



Session Plan: Individual Lending Credit Officer’s Course

Day One April 3rd, 2006				
Time	Session	Facilitator	Handouts	Exercises
8.30 – 9.30	Session 1: Introductions	TEAM	1. Agenda for the Course. 2 . Participant List	Introduction Exercise
9.30 – 11.00	Session 2: Step-by-Step: The Loan Process	RQ	1. Steps of Lending Process	Time Allocated to Steps.
	Working Tea Break at Convenience			
11.00 – 1.00	Session 3: Marketing and Customer Service	RQ	Handouts 3.0 – 3.7	Exercises 3.0 – 3.9
1.00-2.00	Lunch Break			
2.00 – 3.30	Session 4: Credit Analysis (3 M’s)	BC	Handout 4.0-4.9	Exercises 4.0-4.2/Role Plays
3.30 – 3.45	Working Tea Break			
3.45 – 4:45	Session 4: Credit Analysis (3 M’s)	BC		Role Plays (Con’t.)

Day Two April 4, 2006				
Time	Session	Facilitator	Handouts	Exercises
8.30 – 10.00	Session 5: Cashflow Analysis	BC	Handouts 5.0-5.4	Exercise 5.0 Various Case Studies
10.00-10.15	Working Tea Break at your convenience			
10.15- 1.00	Session 5: Cashflow Analysis	BC		
1.00-2.00	Lunch Break			
2.00 – 4.00	Session 6: Financial Statement Analysis for Lenders	RQ	Handout 6.0	Exercises 6.0-6.1
	Working Tea Break at your convenience			

Day Three April 5, 2006				
Time	Session	Facilitator	Handouts	Exercises
8.30-10.30	Session 7: Collateral	BC	Handouts 7.0-7.3	Exercises 7.0-7.4
	Working Tea Break at your convenience			
10.30-1.00	Session 8: Loan Structuring	RQ	Handouts 8.0-8.3	Exercises 8.0-8.6
1.00-2.00	Lunch Break			
2.00-4.00	Session 9: Loan Approval & Documentation	RQ	Handouts 9.0&9.1	Exercises 9.0-9.2
	Working Tea Break at your convenience			

Day Four April 6, 2006				
Time	Session	Facilitator	Handouts	Exercises
8.30 – 11.00	Session 10: Collection, Monitoring and Problem Asset Management from a Loan Officer’s view	BC	Handouts 10.0-10.2	Exercises 10.0-10.4
	Working Tea Break at your convenience			
11.00-12.00	Course Wrap-up and Evaluation		Course Evaluation	