

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 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: 8 April 2009, 9am – 5pm
Venue: Grand Park Plaza Hotel, City Hall

Fee: [] S\$390 for D&B Subscriber [] S\$470 for Non-subscriber
(Includes materials, refreshments and lunch)

EARLY BIRD – Fax in your registration before 6 Mar to receive a 10% off regular fee
Or, GROUP SAVINGS – Send 2 or more participants to enjoy a 10% off regular fee

Fax the completed registration form to 6778 3853

Participant(s) Information

Name 1: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 2: _____ **Job Title:** _____
Email: _____ **(DID):** _____
Name 3: _____ **Job Title:** _____
Email: _____ **(DID):** _____

Company's Information

Name of Company: _____
Address: _____ **(Postal Code)** _____
Telephone: _____ **Fax:** _____
Liaison Officer: _____ **Job Title:** _____
Email: _____ **(DID):** _____

Payment Information

[] D&B subscription units (Account no: _____)
[] * Cheque. *Please made payable to: **Dun & Bradstreet (Singapore) Pte Ltd***
[] * VISA [] Mastercard [] Amex
Card no: _____ **Expiry date:** _____
Signature: _____ *(*GST applies for cheque & credit card payment)*

Cancellation Policies

1. A seat will be reserved upon receipt of completed registration form, and confirmation of seat upon payment received
2. A substitute participant is welcome at no charge should you not be able to attend. Please provide the necessary details. 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. A complete set of materials will however be sent to you.
3. 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.
4. D&B reserves the right to change venue due to unforeseen circumstances.