

## DEVELOPMENT PROGRAMMES 2018 PRELIMINARY

MONTH	PROGRAMME	DURATION	TARGET AUDIENCE	OBJECTIVE	COST
<b>JANUARY</b>					
25	<i>Successful New Management Workshop Series</i>	Four (4) 1 day workshops	New and aspiring managers	Understanding The Manager's role. Building your network, and evolving your leadership.	US \$1,050*
<b>FEBRUARY</b>					
5	<i>Customer Service in a Digital Age</i>	1 day	Front line staff, Client services personnel.	Most organisations are now interacting with their clients electronically. How to do so with the personal touch can sometimes be a challenge. This one day workshop will provide solutions to set up a simple to apply Customer Service System for the Digital Age and create engaging Customer Experiences.	J\$25,000+GCT
21	<i>21<sup>st</sup> Century Revenue Generation Strategy</i>	1 day	Sales & Service Managers, Account Executives, Business Owners.	This workshop is designed to assist in taking your organization to the next level.	\$25,000+GCT
<b>MARCH</b>					
6 - 7	<i>Certified Financial Planner (CFP)</i> (Certified by the Chartered Banker Institute – Scotland)	9 months	Financial Planners, Account Executives or anyone who has interest in this area.	To develop financial needs analysis skills and relationship management in order to construct accurate financial profile of clients.	US\$4,500*
13 - 14	<i>Forensic Document Examination (Authenticating Documents workshop)</i>	2 days	Front Line staff, Operations personnel, Fraud Prevention Officers, Security Officers, Customs & Immigration Officers, Employees of government offices, embassies, universities or any person who has the responsibility for verifying and approving documents.	To provide persons with strategies to detect forged documents, providing tips and advice about tools which can assist in carrying out verification checks.	US\$500+GCT

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20 - 21	<b>Certified Credit Professional (CCP)</b> (Certified by the Chartered Banker Institute – Scotland) Credits towards Chartered Banker MBA	9 months	Persons involved in the credit process.	To develop professional competence in making credit decisions.	US\$3,750*
<b>APRIL</b>					
10 - 11	<b>Operational Risk Management</b>	2 days	<ul style="list-style-type: none"> <li>• Portfolio risk managers</li> <li>• Operational risk managers</li> <li>• Compliance officers</li> <li>• IT/Software specialists</li> <li>• Internal Audit</li> </ul>	This workshop aims to provide a practical framework for the measurement and management of operational risk.	US\$500+GCT
12	<b>SEMINAR – IFRS 9</b>	1 day	Chief Financial Officers, Chief Risk Officers, Persons involved in regulatory reporting.	To provide a practical understanding of what is required for IFRS9 reporting.	\$20,000+GCT
17 - 18	<b>Certified International Risk Manager (CIRM)</b> (Certified by the Chartered Banker Institute – Scotland) Credits towards Chartered Banker MBA	9 months	Risk Managers, Financial Managers, Fund Administrators, Operations Managers, Insurance Advisors/Brokers, Real Estate Agents/Brokers.	To provide participants with the tools to analyse a variety of Enterprise Wide Risk and reaching sound risk mitigation decisions.	US\$4,500*
	<b>Chartered Banker MBA – Semester commences</b>	2 Years	Ambitious professionals.	To facilitate continuous development of knowledge, skills and experience for career enhancement.	TBA
<b>MAY</b>					
10	<b>Fundamentals of the Financial Services</b>	1 day	Persons working in the financial services sector need to be familiar with the intricacies of the operations in order to effectively perform their duties. This programme has been developed to assist all levels of new employees in the sector accordingly. Persons who would like to pursue a career in the financial services sector will also benefit.	The programme will provide the new and aspiring staff of the Financial Services sector with basic knowledge and skills to facilitate the process of orientation. Participants will become more familiar with the operations of the Financial Services sector and be more equipped in carrying out their day to day function.	J\$20,000
16 - 17	<b>Loan Securities Documentation</b>	2 days	Staff involved in taking, perfecting and registering securities documents. This includes Lending Officers for corporate and personal loans, securities officers, supervisors and managers of securities department.	To secure the well-being of the Institution by ensuring that the securities held are legally correct and enforceable, providing adequate protection.	\$40, 000+GCT
<b>JUNE</b>					
6	<b>Financial Management for Non-Financial Managers</b>	2 days	Non-financial managers in every functional area of responsibility, in various industries, who require an understanding of finance.	To guide non-accounting managers through the process of understanding financial analysis in the decision-making and budgeting processes.	\$40, 000+GCT

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21	<i>ANTI-FRAUD SEMINAR</i>	1 day	Operations personnel, Security Officers, IT Professionals, Internal/External Auditors, Fraud Examiners, Risk/Compliance Officers.	To create awareness of new developments and seek to provide mitigation strategies to combat fraud.	\$15,000+GCT
<b>JULY</b>					
10	<i>Management of Non-Performing Loans</i>	1 day	Loans managers.	To assist participants with techniques to reduce the size of their non-performing portfolio and halt the migrations of performing loans to the non-performing category.	J\$20,000+GCT
18 - 19	<i>Financial Modeling</i>	3 days	Senior management and executives from various areas of credit, risk, finance, audit and Investment.	To provide the necessary quantitative techniques needed to understand how to produce robust Excel models for project financing.	US\$650+GCT
<b>AUGUST</b>					
<b>SEPTEMBER</b>					
<b>OCTOBER</b>					
2 – 3	<i>JBA/JIFS 7<sup>th</sup> Annual AML/CFT Conference</i>	2 days Conference	Compliance practitioners, comprising: officers of financial institutions who are legally responsible for AML/CFT matters; attorneys at law; front-line staff; and internal and external auditors from the local and regional financial sectors.	To raise awareness of the risks that money laundering and terrorist financing pose to the financial sectors, and to promote effective co-operation at the highest levels among member institutions on compliance matters common to the industry. To identify emerging money laundering trends and typologies and to share information and best practices.	Conference only J\$60,000+GCT
4	<i>Post-Conference Workshop</i>	1 day workshop			Conference & Workshop \$85,000 +GCT
	<i>Chartered Banker MBA – Semester Commences</i>	2 Years	Busy professionals who would like to enhance their knowledge in Banking.	To provide an MBA from an internationally recognized university along with the Chartered Banker Status from the oldest banking institute in the world (Chartered Banker Institute – Scotland).	TBA
<b>NOVEMBER</b>					
6- 7	<i>Credit Analysis</i>	2 days	Credit officers, relationship managers and professionals involved in the area of credit and related products.	To provide more awareness on how to perform effective credit and financial analysis for lending and valuation purposes.	J\$40,000+GCT
<b>DECEMBER</b>					
5	<i>SEMINAR: Authenticating Documents</i>	1 day	Professionals and staff involved in authenticating documents.	To address the threats posed by false documentation and identification as well as explore vulnerabilities and techniques necessary for effective fraud detection.	J\$15,000+GCT

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**CERTIFICATION PROGRAMMES:**

- **Collaboration with the Chartered Banker Institute in Scotland (CBI)**
  - Certified Financial Planner (CFP) – 9 months
  - Certified International Risk Manager Programme (CIRM) – 9 months
  - Certified Credit Professional Programme – (CCP) – 9 months
- **Collaboration with International Compliance Association:**
  - International Advanced Certificate in Financial Crimes & Compliance - 9 Months
  - International Diploma in Compliance (12 months)
  - International Diploma in Anti-Money Laundering (12 months)

NOTE:

\*Discounts available for members of JBA/JIFS and CAB

NB: Dates and costs are subject to change without notice

\* Registrations for the ICA Programmes will be accepted throughout the year \*

\*Intake for Chartered Banker MBA Programme – April and October of each year.

**The Jamaica Institute of Financial Services also designs and coordinates customized human capital development programmes specific to the needs of any organization (In-house Programmes)**

For further information on any of the above courses, please contact:

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