

Credit Report Writing



Decide with Confidence

Credit report writing offers enhanced skill development on current best practices and high-to arm experienced managers to refine tools for credit management. Through the 1 day session, the seminar provides you with the knowledge and skills that will assist in your next credit report writing.

At the end of the course participants should be able to write / present more effective Credit Reports

Outline

- What is a good report? What is a good Credit Report?
- Purpose / objectives of a report - of a Credit Report
- Knowing your reader
- Planning and organizing your report
- Format and structure of a report
- What should a Credit Report contain?
- Writing the report - language, style
- Using charts and graphs
- Summaries and recommendations
- Annexure and supporting documents / materials - what to include
- Some common shortcomings of Credit Reports
- Lectures, discussions, exercises, group presentation and assessment

Training Methodology

Lectures, discussions, exercises and case studies

Trainer's Profile – Ms Goh Ai Yat

Ms Goh has wide experience in banking and leasing. She is also a much sought-after trainer, in particular for courses on Marketing & Business Development, Selling Financial Services, Credit Evaluation, Industrial Hire Purchase and Equipment Leasing.

Besides training, Ai Yat is also actively involved in advising and helping businessmen in matters such as identifying and structuring their financing needs, preparation of feasibility reports, development of new markets and business tie-ups. She also assists those preparing their companies for listing on the Kuala Lumpur Stock Exchange.

She is currently also actively involved in counseling and helping those affected by job-separation exercises, in particular in venturing into operating their own businesses. She also conducts courses for them for organizations undertaking such (job-separation) exercises.

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Date: 23 January 2008, 9am – 5pm
Venue: Grand Park Plaza Hotel, City Hall

Fee: [] S\$360 for D&B Subscriber [] S\$400 for Non-subscriber
(Includes materials, refreshments and lunch)

EARLY BIRD – Fax in your registration before 24 Dec 07 to receive a 10% off usual fee
Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off usual fee

Fax the completed registration form to 6318 7832

Participant Profile

Name 1: _____ **Designation:** _____

Email: _____ **(DID):** _____

Name 2: _____ **Designation:** _____

Email: _____ **(DID):** _____

Name 3: _____ **Designation:** _____

Email: _____ **(DID):** _____

Name of Company: _____

Address: _____ **(S)** _____

Telephone: _____ **Fax:** _____

Liaison Officer: _____ **Designation:** _____

Email: _____ **(DID):** _____

Mode of Payment

D&B subscription units (Account no: _____)

Cheque (7% GST applies) and made payable to **Dun & Bradstreet (Singapore) Pte Ltd**

VISA / Mastercard (7% GST applies)

Card no: _____ **Expiry date:** _____

Signature:

Cancellation & Substitution Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received.
2. D&B reserves the right to postpone or cancel the seminar for reasons whatsoever. In such a case, D&B will provide a full refund to registrants who have made payment towards the event and such registrants shall have no claims against the company.
3. D&B reserves the right to change venue due to unforeseen circumstances.
4. Only cancellation made 7 working days before commencement is entitled to full refund of seminar charges. No refund thereafter including no show during day of commencement.
5. For In-company training, please contact May Tan at 6318 7869 or may.tan@dnb.com.sg
6. Please visit our website www.dnb.com.sg for more information on our seminars