

List Of Modules

GENERAL BANKING

CREDIT & MARKETING

BANKING OPERATION

BANKING ESSENTIAL & CORPORATE SOFT SKILLS

GENERAL BANKING

SUBJECT	MODULE
1. INTRODUCTION TO BANKING	<ul style="list-style-type: none">• About Our Bank (History, Vision, Mission)• General Business, Network, Organization• Bank Credit Strategy• Banking Products and Services• Bank Policy and Office Ethics
2. BANKING PRODUCT	<ul style="list-style-type: none">• Funding: Deposit, Saving, Investment• Credit: Corporate, Commercial and Consumer• Services: Cash Management, Clearing, Transfer
3. BANKING OPERATION	<ul style="list-style-type: none">• Basic Operations
4. BANKING FINANCE	<ul style="list-style-type: none">• Banking Accountancy, Branch Profitability
5. FINANCIAL INSTITUTIONS	<ul style="list-style-type: none">• Trade Finance• International Banking
6. BASIC TREASURY	<ul style="list-style-type: none">• Treasury Operation, Products, Money market, Foreign Exchange

CREDIT & MARKETING

SUBJECT	MODULE
1. PREPARATION FOR CREDIT	<ul style="list-style-type: none">• Basic Accounting for Credit Marketing Officer• Macro Economy
2. LENDING RATIONAL	<ul style="list-style-type: none">• Introduction to Lending Rational• Asset Protection Lending• Cash Flow Lending
3a. FINANCIAL STATEMENT ANALYSIS	<ul style="list-style-type: none">• Spreading Financial Statement• Type and Mechanic Financial Ratio• Simple Cash Flow Format• Financial Ratio Analysis• Statement Logic• Financial Projection• Cash Budget for Project Financing
3b. FINANCIAL STATEMENT ANALYSIS - PROFORMA	<ul style="list-style-type: none">• Current Account Analysis (Analisa Rekening Koran)• Constructing Proforma Financial Report• Working Investment and Debt Service Ability

CREDIT & MARKETING

SUBJECT	MODULE
4. LOAN STRUCTURING	<ul style="list-style-type: none">• Facility Structuring• Loan Covenant• Collateral
5. LEGAL	<ul style="list-style-type: none">• Legal Aspect for Credit
6. INDUSTRY	<ul style="list-style-type: none">• Industry Analysis
7. ACCOUNT MANAGEMENT	<ul style="list-style-type: none">• Account Management• Business Failure Warning Signal (Problem Loan Management)
8. CREDIT APPROVAL MEMORANDUM	<ul style="list-style-type: none">• Credit Approval Memorandum (Format and Content) - Memo Aplikasi Kredit -• Comprehensive CAM Case Study• CAM Presentation• Key Point in Reviewing Credit Proposal
9. SOFT SKILLS FOR ACCOUNT OFFICER	<ul style="list-style-type: none">• Prospecting New Customer for Lending Officer• Marketing Call• Plant Visit• Marketing Competitive Strategy Analysis

CREDIT & MARKETING

SUBJECT	MODULE
10. USAHA KREDIT MIKRO DAN KECIL	<ul style="list-style-type: none">• Akuntansi Dasar untuk Credit Officer
	<ul style="list-style-type: none">• Cara Mendapatkan Nasabah :<ul style="list-style-type: none">a. Analisa Jenis Usahab. Dasar - Dasar Pemberian Kreditc. Strategi Pemasaran Kredit
	<ul style="list-style-type: none">• Pengumpulan Data Nasabah :<ul style="list-style-type: none">a. Survey Usahab. Analisa Rekening Koran & Tabunganc. Penilaian Jaminan / Agunand. Penyusunan Laporan Keuangan Proforma
	<ul style="list-style-type: none">• Manajemen Kredit :<ul style="list-style-type: none">a. Analisa Kebutuhan Kredit dan Kemampuan Membayarb. Penyusunan Proposal Kreditc. Pemeliharaan Kredit

BANKING OPERATION

SUBJECT	MODULE
1. INTRODUCTION TO BANKING INDUSTRY	<ul style="list-style-type: none">• The Nature of Financial Intermediation• Money and Interest Rate
2. BASIC OPERATION	<ul style="list-style-type: none">• Introduction to Banking Operation• Current Account (Giro)• Savings Account (IDR)• Clearing System• Savings Account (Forex)• Real Time Gross Settlement (RTGS)• Inkaso/Collection• Loan Administration• Payment Points• Cash Management Operation
3. RISK MANAGEMENT	<ul style="list-style-type: none">• Introduction to Risk Management• KYC• Anti Money Laundering

BANKING ESSENTIAL & CORPORATE SOFT SKILLS

SUBJECT	MODULE
1. SALES AND MARKETING	<ul style="list-style-type: none">• Selling Skill• Marketing Management• Managing Performance of a Sales Team• Customer Relationship Management• Building Relationship for Sales• Dynamite Sales Presentations• Negotiating for Results• Selling Smarter
2. SERVICE QUALITY	<ul style="list-style-type: none">• Service for Leader• Service Quality Standards• Customer Service Excellence• Managing Strategic Customer Service
3. BUSINESS ETHICS AND ETIQUETTE	<ul style="list-style-type: none">• Ethics and Morals• Business Etiquette
4. TOTAL QUALITY MANAGEMENT	<ul style="list-style-type: none">• Continuous Quality Improvement

BANKING ESSENTIAL & CORPORATE SOFT SKILLS

SUBJECT	MODULE
5. PERSONAL AND TEAM DEVELOPMENT	<ul style="list-style-type: none">• Effective Communication• Power of Influencing• Time Management• Presentation Skill• Negotiation Skill• Effective Workplace Relationships• Manage and Implement Change• Manage Work Priorities• Stress Management• Building Client Relationship• Problem Solving and Decision Making• Developing Emotional Intelligence• Communication for Small Business• Communication Strategies• Influence and Persuasion• Self Leadership

BANKING ESSENTIAL & CORPORATE SOFT SKILLS

SUBJECT	MODULE
6. MANAGEMENT AND LEADERSHIP	<ul style="list-style-type: none">• Coaching and Mentoring Skills• Supervisory Skill• Workplace Leadership• Effective Leadership• Team Effectiveness• Developing High Performance Teams• Appraising and Managing Performance• Change Management• Business Leadership• HR for Non HR Manager• Meeting Management• Motivation Training• Team Management• Team Building
7. BUSINESS MANAGEMENT	<ul style="list-style-type: none">• Basic Business Management• Business Process Management

OTHERS ADVANCE TRAINING

MODULES

- Group Companies Consolidation Analysis
- Advance Financial Projection
- Finance Company Analysis
- Trade Finance
- Project Funding
- Loan Restructuring Case
- Loan Work Out Case
- Interest & Currency Swap dan Hedging Strategy
- Loan Syndication
- Litigation and Documentation Preparation
- Developing Credit Scoring System
- Credit Risk Rating Model for Consumer, Small Business and Commercial