraisal
- Discuss an effective appraisal management process for real estate financing
- Demonstrate economic understanding of the current real estate market in Bahrain
- Illustrate how to link the loan purpose with the repayment source
- Appraise real estate financing from a borrower's perspective
- Examine best practices of real estate financing and valuation techniques
- Illustrate the impact of regulations on real estate financing
- Demonstrate real estate risks relative to different types of real estate investments
- Calculate the value of a real estate investment opportunity using one of the valuation methods introduced

TARGET AUDIENCE

The course is designed for commercial lenders and credit analysts who are not real estate specialists but who are required to know more about assessing real estate risk. It is also targeted at chief appraisers at financial institutions, managers of internal real estate appraisal ordering and review functions, managers of outsourced real estate appraisal functions, and staff in appraiser departments.

PREREQUISITES

BIBF: Assets Valuation (GBO 185)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

26 - 28 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



CREDIT



SUPPORTED BY TAMKEEN

BIBF CREDIT PROGRAMME LEVEL 2

COURSE CODE 117B

The aim of the BIBF Credit Programme is to develop an understanding of the techniques of good credit assessment with a particular emphasis on evaluating the risks associated with lending to smaller and middle-sized companies

LEARNING OUTCOMES

- Apply relevant processes of monitoring and control of lending
- Formulate rates, ratios and effective handling of numbers and simple mathematical procedures
- Discuss a case study using practical knowledge gained from the course content
- Illustrate how financial analysis assists the evaluation of a borrower's credit health
- Examine appropriate loan documentation and assist in loan structuring and credit monitoring

TARGET AUDIENCE

Bankers with limited exposure to lending proposals, graduate management trainees, and credit analysts.

PREREQUISITES

BIBF: BIBF Credit Programme Level 1 (GBO117A)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



CREDIT

 **DURATION**
• 3 DAYS
(5 hours per day)

 **START DATE(s)**
15 - 17 SEP 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75
BHD 300



SUPPORTED BY TAMKEEN

LOAN SYNDICATION

COURSE CODE 1050

The financial world is currently undergoing significant changes, and one of the most important challenges in banking is to reinforce the syndicated loan function and to refresh techniques given the evolution of the syndicated loan market. This course equips participants with the tools required to cope with the new environment.

LEARNING OUTCOMES

- Define a syndicated loan
- Discuss the characteristics of a syndicated loan
- Understand common structures, uses and defining terminologies
- Review the market by breaking it down by volumes, geographies, currencies and maturities, ratings, arrangers and investors
- Survey Macro-economic factors affecting the market
- State and describe the phases and milestones of the syndication process and timetable
- Explain the documentation process
- Understand the roles of different participants in the syndication process
- Discuss how to construct the mandate and term sheet
- Identify and understand the steps undertaken in pricing and structuring a syndicated loan
- State the final process undertaken in closing a syndicated loan
- Discuss secondary market loan trading
- Review loan agreements and understand the key concepts in syndicated loan documentation
- Assess security requirements in a loan syndication

TARGET AUDIENCE

Members of the loan agency functions and the credit department of banks.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 2 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

25 - 26 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



CREDIT



SUPPORTED BY TAMKEEN

CORPORATE CREDIT RISK ANALYSIS

COURSE CODE 119

The aim of the BIBF Corporate credit Risk Analysis programme is to develop in participants a better understanding of the appropriate analytical tools of good credit assessment along with a particular emphasis on evaluating the business and industry-related risks associated with lending to corporate institutions. This will be mainly achieved through case studies and group discussions.

LEARNING OUTCOMES

- Analyse the credit worthiness of a borrower through a judicious mix of quantitative and qualitative analysis
- Calculate the sustainability of corporates during changes in obligor credit quality through techniques such as the interpretation of cash flows and credit metrics
- Differentiate between the credit market and operational risks relating to a corporate lending situation
- Evaluate the risks involved in lending situation with another perspective
- Examine the credit policy of the organisation
- Apply relevant processes of monitoring and control of lending procedures
- Use appropriate forecasting techniques to project financials for the purpose of credit analysis
- Discuss a case study using practical knowledge gained from the course content
- Illustrate how financial analysis assists evaluation of a borrower's credit health
- Examine appropriate loan documentation and evaluate collaterals that can assist in loan structuring & credit monitoring
- Demonstrate the use of financial projections in sensitizing obligors to certain future risks associated with the business

TARGET AUDIENCE

Credit analysts, corporate banking personnel, financial controllers, and loan auditors.

PREREQUISITES

BIBF: Credit Programme Level 1 & 2 (GBO117A & GBO117B)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

02 - 04 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



CREDIT



SUPPORTED BY TAMKEEN

ANTI-MONEY LAUNDERING AWARENESS PROGRAMME

COURSE CODE 102



COMPLIANCE
AND RISK

This is an introductory awareness programme where participants will be introduced to the definition and concept of Anti-Money Laundering (AML) and Financing Terrorism (FT), the various stages of AML, and the legal and regulatory requirements and initiatives by the international, regional and local communities against Money Laundering / Terrorist Financing. In particular, the guidelines and policies issued by the Kingdom of Bahrain and Central Bank of Bahrain (CBB) are discussed including the essentials of Customer Due Diligence (CDD) and Know Your Customer (KYC) standards.

CBB Rulebook – Module FC (Financial Crime) from relevant volumes of the CBB Rulebook

LEARNING OUTCOMES

- Define anti-money laundering
- Describe predicate crimes that cause money laundering
- Identify financial products and services vulnerable to criminal abuses
- Discuss anti-money laundering laws and regulations
- Analyse the different stages of money laundering
- Interpret the different warning signs of a potential money laundering attempt

TARGET AUDIENCE

Employees of the financial and related industry who have not participated in any related AML/Compliance sessions, and newly employed personnel prior to handling any compliance-related responsibilities.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

06 - 08 JAN 2019
26 - 28 MAR 2019
23 - 25 APR 2019
14 - 16 MAY 2019
11 - 13 JUN 2019
29 SEP - 01 OCT 2019
26 - 28 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300

BANKING LAW & PRACTICE

COURSE CODE 129

This course is designed to help banking professionals to understand the legal framework that protects, underpins and supports all banking operations, products, the bankers and their customers. The programme also deals with the legal and regulatory aspects that have a bearing on the dynamic world of banking.

CBB RULEBOOK – This course introduces the participants to the 7 volumes of the CBB Rulebook.

LEARNING OUTCOMES

- Describe the legal framework for the regulation of banks
- List the different types of regulatory and supervisory principles that govern transactions in a bank
- Demonstrate knowledge of the laws pertaining to different banking products
- Illustrate how the law applies to various types of securities
- Discuss legal risk management and documentation

TARGET AUDIENCE

This course is designed for those who are required to develop or improve an understanding of the legal framework which supports and protects the business of banking.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

07 - 09 MAY 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



COMPLIANCE
AND RISK



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KYC (KNOW YOUR CUSTOMER): THE REGULATOR'S PERSPECTIVE

COURSE CODE 172

"Know Your Customer" is the fundamental obligatory requirement insisted upon by the regulator of financial services before, at the time of starting, and throughout the customer/ financial institution relationship. Financial institutions and other reporting entities are required to have a proper understanding of their customers to satisfy their respective regulatory KYC obligations. It is equally important that employees of these organisations are properly trained regarding the importance of KYC and the specific KYC policies or procedures of their organisation, and how to bring their KYC processes in congruence with the regulatory requirement.

CBB RULEBOOK – FC Module from the relevant volumes of the Rulebook

LEARNING OUTCOMES

- Understand AML/CTF legislation, KYC policy and documentation
- Establish effective identification, verification and monitoring of customers and transactions
- Relate the risks of money laundering and terrorism financing to types of customers and transactions

TARGET AUDIENCE

Employees of the financial and related industry, newly employed personnel prior to handling any responsibility related to account opening, account or transaction management, tellers, and front desk staff.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

04 APR 2019
18 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

REGULATORY COMPLIANCE PROGRAMME

COURSE CODE 170

Compliance is an all-encompassing function of a bank, and is related to every business and support activity. This programme is designed to keep the Compliance Officers (COs), Internal Control Officers (ICOs) and Money Laundering Reporting Officers (MLROs) abreast of their responsibilities, duties, limits, and liabilities and to update them on new changes in regulation. The programme also introduces the compliance officer to the various compliance requirements both from the external regulatory and internal policy requirements.

CBB RULEBOOK – Relevant extracts from Modules HC, FC from Volume 1 of the CBB Rulebook

LEARNING OUTCOMES

- Define regulations
- Discuss regulatory objectives
- Map compliance with regulatory objectives
- Describe the roles and responsibilities of the compliance officer
- Explain the risks associated with non-compliance
- Interpret compliance and reporting requirements domestically

TARGET AUDIENCE

Money laundering reporting and prevention officers and their deputies, compliance officers and their deputies, internal audit and regulatory staff, and those seeking to acquire a detailed understanding of fundamental regulatory principles and how to assist businesses to comply with the regulatory environment.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

05 - 07 FEB 2019
12 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

COMPLIANCE FRAMEWORK

COURSE CODE 136

This programme encompasses the framework for compliance for the banking sector, and deals with the compliance requirements both from a regulatory and organisational perspective and helps develop a compliance matrix. A compliance framework should include compliance systems and controls, and should make appropriate recommendations for improvement in the management of risks and priorities, including the optimal use of resources.

CBB RULEBOOK – Relevant extracts from Modules HC, FC from Volume 1 of the CBB Rulebook

LEARNING OUTCOMES

- Describe the legal and regulatory compliance requirements applicable to organisations
- Explain the compliance infrastructure
- Identify regulatory reporting requirements
- Analyse the importance of compliance and the need for a compliance framework
- Interpret the regulator’s supervisory requirements

TARGET AUDIENCE

This course is designed and specifically targeted at compliance officers and MLROs in all financial institutions.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

15 - 17 JAN 2019
09 - 11 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

CORPORATE GOVERNANCE

COURSE CODE 139

This course is designed to interpret the Corporate Governance Code of the CBB and its evolution from the guidelines that existed earlier, and allows participants to assess business risks and business performance that are closely linked to good governance. Participants will also debate on the role of good governance in maximising shareholder value.

CBB RULEBOOK – Relevant extracts from Modules HC from Volume 1 of the CBB Rulebook

LEARNING OUTCOMES

- Explain the need for governance in relation to organisations
- Explain the liabilities linked to poor corporate governance
- Discuss the rights of shareholders
- Describe the roles and responsibilities of the board of directors in ensuring good governance

TARGET AUDIENCE

Board of directors, senior management, compliance officers, legal advisors, and internal & external auditors.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

30 - 31 JAN 2019
20 - 21 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



COMPLIANCE
AND RISK



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AML FOR ALTERNATIVE REMITTERS

COURSE CODE 1029

This one-day programme is exclusively tailored to alternative remittance system providers, and offers an overview of the sector of money transfer remittances and currency exchange providers, the regulatory framework and money laundering methods and techniques. Case studies will be used to enhance participants' understanding of how money remittance and currency exchange businesses have been used in laundering activities in all three stages of the process.

CBB RULEBOOK – Relevant extracts from Module FC from Volume 5 of the CBB Rulebook

LEARNING OUTCOMES

- Define anti-money laundering
- Describe predicate crimes in money laundering
- Identify the ways and means in which alternative remittance providers can be used for money laundering
- Discuss international guidelines on the use of the alternative remittance providers in money laundering
- Analyse the different methodologies used by money launderers

TARGET AUDIENCE

This course targets professionals working in financing and exchange companies.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

09 - 10 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

AML FOR THE INSURANCE SECTOR

COURSE CODE 1032

This one-day programme is exclusively tailored to professionals in the insurance sector. Various products offered by the insurance sector are vulnerable to money laundering risks. The focus on these 'risks' has increased and insurance companies need to have specific training on Anti-money laundering (AML). This course will cover the relevant definitions, the methodologies used, the preventive steps and guidelines issued by international bodies.

CBB RULEBOOK – Relevant extracts from Module FC from Volume 3 of the CBB Rulebook

LEARNING OUTCOMES

- Define AML
- Describe predicate crimes in money laundering
- Identify the ways and means insurance products can be used for money laundering
- Discuss International guidelines on use of insurance products in money laundering
- Analyse the different methodologies used by money launderers

TARGET AUDIENCE

This course targets professionals in the insurance sector.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

03 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

AML FOR TRADE FINANCE

COURSE CODE 1033

This one-day programme is exclusively tailored for trade finance professionals. Regulators and international bodies have viewed trade finance as a “higher risk” area used in money laundering and proliferation financing. The focus on these ‘risks’ has increased and financial institutions offering trade finance need to have specific training on anti-money laundering. This course will cover the relevant definitions, the methodologies used, the preventive steps and guidelines issued by international bodies.

CBB RULEBOOK – Relevant extracts from Module FC from relevant volumes of the CBB Rule book

LEARNING OUTCOMES

- Define anti-money laundering and proliferation financing
- Describe predicate crimes in money laundering
- Identify the ways and means by which trade finance products can be used for money laundering
- Discuss international guidelines on the use of trade finance in money laundering and proliferation financing
- Analyse the different methodologies used by money launderers

TARGET AUDIENCE

This course targets trade finance professionals.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed



COMPLIANCE
AND RISK



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

10 - 11 FEB 2019
23 - 24 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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ADVANCED ANTI-MONEY LAUNDERING

COURSE CODE 1000

This is a one-day advanced programme on AML risk management in Anti-money laundering.

CBB RULEBOOK – Relevant extracts from Module FC from the relevant Volumes of the CBB Rule book

LEARNING OUTCOMES

- Define finance abuse
- Understand the financial crime risks in the financial transactions in which they engage
- Discuss AML Risk management

TARGET AUDIENCE

Compliance officers and MLROS.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed



COMPLIANCE
AND RISK



DURATION

- 1 DAY
(5 hours)



START DATE(s)

17 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



SUPPORTED BY TAMKEEN



COMPLIANCE
AND RISK

RISK BASED APPROACH TO REGULATIONS, COMPLIANCE & AML

COURSE CODE 173

This course discusses the risk-based approach to Regulations, Compliance and Anti-money laundering. It provides an overview of how regulators use a risk-based approach to develop regulations, followed by how firms in the financial sector can use this approach to build their compliance and AML framework.

CBB RULEBOOK – Relevant extracts from Module HC and Module FC from the relevant volumes of the CBB Rulebook

LEARNING OUTCOMES

- Define the risk-based approach
- Discuss regulatory objectives
- Define regulatory risk
- Apply the risk-based approach in compliance and AML

TARGET AUDIENCE

Compliance officers and MLROS who have assumed control positions in financial institutions in risk and compliance.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

28 - 30 APR 2019
29 - 31 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



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COMPLYING WITH FATCA & ITS IMPACT ON BUSINESS

COURSE CODE 1014

The Foreign Account Tax Compliance Act (FATCA) is a U.S. legislation enacted by the US Congress to improve the tax compliance by "US Persons" who have financial accounts or investments with foreign financial institutions. The draft FATCA rules are wide-ranging and will force global financial institutions, including most Bahraini banks and financial institutions, to report details of their clients who are considered "US Persons" to US tax authorities. Its implementation represents a complex and costly compliance task for non-US banks. This one-day course is specifically designed to provide participants with an overview of the key provisions and requirements of FATCA.

LEARNING OUTCOMES

- The timeline for implementation of FATCA
- The salient features of FATCA
- The key considerations in planning FATCA Implementation
- How FATCA will impact retail, wholesale & Islamic banks
- What are FFI's (Foreign Financial Entities)
- The role of IGA (Intergovernmental Agreement) in FATCA implementation
- What is covered under "Extended Affiliate Group"
- The need to update AML/ KYC framework to fully comply with the provisions of FATCA

TARGET AUDIENCE

This course is targeted at staff in managerial to middle managerial-level positions who will be involved in FATCA implementation, but is also useful for anyone wanting to learn about the provisions and key requirements of FATCA.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

31 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



COMPLIANCE
AND RISK



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COMPLIANCE REQUIREMENTS FROM VOLUME 1 OF THE CBB RULE BOOK

COURSE CODE 1054

All conventional banks in Bahrain are regulated by the Central Bank of Bahrain. Volume 1 of the CBB Rulebook has requirements which are to be complied with by conventional bank licensees in Bahrain, and this course attempts to put together the volume 1 compliance requirements of a conventional bank in Bahrain. CBB Rulebook – Relevant modules from Volume 1

LEARNING OUTCOMES

- Understand CBB Rule book Volume 1 requirements from a compliance perspective
- Discuss the compliance requirements under the CBB Rule book Volume 1
- Understand the regulatory objectives behind the requirements

TARGET AUDIENCE

New members of the compliance team of a conventional bank, and those aiming to shift into the compliance team of a conventional bank.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

10 - 12 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



COMPLIANCE
AND RISK



SUPPORTED BY TAMKEEN

BASEL III FRAMEWORK & IMPLEMENTATION

COURSE CODE 171

In view of the impending implementation of the Basel Committee on Bank Supervision (BCBS) under CBB guidelines in relation to Capital Adequacy and Risk Management through Basel III, this programme aims to help financial analysts, risk managers and strategic decision makers comprehend the impact of the revised and additional regulations on the bank earnings and capital, and adopt best practices in risk management in conformity with international standards.

LEARNING OUTCOMES

- Describe the need for and the progression of regulations over the past three decades
- List the financial instruments in respect to changes in accounting classifications
- Classify financial instruments that would be eligible for qualifying capital
- Differentiate between Basel II and Basel III guidelines
- Illustrate how Basel III regulations strengthen the global capital framework
- Interpret the differing nature of credit, market, operational and liquidity risks and their impact on earnings (income statement) and capital (balance sheet)
- Evaluate the efficacy of Basel III to prevent financial meltdowns
- Appraise the validity of stress-testing

TARGET AUDIENCE

Senior bank executives, functional and operational division heads, and risk management executives.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

16 - 17 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



RISK



SUPPORTED BY TAMKEEN

OPERATIONAL RISK MANAGEMENT

COURSE CODE 1031

Although operational risk has always existed as one of the core risks in the financial industry, it is now becoming an ever more salient feature of risk management in the presence of new threats to financial stability arising from poor corporate governance, systemic vulnerabilities, rapid financial innovation and the proliferation of financial products, which may involve several business lines.

Implementing an effective "Operational Risk Management" (ORM) framework is a complex process which requires an in-depth understanding of the nature of risks involved and strategies to mitigate them. Regulators, including the Basel Committee for Supervision of Banks (BCSB), are also becoming more concerned and are urging banks to devote more competent resources to the understanding and managing of operational risks. This course is designed to provide participants with the knowledge required to understand and manage operational risk as a key component to the overall risk management framework within financial institutions.

LEARNING OUTCOMES

- Understand risk management drivers (business/ regulatory)
- Understand operational risk and its sources
- Measure operational risk and its impact on Capital Adequacy Ratio (CAR)
- List Basel Committee recommendations on managing operational risk
- Define an operational risk management framework
- Outline the consequences of not managing operational risk

TARGET AUDIENCE

Risk Management professionals (beginner and intermediate), operational "Line Managers", internal auditors, and other staff with roles and responsibilities relating to operational risk in various departments and businesses.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

24 - 25 MAR 2019
10 - 11 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



RISK



SUPPORTED BY TAMKEEN

BANK & COUNTRY RISK ANALYSIS

COURSE CODE 121

The overall aim of this four-day course is to provide participants with a structured approach to the analysis of sovereign and country risks in both mature and developing markets. This course also introduces participants to the basic bank risk analysis using the financial statement approach and ratio analysis.

LEARNING OUTCOMES

- Identify the key drivers of the country and sovereign risks in both mature and emerging markets
- Describe qualitative, quantitative and market indicators of vulnerability
- Recognise the impact of sovereign support and country risk on other exposures, including public sector entities
- Discuss the nature of banking businesses
- Explain the various bank ratios
- Examine micro and macroeconomic factors affecting the country rating
- Calculate various ratios of a bank using its annual report
- Interpret bank risks using ratio analysis
- Use the macro and micro economic factors affecting the country risk to assign ratings for the countries under supervision and guidance

TARGET AUDIENCE

Credit Analysts, Management Trainees, Accounting and Marketing officers.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

11 - 14 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



RISK

RISK MANAGEMENT AND VALUE AT RISK (VaR)

COURSE CODE 188

The main objective of this course is to provide participants with a basic understanding of the meaning of risks in finance. This course discusses risks faced by different financial instruments and the methods to quantify these risks.

LEARNING OUTCOMES

- Define risk and the different types of risk
- Illustrate the risk management process
- Demonstrate the importance of risk and VaR calculations
- Define VaR and methods of calculating VaR
- Understand VaR for market risk and credit risk
- Understand VaR for stock portfolio and bond portfolio
- Define the correlation between risks for risk capital calculations

TARGET AUDIENCE

Mid to high-level risk management executives.

PREREQUISITES

BIBF: Derivatives Level 1 (GBO169)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

12 - 14 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



RISK



SUPPORTED BY TAMKEEN



INTERNATIONAL BANKING

INTRODUCTION TO INTERNATIONAL TRADE FINANCE

COURSE CODE 140

This course is designed to develop an understanding of the important issues, products, services and documentation associated with international trade. Participants will learn how to identify customer needs and recommend appropriate product solutions, and identify various risks to both banks and customers in international trade transactions.

They will also be able to describe and carry out the processes involved in documentary collections as well as understand the purposes and applications of the law concerning the documentary collections.

LEARNING OUTCOMES

- Describe the aspects of the global trading process
- Assess the importance of trade finance
- Analyse various payment mechanisms that are available to the parties
- Compare and contrast the most appropriate methods and terms of payment
- Demonstrate understanding of the laws governing the payment mechanisms
- Assess political and economic risks and cultural issues of the target country to establish the financial costs & viability

TARGET AUDIENCE

Individuals whose present knowledge or experience in the subject is limited, or who are or are shortly to be employed in the trade finance department of their bank or organisation.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF SELF-STUDY



START DATE(s)

01 - 04 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



DOCUMENTARY LETTER OF CREDIT

COURSE CODE 149

This course is designed for participants who process the letters of credit. The participants will be able to understand and explain the various types of documentary letters of credit and identify the needs of the customers. The course explains the process through examples and provides the participants with practical experience on documentation and document checking involved in letters of credit. Participants will also be able to analyse the various risks involved in documentary letters of credit for all the parties involved in the letters of credit process.

LEARNING OUTCOMES

- Explain the meaning of 'documentary credit'
- Identify the different types of documentary credits
- Examine various documents involved in documentary credit process
- Demonstrate the operational procedures in examining documents, culminating in their settlement, rejection and amendment
- Examine the risks and rewards for each party involved in the letters of credit process
- Employ the correct documentary checking process

TARGET AUDIENCE

Individuals who are employed in the trade finance department of their bank or organisation.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 4 DAYS
(5 hours per day)
- 10 HOURS OF
SELF-STUDY



START DATE(s)

22 - 25 JUL 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 100

BHD 400



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



UNIFORM CUSTOMS & PRACTICES FOR DOCUMENTARY CREDITS (UCP 600) COURSE CODE 143

This course is designed to assist participants with an in-depth understanding and application of Uniform Customs and Practices (UCP) 600. Participants will learn to identify discrepancies in the documents and examine the same as per the guidelines provided by UCP 600.

LEARNING OUTCOMES

- Explain the nature of international trade finance
- Define the various parties, their roles and responsibilities in the Letter of Credit (LC) transaction
- Identify documents required in the LC transaction
- Interpret the various articles in the Uniform Customs and Practice (UCP) 600
- Examine the discrepancies in the document checking of LCs
- Apply the rules given in the law governing Documentary credits while examining the documents submitted in connection with demand guarantees

TARGET AUDIENCE

Individuals who are employed in the trade finance department of their bank or organisation.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

29 - 31 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



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Tamkeen

SUPPORTED BY TAMKEEN



UNIFORM RULES FOR DEMAND GUARANTEES (URDG 758)

COURSE CODE 155

This course is designed to develop an understanding of the important types of demand guarantees that are used in international trade financing, and will enable participants to gain applied knowledge on Uniform Rules for Demand Guarantees (URDG) 758 introduced by the International Chamber of Commerce (ICC) from July 2010.

LEARNING OUTCOMES

- Explain the nature of international trade finance
- Identify the different types of demand guarantees
- Examine the articles of URDG 758
- Apply the rules given in the law governing demand guarantees while examining the documents submitted in connection with demand guarantees

TARGET AUDIENCE

Individuals who are employed in the trade finance department of their bank or organisation.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

29 - 30 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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Tamkeen

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INTERNATIONAL BANKING

ADVANCED INTERNATIONAL TRADE FINANCE

COURSE CODE 1006

This advanced course covers all the aspects of international trade and commodity finance from a practical viewpoint. Heavy emphasis is placed upon risk assessment and problem solving techniques, through a clear understanding of a customer's trade cycle. Whilst each of the banking products is dealt with in detail, great attention is paid to the effective and appropriate use of the laws governing the trade finance payment methods. The course is highly interactive and centres on the use of a variety of case studies, mostly based upon live examples.

LEARNING OUTCOMES

- Analyse the risk spectrum of international trade finance methods
- Laws governing international finance methods
- Understand the articles of ISBP, UCP 600, ISP 98
- Evaluate the risk exposed in each of these payment methods and advise appropriate risk management measures

TARGET AUDIENCE

Experienced staff engaged in trade finance departments of any bank, trade finance managers, and exporting and importing managers.

PREREQUISITES

BIBF: Uniform Customs & Practices for Documentary Credit (UCP 600) - (143)
Uniform Rules for Demand Guarantees (URDG 758) - (155)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

17 - 19 SEP 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



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Tamkeen

SUPPORTED BY TAMKEEN



STAND-BY-LETTERS OF CREDIT (SBLCS) & LETTERS OF CREDIT(LCS) COMPARISON

COURSE CODE 1049

Stand-by-Letters of Credit (SBLCs) are similar to Demand Guarantees and can also be used as a substitute for Letters of Credit (LCs). The rules governing the SBLCs can be chosen by the banks as the Governing body ICC has provided banks with the option to adopt UCP 600, common for both LCs and SBLCs, or ISP 98 which is designed to only govern SBLCs. There is a great demand for SBLCs as Banks in the US are not permitted to issue Guarantees. The trend has now followed in the Middle East, as over 52% of the trade transactions are financed through LCs or Guarantees.

LEARNING OUTCOMES

- Distinguish between LCs and SBLCs
- Differentiate between SBLCs and Guarantees
- Understand the rules governing SBLCs
- Evaluate the best practice for SBLCs as per ISP98 and UCP 600

TARGET AUDIENCE

Document checkers, Trade finance officers, Trade finance managers, Relationship managers, and those who are interested in trade finance operations.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

18 - 19 DEC 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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INTERNATIONAL BANKING

INTERNATIONAL TRADE POLICIES & GLOBALISATION

COURSE CODE 1007

This course was designed to provide participants with a critical awareness of contemporary theoretical debates in the field of international relations, international economy and globalisation. The course syllabus centres on current affairs in international relations, problems emerging from the globalised world economy, and the importance of trading blocs and related issues.

LEARNING OUTCOMES

- Develop expertise and critical theoretical insights working in the areas of international development, political economy and security
- Critically analyse the foreign trade policies and their impacts on developing and emerging markets
- Evaluate the merits and demerits of the trading blocs and their impacts on trade creation and trade diversion
- Analyse the importance of foreign trade in the growing disparities between rich and poor countries

TARGET AUDIENCE

Trade personnel, government officials dealing in foreign trade, corporates involved in International trade, SMEs involved in export and import, economists, policy makers, and officials of central banks and other ministries.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

10 - 11 MAR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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Tamkeen

SUPPORTED BY TAMKEEN



INTERNATIONAL
BANKING

INTERNATIONAL STANDARD BANKING PRACTICES – ISBP 745 (FOR TRADE FINANCE) COURSE CODE 1026

International Standard Banking Practices (ISBP) is an intelligent checklist of procedures for document checkers to follow in examining the documents presented under letters of credit. The ISBP demonstrates how the Uniform Customs and Practice (UCP) for Documentary credit is to be integrated into day-to-day practice. The new ISBP, by encouraging a uniformity of practice worldwide, aims to improve the quality of document checking practices and facilitate an increase in the flow of international trade.

LEARNING OUTCOMES

- Distinguish between changes in ISBP from its old version
- Understand discrepancy checking using ISBP
- Analyse the best checking practices of various trade finance documents
- Evaluate the maturity calculation practices as per ISBP and UCP 600

TARGET AUDIENCE

Document checkers, trade finance officers, trade finance managers, and those who are interested in trade finance operations.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

28 - 29 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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MANAGEMENT
PROGRAMMES
(DEVELOPMENT)

ECONOMICS FOR BANKERS - PART A COURSE CODE 133A

The main objective of this course is to provide an understanding of Micro and Macro Economics for bankers.

LEARNING OUTCOMES

- Discuss the factors that influence elasticities of demand
- Describe the characteristics of different market structures
- Calculate and interpret the elasticities of demand (such as price elasticity, cross elasticity, and income elasticity) and the elasticity of supply
- Compare GDP, national income, personal income, and personal disposable income
- Apply the economic policy tools to the real life situations
- Analyse the macro economic objectives and the policies to achieve these objectives
- Evaluate the macroeconomic conflicts and the trade-offs

TARGET AUDIENCE

Investment analysts, financial analysts, entry and middle-level risk management personnel, personnel concerned with back office, candidates preparing for the CFA/PRM/APRM, and entry and middle-level traders.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

11 - 13 JUN 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



MANAGEMENT
PROGRAMMES
(DEVELOPMENT)

ECONOMICS FOR BANKERS - PART B COURSE CODE 133B

The main objective of this course is to provide an understanding of Monetary and International Economics for Bankers.

LEARNING OUTCOMES

- Describe the foreign exchange market and distinguish between the nominal and real exchange rate
- Describe a balance of payment account and explain what causes an international deficit
- Describe the monetary base and explain the relation among the monetary base, money multiplier and the quantity of money
- Compare the alternative exchange rate policies and explain their long-run effects
- Differentiate among the various depository institutions and explain the impact of financial regulation, deregulation and innovation
- Calculate amount of loans a bank can generate, given new deposits
- Compare the merits and demerits trading blocs and trade policies
- Apply the theories on real-life situations

TARGET AUDIENCE

Investment analysts, financial analysts, entry and middle-level risk management personnel, personnel concerned with back office, candidates preparing for the CFA/PRM/APRM, and entry and middle-level traders.

PREREQUISITES

BIBF: Economics for Bankers Part A (GBO133A)

Other: Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

01 - 03 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



تمكين
Tamkeen

SUPPORTED BY TAMKEEN



MANAGEMENT
PROGRAMMES
(DEVELOPMENT)

PERFORMANCE ANALYSIS OF BANKS USING CAMELS

COURSE CODE 1027

Performance evaluation of banks is imperative in today's economic scenario. Due to competition, only banks who can perform efficiently can stay in the market. The financial efficiency of banks is important as it can help to achieve productivity and thereby achieve market growth. There are many techniques used to evaluate bank performance and CAMELS (Capital adequacy, Asset Quality, Management efficiency, Earning quality, Liquidity and Sensitivity to the market) is used by the supervisors all over the world to test the performance of banks.

LEARNING OUTCOMES

- Define efficiency
- Describe bank efficiency and distinguish between productive and economic efficiency
- Understand meaning of financial efficiency
- Describe the various ratios used in CAMELS
- Analyse bank performance using CAMELS

TARGET AUDIENCE

Risk managers, financial analysts, managers, credit analysts, and portfolio managers.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

18 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



تمكين
Tamkeen

SUPPORTED BY TAMKEEN

ELEMENTS OF BANKING

COURSE CODE 100

This course provides participants with the essential understanding of banking functions, and covers domestic and international banking including International Trade and Foreign Exchange. It also offers participants the opportunity to study Islamic banking products in order to make an informed decision about career choices. Participants will also be introduced to the basics of anti-money laundering.

LEARNING OUTCOMES

- Describe the basic concepts and processes of domestic banking operations
- Identify different types of negotiable instruments and their functions and features
- Explain anti-money laundering processes, including the principles of KYC (Know Your Customer), and internal control policies
- List the merits and demerits of regulations on the banking sector
- Analyse key banking products, their characteristics and the implications for advising customers

TARGET AUDIENCE

This course is designed to target new employees in the banking sector and existing employees in the early stages of their career who have had limited practical experience.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience

ASSESSMENT TYPE

This course is examinable.



DURATION

- 5 DAYS
(5 hours per day)
- 15 HOURS OF SELF-STUDY



START DATE(s)

- 10 - 14 FEB 2019
- 07 - 11 APR 2019
- 16 - 20 JUN 2019
- 03 - 07 NOV 2019



FEES

- MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
- NON MEMBER ORGANISATIONS
ALL NATIONALITIES

- COVERED BY LEVY
BHD 125
- BHD 500



**CORPORATE
/RETAIL BANKING**



SUPPORTED BY TAMKEEN

NEGOTIABLE INSTRUMENTS

COURSE CODE 101

This course provides participants with the essential understanding of the practical aspects of negotiable instruments used in the daily transactions of banks on behalf of businesses, and will also focus on the legal practices and aspects of the instruments.

LEARNING OUTCOMES

- Explain the meaning of negotiable instruments
- Define the different types of negotiable instruments
- Differentiate the roles played by different parties in bills of exchange and promissory notes
- Examine the roles played by different types of banks involved in cheque transactions
- Employ the best practices and principles in the daily transactions of cheques, bills of exchange, promissory notes etc.

TARGET AUDIENCE

This course is designed to target tellers and personnel involved in front office and customers account services, and staff handling negotiable instruments processing - particularly those working in clearing and related departments.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 5 HOURS OF
SELF-STUDY



START DATE(s)

24 - 25 MAR 2019
02 - 03 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



**CORPORATE
/RETAIL BANKING**



SUPPORTED BY TAMKEEN

COMPLAINT MANAGEMENT & DISPUTE RESOLUTION IN BANKS

COURSE CODE 1021

Central Bank licensees are obliged to comply with its regulations regarding complaint management and dispute resolution in banks. This is an area of increasing business and regulatory concern for the financial services sector. As part of the Consumer Code of Best Practice, the Central Bank of Bahrain mandates that customers be treated fairly, and that an appropriate and speedy resolution be accorded to customer complaints in banks.

In addition to complying with the regulations of the Central Bank, banks must also implement their own internal processes, policies and procedures to deal swiftly with customer complaints, in order to satisfy customers and retain them through pro-active service recovery and to inculcate a service culture that focuses on dispute resolution. This course will aim to equip individuals with the relevant knowledge and skill sets to comply with regulations and build a robust complaint management process.

LEARNING OUTCOMES

- Measure efficacy of complaint handling in the organisation and benchmarking
- Develop a set of complaint-related KPIs and ways to measure, track and improve the complaint handling processes
- Build an efficient culture through service recovery
- Use complaints data to build better processes, products and services

TARGET AUDIENCE

This course is designed to target tellers and personnel involved in front office and customers account services, and staff handling negotiable instruments processing - particularly those working in clearing and related departments.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)
- 2 HOURS OF SELF-STUDY



START DATE(s)

27 - 28 FEB 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



CORPORATE
/RETAIL BANKING



SUPPORTED BY TAMKEEN

CARDS FRAUD RISK

COURSE CODE 1018

Credit cards are considered one of the most sensitive products that banks offer and have the potential to be the most profitable, if managed properly.

The bankcards business is very comprehensive and has several areas that require awareness and updates. This course is designed to provide participants with the necessary knowledge required in the areas of risk and fraud, operations, credit, marketing, customer services, system, product development, collection and recoveries.

LEARNING OUTCOMES

- Identify various fraud cases related to cards issuing and acquiring
- Recognise the tools to minimise the risk of card fraud
- Understand the future of card fraud in the region

TARGET AUDIENCE

Heads of card fraud and risk, customer service officers, operations officers or heads, and heads of card centres.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 1 DAY
(5 hours per day)



START DATE(s)

24 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25

BHD 100



**CORPORATE
/RETAIL BANKING**



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TOTAL QUALITY MANAGEMENT IN BANKS

COURSE CODE 1022



**CORPORATE
/RETAIL BANKING**

The main purpose of this course is to provide an integrated view of quality management, quality systems, improvement techniques, how they are linked and how they can be integrated within an organisation. Participants will learn how to use internationally-recognised quality measures, develop, track and monitor service KPIs, apply and benchmark against international standards, use business process improvement techniques to simplify processes, and eliminate customer complaints.

This course translates the demand of the banking industry to deliver a superior customer-focused culture, where the resources of the bank and its employees are constantly striving to attract, satisfy and retain customers.

LEARNING OUTCOMES

- Implement a structured mechanism to obtain Voice of Customer
- Understand the concept of Customer Advocacy and ways to measure customer advocacy scores
- Enable service recovery
- Plan and prioritise continuous action plans in tandem with business strategic initiatives
- Obtain a basic knowledge of business process re-engineering and the tools
- Develop key service performance indicators to define what success should look like
- Embed a robust process to measure, track and report progress
- Embed service mind-set and service behaviour by engaging all levels of staff

TARGET AUDIENCE

The course is targeted at junior to mid-management employees of the financial sector.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

20 - 21 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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RELATIONSHIP MANAGERS (RM) SKILLS & TECHNIQUES

COURSE CODE 1057



**CORPORATE
/RETAIL BANKING**

In the current given competitive market, banks depend more than ever on Relationship Managers (RMs) to generate new business from corporate loans. It is crucial for these managers to attain the necessary skill sets to be able to do their job more efficiently. This course will teach participants the benefits of successful negotiation, how to pitch a new credit proposal to a client, how to create win-win client banker solutions, how to create sustainable agreements, and ways to respond to challenges faced by Relationship Managers.

LEARNING OUTCOMES

- Analyse client's account and identify opportunities for developing business relationships
- Translate relationship management into revenue opportunities
- Identify and adapt pitching techniques to meet client needs
- Learn the ways to approach a new client for new facilities
- Tailor the pitch to the client rather than dump standardised products on them
- Enhance their communication and working styles to influence others

TARGET AUDIENCE

Relationship managers, credit analysts, risk credit analysts, credit review officers, and the loan sales team.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

28 - 29 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



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CONTRACTOR FINANCE

COURSE CODE 1058

This course provides delegates with a perspective on both the financial and management sides of contractor financing. This is introduced through the demonstration on how to apply these techniques to live cases. The programme also helps participants to acquire and apply their new skill through several exercises and case studies.

LEARNING OUTCOMES

- Evaluate contractors
- Understand the risks involved in lending to contractors
- Understand why contractors fail
- Learn how to structure a financing and credit package for contractors
- Identify and evaluate risks involved with financing projects
- Understand the different phases of a project, from concept to final completion and commissioning
- Define a policy to categorise a contractor applying for financing
- Help focus more on valuable credit issues and develop their credit skills and techniques

TARGET AUDIENCE

Corporate/commercial bankers, credit officers, and business banking relationship managers.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)



START DATE(s)

01 - 03 OCT 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



**CORPORATE
/RETAIL BANKING**



SUPPORTED BY TAMKEEN

WRITING EFFECTIVE CREDIT PROPOSALS

COURSE CODE 1059

This course prepares the participants to fully write and present a credit proposal of an existing company to a senior panel. Participants will be divided into small groups where work and presentation is a collective effort and each member of the group will take part in presenting a part in the presentation to the panel such as the rationale behind their analysis and decisions.

LEARNING OUTCOMES

- Write and present a full credit proposal to a panel of their seniors

TARGET AUDIENCE

Credit analysts, corporate banking personnel, financial controllers, and loan auditors.

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is examinable.



DURATION

- 3 DAYS
(5 hours per day)
- 5 HOURS OF SELF-STUDY



START DATE(s)

26 - 28 NOV 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 75

BHD 300



CORPORATE
/RETAIL BANKING



SUPPORTED BY TAMKEEN

CARDS 1.01

COURSE CODE 1084

This course looks at the fundamentals of payments – how they work, the risks they carry and what drives their income and costs. The workshop will give participants a broad understanding of the nature of payments. They will look at cash and cards, push and pull payments and the growth of opportunities with new technologies. And most importantly consider the risks involved and the rewards available.

LEARNING OUTCOMES

- Explore the nature of payments including contrasting the attributes of different payment methods
- Consider risk in payments, the guarantee of funds, fraud / credit / settlement and operational risks
- Understand the importance of payments for bank revenues
- Review the role of cash and the need for banks to provide effective payment alternatives
- Put card payments (present and future) into the context of the payments market generally
- Introduce the fundamentals of the card business including the four party model and evolution of different product types
- Understand the role and evolution of technology both driving demand for payments and delivering solutions
- Develop an holistic payment strategy

TARGET AUDIENCE

Card professionals, staff working in Card Centers and payment sector professionals

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



DURATION

- 2 DAYS
(5 hours per day)



START DATE(s)

24 - 25 APR 2019



FEES

MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES

NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 50

BHD 200



**CORPORATE
/RETAIL BANKING**

ACQUIRING 1.01

COURSE CODE 1085

This course looks at the fundamentals of acquiring – how they work, the risks they carry and what drives their income and costs. The course cover topics such as key considerations for merchant setup, profitability and fraud prevention. It also addresses marketing, chargeback processing, and emerging payment technologies. Participants will work through various case studies and group activities in this workshop.

LEARNING OUTCOMES

- Explore the nature of acquiring landscape
- Consider risk in payments, the guarantee of funds, fraud / credit / settlement and operational risks
- Understand the importance of acquiring for bank revenues
- Understand the role and evolution of technology both driving demand for payments and delivering solutions
- Develop an holistic acquiring strategy

TARGET AUDIENCE

Card professionals, staff working in Card Centers and payment sector professionals

PREREQUISITES

Participants are expected to have foundation knowledge in this subject area coupled with relevant work experience.

ASSESSMENT TYPE

This course is assessed.



**CORPORATE
/RETAIL BANKING**

 **DURATION**
• 1 DAYS
(5 hours per day)

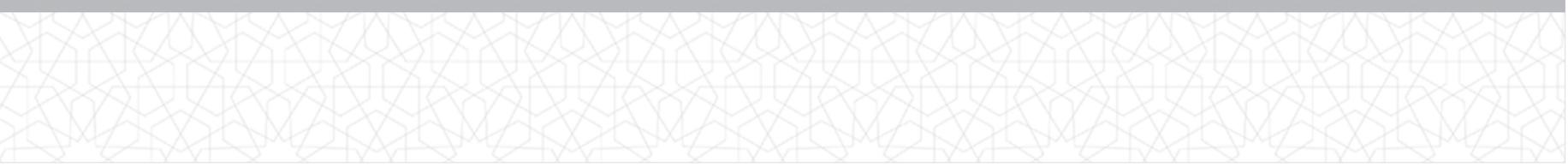
 **START DATE(s)**
17 OCT 2019

 **FEES**
MEMBER ORGANISATIONS
GCC NATIONALS
OTHER NATIONALITIES
NON MEMBER ORGANISATIONS
ALL NATIONALITIES

COVERED BY LEVY
BHD 25
BHD 100



COURSES CALENDAR



BANKING

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CORPORATE / RETAIL BANKING															
1	Elements of Banking	5	100		10 - 14		07 - 11		16 - 20					03 - 07	
2	Negotiable Instruments	2	101			24 - 25							02 - 03		
3	Cards Fraud Risk	1	1018										24		
4	Complaint Management & Dispute Resolution in Banks	2	1021		27 - 28										
5	Total Quality Management in Banks (TQM)	2	1022										20 - 21		
6	Relationship Managers (RM) Skills & Techniques	2	1057				28 - 29								
7	Contractor Finance	3	1058										01 - 03		
8	Writing Effective Credit Proposal	3	1059											26 - 28	
9	Cards 1.01	2	1084				24 - 25								
10	Acquiring 1.01	1	1085										17		
COMPLIANCE & RISK															
11	Anti Money Laundering Awareness Programme	3	102	06 - 08		26 - 28	23 - 25	14 - 16	11 - 13			29 - 01		26 - 28	
12	Banking Law and Practice	3	129					07 - 09							
13	Compliance Framework	3	136	15 - 17						09 - 11					
14	Corporate Governance	2	139	30 - 31										20 - 21	
15	Regulatory Compliance Programme	3	170		05 - 07									12 - 14	
16	KYC (Know Your Customer) The Regulator's Perspective	1	172				04			18					
17	Risk Based Approach to Regulations, Compliance & AML	3	173				28 - 30						29 - 31		
18	Advanced Anti Money Laundering	1	1000										17		
19	Complying with FATCA & Its Impact on Business	1	1014										31		
20	AML for Alternative Remitters	2	1029										09 - 10		
21	AML for the Insurance Sector	1	1032		03										
22	AML for Trade Finance	2	1033		10 - 11								23 - 24		
23	Compliance Requirements from Volume 1 CBB Rulebook	3	1054												10 - 12

BANKING

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
INTERNATIONAL BANKING															
24	Introduction to International Trade Finance	4	140				01 - 04								
25	Uniform Customs & Practices for Documentary Credit (UCP 600)	3	143										29 - 31		
26	Documentary Letter of Credit	4	149							22 - 25					
27	Uniform Rules for Demand Guarantees (URDG 758)	2	155									29 - 30			
28	Advanced International Trade Finance	3	1006									17 - 19			
29	International Trade Policies & Globalisation	2	1007			10 - 11									
30	International Standard Banking Practices (ISBP 745) (For Trade Finance)	2	1026				28 - 29								
31	Stand-by-Letters of Credit (SBLCs) & Letters of Credit (LCs) - Comparison	2	1049												18 - 19
TREASURY & CAPITAL MARKETS															
32	Quantitative Methods for Risk Management	3	106				02 - 04								
33	Corporate Finance	3	122									03 - 05			
34	Foreign Exchange - Level 1	3	165						11 - 13						
35	Money Markets - Level 1	3	166			19 - 21									
36	Introduction to Treasury Operations	3	167			26 - 28							29 - 31		
37	Derivatives - Level 1	3	169							21 - 23					
38	Foreign Exchange - Level 2	3	175									03 - 05			
39	Money Markets - Level 2	3	176												24 - 26
40	Portfolio Management	3	179											12 - 14	
41	Asset Liability Management	3	181					26 - 28							
42	Private Equity & Venture Capital	3	183		17 - 19										
43	Derivatives - Level 2	3	184										08 - 10		
44	Asset Valuation	3	185									24 - 26			
45	Foundations of Investment Analysis	3	186				14 - 16								
46	Fixed Income Management	3	187										06 - 08		

BANKING

2019 COURSES

No.	COURSE TITLE	DAYS	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
47	Repo Market	2	195						19 - 20						
48	Mergers & Acquisitions (M&A)	3	1017											19 - 21	
CREDIT															
49	SME Financing	3	109				14 - 16								
50	Project Appraisal & Financing	3	110												24 - 26
51	Real Estate Investment & Financing	3	112		26 - 28										
52	BIBF Credit Programme Level 1	3	117A		03 - 05			21 - 23							
53	BIBF Credit Programme Level 2	3	117B									15 - 17			
54	Corporate Credit Risk Analysis	3	119							02 - 04					
55	Loan Syndication	2	1050						25 - 26						
RISK															
56	Bank and Country Risk Analysis	4	121											11 - 14	
57	Basel III Framework & Implementation	2	171										16 - 17		
58	Risk Management & Value at Risk (VaR)	3	188			12 - 14									
59	Operational Risk Management	2	1031			24 - 25				10 - 11					
MANAGEMENT PROGRAMMES (DEVELOPMENT)															
60	Economics for Bankers - Part A	3	133A						11 - 13						
61	Economics for Bankers - Part B	3	133B										01 - 03		
62	Performance Analysis of Banks Using CAMELS	1	1027				18								

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