

# BANKING



## CENTER FOR BANKING

### Introduction

Banking has evolved over the years with continued research into new products and services.

BIBF's Center for Banking is a premier provider of performance based training and development solutions with a primary focus on change and innovation. This along with high quality teaching has significant implications for human resource transformation in the areas of banking.

The Center for Banking has a wide range of training courses for banks and other financial institutions in Bahrain and in the region. These include Public Offerings (e.g. short courses run in the mornings at BIBF) run throughout the year in the areas of Domestic Banking, Credit and Credit Analysis, Finance and Economics, International Banking, Treasury and Capital Markets; Special offerings in different areas of Banking but customized to the particular needs of our clients in and outside Bahrain; and External Offerings which are delivered by experts from all over the world on cutting edge topics in Banking and Finance throughout the year for middle to top level management. There are also a number of Professional Qualifications which are provided in the evenings. The following pages will outline the Center's Professional and the Public Offerings

### Professional Qualifications

- The CFA Institute
- Chartered Financial Analyst (CFA)
- Professional Risk Managers' International Association (PRMIA)
- Professional Risk Manager (PRM)
- Investment Representative Program (Series 7 Certification)
- Treasury Capital Markets Diploma Program (TCMDP) / ACI BIBF (Financial Markets Association) Level I Program

### Professional Qualifications Awards

Awards are made to students gaining the highest aggregate examination marks. The following awards are presented annually at both the Intermediate and Advanced levels by a number of sponsoring banks:

Banking Studies Diploma Program (BSDP)

Award for Outstanding Graduate at the Intermediate Level

- National Bank of Bahrain

Award for Exceptional Achievement at the Intermediate Level

- Ahli United Bank

Award of Merit at the Intermediate Level

- HSBC

Award for Outstanding Graduate at the Advanced Level

- Bank of Bahrain and Kuwait

Award of Excellence at the Advanced Level

- Gulf International Bank

Arab Bank Award to Successful Bahrainis in the CIB Examination

- Arab Bank Plc.

Award of Merit to Bahraini Graduate at the Advanced Level

- Bahraini Saudi Bank

Award for Outstanding Graduate at the Intermediate and Advanced Diploma Levels

- Investcorp Bank

Award for Exceptional Achievement at the Intermediate and Advanced Levels

- Arab Banking Corporation

Investment Representative Program (Series 7 Guidelines)

Award for Outstanding Graduate of the Year in the Investment Representative Program

- Bahrain Stock Exchange.

For further details of courses leading to the professional qualifications listed above, please complete the Request Information form at the back of this catalogue and the appropriate materials will be sent to you.

### **Participant Prerequisites**

Public offerings have been designed so that a participant following a well-defined sequence will build on their knowledge over a series of courses. It is important that participants attend the proper sequence or otherwise fulfill the prerequisite for any course.

Participant prerequisites are provided for each course under the headings of minimum and recommended requirements, where appropriate. From our experience, participants who have the recommended requirements obtain maximum benefit from the courses. Those who enter the courses with only the minimum requirements cannot be expected to obtain this same level of competence.

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**Assessment:**

Most Banking courses are examinable. Pass mark is 50%. Please refer to programs for details.

**External Seminars and Workshops:**

The Center for Banking organizes seminars and workshops in co-operation with leading banks and consultants. These seminars are advertised separately and promotional materials and application forms are sent to banks well in advance.

**PUBLIC OFFERINGS****100 ELEMENTS OF BANKING****Description**

This course introduces participants to the basics of banking operations and financial services, in particular the general principles of banking operations, introduction to the financial sector, banking systems (Conventional and Islamic) and the main financial institutions that operates in Bahrain. The roles of the Central Bank of Bahrain and the nature of various financial services, products and diverse customers would be intensively discussed. An overview of the nature and operations of International Trade, Foreign Exchange transactions would be discussed well. The standard application of Know Your Customer and Customer Due Diligence in Banking Operations would be emphasized while participants would have the opportunity of having introduction to the concept and overview of Islamic Banking products/ operations and Money Laundering processes and Anti-Money Laundering regulations.

**Objectives**

On completion of the course, participants would be expected to have gained:

- An idea of the concept and overview of domestic banking operations
- A clear knowledge on the process of operations in domestic banking
- An introduction to the central banking operations, roles and responsibilities in the nation's economy
- Understanding of the various types of conventional banking products and customers
- Basic understanding of the composition and content of the bank's balance sheet
- Understanding of international trade and foreign exchange operations
- Understand the development, concepts and principles of Islamic banking products and services
- Anti-money laundering overview and awareness
- Comprehension of the internal control policies and compliance culture in our operations environment
- Risks confronted by banks in their operation and the need for regulation of banking sector

**Content Highlights**

- Development and control of the banking system
- Central bank – definition and roles
- Conventional banking products, various types of accounts and categories of customers
- Payment methods and funds transfer system
- Introduction to foreign exchange operations – spot and forward exchange rates
- Collections/ documentary letters of credit
- Islamic banking – instruments/products, roles and operations
- Introduction to anti-money laundering awareness
- Internal control policies and compliance in banking operations

**Target Audience**

- New employees in the banking sector
- Existing employees in the early stages of their career whose practical experience to date have been limited

**Prerequisites**

None required

**Course Structure**

Lectures, discussions, case studies and exercises

**Note: This course is examinable**

**Course Facts**

Duration	:	6 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 150

**Fees: Non Member Institutions**

All Nationalities	:	BD 600
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**101 NEGOTIABLE INSTRUMENTS****Description**

This program introduces participants to the legal aspects of commercial paper used in bank's day-to-day transactions. The course will focus on the practical side of negotiable instruments as well as the legal procedures in case of dishonor or any forgery regarding the instruments.

**Objectives**

On completion of the course, participants should be able to apply the acquired knowledge of the law and practices relating to negotiable instruments and their relevance to the banking practice.

**Content Highlight**

- Attribute of negotiable instruments
- Types of negotiable instruments
- The legal requirements of an instrument (Cheque)
- Endorsements and crossings
- Rights and duties of each party to an instrument
- Risks facing the collecting bank
- Protections available for banks on third party instruments collection and conversions
- Risks facing the paying bank
- Protections available for banks on payment of third party instrument
- Protections against wrongful dishonor or incorrect clearance procedure
- Situation where the collecting bank is also the paying bank
- Summary Bills of Exchange Act 1882 or Cheques Act 1957

**Target Audience**

- Tellers and personnel involved in front office and customers' account services
- Staff handling instruments processing particularly in clearing and related departments

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Course**

Elements of Banking 100

**Course Structure**

Lectures, discussions, case studies and examination

**Note: This course is examinable**

**Course Facts**

Duration : 3 days  
Instructors : BIBF Faculty and Guest Lecturers

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 75

**Fees: Non Member Institutions**

All Nationalities : BD 300

**104 INTRODUCTION TO BANKCARD INDUSTRY****Description**

The course gives an overview of the Bank card business, the transactions process, charge backs and disputes, the bank card issuer and the acquirer.

**Objectives**

Upon completion of this course, participants will be able to understand the fundamentals of the Bankcard industry and learn about the different type of Bankcards in the market.

**Content Highlights**

- Identify the players in bankcard transactions and responsibilities
- Identify terms associated with transactions process
- Learn how different POS devices affect the authorization process
- Clearing and settlements
- Learn about posting and fees
- Understand charge-back, arbitration and compliance cases
- Learn about bankcard products and services
- List elements of the credit card review process
- Explain fraud, finance and legal issues related to issuer
- Understand merchant sales and investigative procedures
- Identify procedures for setting merchant discounts and setting up new merchant's
- Explain how sales transactions are processed
- Identify merchant's fraud

**Target Audience**

- All bank staff who want to know about the Bankcard industry
- New university graduates who just joined the banking field
- University undergraduates who will soon join the practical life

**Prerequisites**

None required

**Course Structure**

The course will be conducted using a combination of lectures, discussions and case studies

**Course Facts**

Duration : 2 Days  
Instructors : Visiting Faculty

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 50

**Fees: Non Member Institutions**

All Nationalities : BD 200

## 107A BIBF BRANCH MANAGER PROGRAM PART I

### Description

After the completion of the BIBF Branch Manager Program Part I participants will be able to transfer the knowledge they acquired in the program to skills in workplace. The program has been geared to prepare them with the theoretical knowledge and practical application of that in work place through case studies, role plays, presentations and projects.

### Objectives

Upon the completion of this course, the participant will be able to:

- A clear Knowledge on the process of operations in domestic banking
- An introduction to the central banking operations, roles and responsibilities in the nations' economy
- Understanding of the various types of conventional banking products and customer
- An idea of the overview of domestic banking
- An introduction to the role of central banks
- An understanding of the various types of bank customers and accounts
- Knowledge of international trade
- Development of Islamic banking
- Anti money laundering awareness
- Identify the elements of a project and project management framework
- Identify the key elements of project management and tools for strategic planning and project selection during project initiation
- Identify the components and principle of cost management
- Define the elements of organizational planning, discuss staff acquisition and explain how to negotiate successfully
- Identify the key aspects of project communication planning
- Discuss and classify project risks and the tools of risk identification
- To provide participants with an overview of the budgeting process that takes place in an organization
- To encourage participants to apply the budgeting concepts to their own department in their organization
- To stimulate discussion on budgeting and cost control techniques

### Target Audience

The course is targeted at individuals:

- Who are currently employed as Branch Managers
- Who are planning to become Branch Managers
- Whose career path will lead him/her to become a Branch Manager

### Prerequisites

None required

### Course Structure

Lectures, Discussions, Video Shows, Interactions and Examination

**Note: This course is examinable**

### Course Facts

Duration	:	11 days
Instructors	:	BIBF Faculty and Guest Lecturers

### Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 275

### Fees: Non Member Institutions

All Nationalities	:	BD 1,100
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## 107B BIBF BRANCH MANAGER PROGRAM PART II

### Description

After the completion of the BIBF Branch Manager Program Part II participants will be able to transfer the knowledge they acquired in the program to skills in workplace. The program has been geared to prepare them with the theoretical knowledge and practical application of that in work place through case studies, role plays, presentations and projects.

### Objectives

Upon the completion of this course, the participant will be able to:

- Possess a strong understanding of what is customer service
- Have identified their individual strengths and weaknesses, through awareness survey of their own customer service skills
- Be able to determine their needs, wants and expectations and identify how to exceed their expectations
- Demonstrate skills in dealing with telephone calls effectively
- Demonstrate skills in dealing with difficult customers
- Manage stress in the aim of higher productivity
- Understanding of how to develop the appropriate marketing communication mix to address business needs
- What is advertising, public relation and sales promotion
- Pros and cons of media, selection and media schedule

### Target Audience

The course is targeted at individuals:

- Who are currently employed as Branch Managers
- Who are planning to become Branch Managers
- Whose career path will lead him/her to become a Branch Manager

### Prerequisites

The student must have passed the BIBF Branch Manager Program Part I

### Course Structure

Lectures, Discussions, Video Shows, Interactions and Examination

**Note: This course is examinable**

### Course Facts

Duration	:	11 Days
Instructors	:	BIBF Faculty and Guest Lecturers

### Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 275

### Fees: Non Member Institutions

All Nationalities	:	BD 1,100
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**107C BIBF BRANCH MANAGER PROGRAM PART III****Description**

After the completion of the BIBF Branch Manager Program Part III participants will be able to transfer the knowledge they acquired in the program to skills in workplace. The program has been geared to prepare them with the theoretical knowledge and practical application of that in work place through case studies, role plays, presentations and projects. After completing Part III, participants will have to complete a Capstone Project to be submitted & presented at BIBF within 6 weeks of the completion of Part III.

**Objectives**

Upon the completion of this course, the participant will be able to:

- Assess their own strengths and weaknesses to reach the goal of being a branch manager
- Nurture individual development and achievement
- Provide knowledge of all deposits and loans, electronic delivery products and underwriting systems and other bank products and services
- Strengthen sales and communication skills
- Improve motivational and training skills
- Develop operational efficiency and effectiveness
- Build flexibility and adaptability in responding to changes
- Help understand growth drivers and income objectives
- Gain innovative leadership and management techniques and skills

**Target Audience**

The course is targeted at individuals:

- Who are currently employed as Branch Managers
- Who are planning to become Branch Managers
- Whose career path will lead him/her to become a Branch Manager

**Prerequisites**

The student must have passed the BIBF Branch Manager Program Part II

**Course Structure**

Lectures, Discussions, Video Shows, Interactions and Examination

**Note: This course is examinable**

**Course Facts**

Duration	:	11 Days
Instructors	:	BIBF Faculty and Guest Lecturers

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 275

**Fees: Non Member Institutions**

All Nationalities	:	BD 1,100
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**110 PROJECT APPRAISAL AND FINANCING****Description**

Corporate and commercial borrowers of banks approach banks to fund long term capital projects like setting up new businesses, expansion, renovation, diversification of existing business. Government agencies approach banks for financing infrastructure projects such as building electricity generation, transmission and distribution projects, roads, bridges, etc. These projects require large sums of money. The payback period of such projects is invariably long. This course introduces to appraising and financing long term capital projects undertaken by bank borrowers.

**Objectives**

Upon the completion of this course, the participant will be able to:

- Differentiate capital projects from working investment funding
- Describe time value of money concepts relevant to long term project funding
- Apply payback period, accounting rate of return (ARR), net present value (NPV) and internal rate of return (IRR) methods of computation of return on capital projects
- Compute weighted average cost of capital (WACC) of a company and select required rate of return (RRR) for appraising a capital project
- Identify, analyze and mitigate risks
- Select financing structure for capital projects
- Appraise infrastructure projects

**Content Highlights**

- Nature of capital projects
- Time value of money
- NPV, IRR
- WACC and RRR
- Sensitivity analysis
- Project risk mitigation
- Financing structure

**Target Audience**

- Credit Analysts/Account Officers
- Financial Controllers/ Auditors
- Corporate Banking Personnel

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Courses**

Excel Level 1	315
Corporate Finance I	122

**Course Structure**

Lectures, Modeling with Excel, Exercises and Cases

**Note: This course is examinable**

**Course Facts**

Duration	:	4 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 100

**Fees: Non Member Institutions**

All Nationalities	:	BD 400
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**Calculator is a must in this course**





**117 THE BIBF CREDIT PROGRAM****Description**

This course is introduced to develop the skills of participants for good credit assessment with particular emphasis on evaluating the risks associated with lending to personal and small and middle market business customers.

**Objectives**

Upon the completion of this course, the participant will:

- Have developed an understanding of the techniques of good credit assessment
- Be able to identify, analyze and evaluate risks associated with lending to personal (consumer), small and medium sized business customers
- Be capable of preparing an application for submission to the lending authority

**Content Highlights**

- General principles of lending
- Business risk analysis
- Business lending & security
- Problems with business lending
- Builders & property developers
- Trade finance
- Specialist services for borrowers
- The credit package
- The credit decision

**Target Audience**

- Bankers with limited exposure to lending proposals
- Graduate Management Trainees
- Credit Analysts

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Courses**

Personal and Small Business Lending	115
Consumer Loan Collection Techniques	116
Evaluating Company Performance	222
Financial Statement Analysis	221

**Course Structure**

Lectures, videos and extensive use of case studies and assignments

**Note: This course is examinable**

**Course Facts**

Duration	:	10 Days
Instructors	:	BIBF Faculty and Guest Lecturers

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 250

**Fees: Non Member Institutions**

All Nationalities	:	BD 1,000
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***Calculator is a must in this course***

**117A BIBF ADVANCED CREDIT PROGRAM LEVEL I****Description**

The BIBF Advanced Credit program is designed to provide participants with a structured framework to help them develop the core credit skills that are needed in the work of corporate and retail banking. Participants must complete Level I to move to Level II.

**Objectives**

Upon the completion of this course, the participant will be able to:

- Screen the loan proposal using the preliminary analysis guidelines
- Recognize typical profitability, assets and liability structure of types of business
- List information gathered from different sources to decide upon the viability of loan request
- Construct a cash flow statement to determine the ability of the borrowing
- Advise customer in generating sufficient cash to repay the loans
- Perform sensitivity analysis to assess the reasonability of the hypotheses

**Content Highlights**

- Applying the lending process to screening customers loan request
- Loan structuring (overview of three lending rationales)
- Financial statements and ratio analysis from lending perspective
- Evaluating financial risks
- Constructing cash flow format to identify borrowers ability to generate cash
- Developing cash flow projections to predict business ability to meet financial obligations
- Performing a sensitivity analysis as a final step in repayment source

**Target Audience**

- Bankers with limited exposure to lending proposals
- Graduate Management Trainees
- Credit Analysts

**Prerequisites**

Participants must complete and pass the following pre-requisites before enrolling to level I

Financial Accounting 1 & 2

Financial Statement Analysis

Evaluating Company's Performance

Introduction to Economics

Introduction to Treasury Products

Money Laundering Regulation

**Course Structure**

This level uses interactive training methods of a combination of lectures, group discussions, and self- assigned assessments. Video case studies are also featured in this level.

**Note: This course is examinable**

**Course Facts**

Duration	:	11 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 275

**Fees: Non Member Institutions**

All Nationalities	:	BD 1,100
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**Calculator is a must in this course**

**117B BIBF ADVANCED CREDIT PROGRAM LEVEL II****Description**

The BIBF Advanced Credit program Level II is designed to provide participants with a structured framework to help them develop the core credit skills that are needed in the work of corporate and retail banking. Participants must complete Level I to move to Level III.

**Objectives**

Upon the completion of this course, the participant will be able to:

- Use the tools to analyze decisions that affect current assets & liabilities
- Determine the adequacy of working capital
- Using the concept of working investment to fund financial needs of customer
- Decide when security should be taken
- List the essentials of good banking security and be able to perfect the security in favor of the bank

**Content Highlights**

- Analyzing working capital and liquidity
- Industry & business cycle risk evaluation
- Management of future debt servicing
- The appropriate banking security
- Loan documentation

**Target Audience**

- Bankers with limited exposure to lending proposals
- Graduate Management Trainees
- Credit Analysts

**Prerequisites**

Participants must complete and pass the exam of BIBF Advanced Credit Program Level I

**Course Structure**

This level uses interactive training methods of a combination of lectures, group discussions, and self- assigned assessments. Video case studies are also featured in this level.

**Note: This course is examinable**

**Course Facts**

Duration	:	11 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 275

**Fees: Non Member Institutions**

All Nationalities	:	BD 1,100
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**117C BIBF ADVANCED CREDIT PROGRAM LEVEL III****Description**

The BIBF Advanced Credit program Level III is designed to provide participants with a structured framework to help them develop the core credit skills that are needed in the work of corporate and retail banking.

**Objectives**

Upon the completion of this course, the participant will be able to:

- Understand why and how domestic trade and international trade differ
- Understand the concepts of absolute and comparative advantage, and how these concepts in general trend to support arguments for increasing the volume of international trade
- Apply proactive management techniques to enhance profits and minimize losses
- Explain the ranges of actions that can be taken to resolve a problem loan
- Introduce participants to conceptual framework of Islamic banking
- Provide an overview of Islamic banking products

**Content Highlights**

- Method of financing international trade
- Effective loan monitoring
- Problem loans and remedial management
- Financing of Islamic products

**Target Audience**

- Bankers with limited exposure to lending proposals
- Graduate Management Trainees
- Credit Analysts

**Prerequisites**

Participants must complete and pass the exam of BIBF Advanced Credit Program Level II

**Course Structure**

This level uses interactive training methods of a combination of lectures, group discussions, and self- assigned assessments. Video case studies are also featured in this level.

**Note: This course is examinable**

**Course Facts**

Duration	:	11 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 275

**Fees: Non Member Institutions**

All Nationalities	:	BD 1,100
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**118 PROBLEM CREDITS****Description**

This course is designed to assist young professional bankers in the management of corporate problem loans and corporate relationship management skills whether they are new or experienced lenders. The ultimate aim of the course is to improve participant's corporate loan portfolio management.

**Objectives**

Upon the completion of this course, the participant will:

- Have an overview of events leading to financial distress
- Apply proactive management techniques to credit portfolio to enhance profits and minimize losses
- Understand the procedure involved in bankruptcy, liquidation and reorganization
- Have learnt more effective management of loans
- Explain the range of actions that can be taken to resolve a problem loan to the bank and borrower satisfaction
- Be able to use the Z-score model to predict corporate failure
- Effectively monitor loans and assign quality rating system during the review to classify the loans according to bank's lending policy

**Content Highlights**

- Events of Financial distress
- Cost of problem loans to bank
- Major causes of problem loans
- Early detection of problem loans
- Conditions leading to bankruptcy with special attention to law and practice in Bahrain
- Method of resolving problem credit and reorganization procedure
- Viability and liquidation analysis
- Effective loan monitoring
- Loan classification and rating system

**Target Audience**

- Credit Analysts
- Corporate Banking Personnel
- Loan Auditors
- Financial Controllers
- Branch Managers

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. Practical experience at retail or corporate banking of at least one year is required.

**Minimum Prerequisite Courses**

The BIBF Credit Program	117
Corporate Credit Risk Analysis	119
Corporate Finance I	122

**Course Structure**

Lectures, group discussions, problem solving sessions, case studies and exercises

**Note: This course is examinable**

**Course Facts**

Duration	:	4 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 100

**Fees: Non Member Institutions**

All Nationalities	:	BD 400
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**119 CORPORATE CREDIT RISK ANALYSIS****Description**

This course describes the practical lending process of investigation and assessment used by the corporate officer to evaluate the potential credit risk in order to reach a sound decision about granting or rejecting company's loan request.

**Objectives**

Upon the completion of this course, the participant will be able to:

- Adequately identify and assess risks inherent in borrower's business
- Quantify the various areas of risks using SWOT model for analysis
- Effectively use future financial statements to identify debt-capacity and financial needs of the borrower
- Properly document the loan using the bank's standard loan agreement format

**Content Highlights**

- Financial analysis and forecasting
- Credit risk assessment
- Cash flow analysis
- Sensitivity analysis
- Debt-capacity and financial needs
- Loan documentation

**Target Audience**

- Credit Analysts
- Corporate Banking Personnel
- Financial Controllers
- Loan Auditors

**Prerequisites**

Participants should have a strong background in Accounting and should have either attended BIBF Credit Course or have a practical experience of at least one year in corporate banking.

**Minimum Prerequisite Courses**

Personal and Small Business Leading	115
Corporate Finance I	122

**Course Structure**

Lectures, group discussions, modeling with excel; videos; role-plays and case studies. All applications will be using Excel and the participants will be provided with diskettes containing software of financial analysis to enter the financial data of the borrowing customer to assess the financial risks.

**Note: This course is examinable**

**Course Facts**

Duration	:	5 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD125

**Fees: Non Member Institutions**

All Nationalities	:	BD 500
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**120 INTRODUCTION TO LOAN SYNDICATION & DOCUMENTATION****Description**

This is an introductory level program designed to provide participants with a basic level of understanding of the concepts and techniques of syndication. Documentation structure is discussed to enable the participant to recognize the various requirements of both financial and non financial covenants.

**Objectives**

Upon the completion of this course, the participant will:

- Have a basic understanding of the techniques related to loan syndication
- Know the component parts and types of documentation used in syndication
- Be aware of the types of loans that can be syndicated and the benefits thereof
- Understand the regulatory requirements concerning such financing

**Content Highlights**

- History of syndicated loans
- Choice of law - contract law revisited
- Enforcement of foreign judgments
- Sovereign immunity
- Exchange controls
- Basic structure of effective loan agreements and other documentation
- The importance of high-quality loan documentation
- How documentation for secured and unsecured lending differs
- Loan transfers and participations
- Events of default
- Remedies, enforcement of remedies and rescheduling
- Loan control and monitoring

**Target Audience**

- Credit Managers
- Accounting and Marketing Officers
- Advance Controllers
- Internal Auditors
- Graduate and/or Management Trainees

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisites Courses**

The BIBF Credit Program	117
International Trade Services	140

**Course Structure**

Lectures, discussions and case studies

**Note: This course is examinable**

**Course Facts**

Duration	:	4 Days
Instructors	:	BIBF Faculty and Guest Lecturers

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 100

**Fees: Non Member Institutions**

All Nationalities	:	BD 400
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**121 COUNTRY RISK ANALYSIS****Description**

The course offers a quantitative and qualitative analysis of the political, economic risks and creditworthiness of the countries. The intensive course will offer a structured approach to the analysis of country and sovereign risk in both emerging and mature markets and will review lessons learned from both the current and previous crises.

**Objectives**

Upon the completion of this course, participants will have an in-depth knowledge of the political and economic factors which need to be considered when evaluating country risk and they will be equipped to:

- Understand the key drivers of country and sovereign risk in both mature and emerging markets
- Identify qualitative, quantitative and market indicators of vulnerability
- Recognize the impact of country risk on other exposures
- Review the lessons learned from the current and previous crisis in various regions of the world

**Content Highlights**

- Qualitative versus quantitative analysis
- The role of country risk analysis
- Factors affecting creditworthiness
- Lending portfolios
- Economic risk
- Political risk
- Sources of information
- The role of the IMF and other international bodies

**Target Audience**

- Credit Analysts
- Management trainees
- Account and Marketing officers

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work experience.

**Recommended Prerequisite Course**

Business Calculations 250

**Course Structure**

Lectures, case studies and discussions

**Note: This course is examinable**

**Course Facts**

Duration : 4 Days  
Instructors : BIBF Staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 100

**Fees: Non Member Institutions**

All Nationalities : BD 400

***Calculator is a must in this course***

## 122 CORPORATE FINANCE I

### Description

The course offers an in-depth analysis of corporate finance decisions, capital structure decisions and valuation of common financial instruments. It also includes corporate finance functions from banking perspective.

### Objectives

Upon the completion of this course, the participant will have:

- An understanding of macro approach to corporate finance and learn to link up various corporate finance functions to the ultimate objective of the company
- Understand various financial instruments a company can raise and their costs
- To understand the theory and apply, in real world situations the techniques that have been developed in corporate finance

### Content Highlights

- Goal of financial management
- The investing function
  - o Understand what is 'hurdle rate' and risk
  - o How to measure returns?-estimate cash flows, NPV, IRR
- The Financing Function
  - o The capital structure and its components
  - o Cost of capital & WACC
  - o Leverage and optimal debt equity mix
- The Dividend decision
  - o How much to return to owners
- Corporate finance decisions and value creation
- Corporate finance decisions in a bank

### Target Audience

- Credit Analysts
- Management trainees
- Account and Marketing officers

### Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

### Minimum Prerequisite Courses

Business Mathematics	200
Maintaining Financial Records and Accounts	211

### Recommended Prerequisite Course

Business Calculations	250
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### Course Structure

Lectures, case studies and discussions

**Note: This course is examinable**

### Course Facts

Duration	:	5 Days
Instructors	:	BIBF Staff

### Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

### Fees: Non Member Institutions

All Nationalities	:	BD 500
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**Calculator is a must in this course**

**123 CORPORATE FINANCE II****Description**

This course offers in-depth understanding of valuation techniques and also discusses corporate governance issues pertaining to management of the conflicts of interest between different groups of stakeholders of a corporation.

**Objectives**

Upon the completion of this course, the participant will have knowledge of the:

- In depth capital budgeting process and how to evaluate different projects to choose the optimal one
- Capital structure of a company to its characteristics and its valuation
- Dividend decision to share prices and empirically test the relationship between dividend announcements and share prices

**Content Highlights**

- Capital budgeting techniques
  - o Compute cash flows of expansion and replacement projects
  - o Understand the effect of inflation on capital budgeting
  - o Scenario analysis and sensitivity analysis of stand-alone projects
  - o Introduction to real options
- Capital structure and Leverage
  - o The effect of leverage on capital structure
  - o Analyze the operating, financial and total leverage of a company
  - o Explain the factors relevant to analyze effects of capital structure decision on valuation
- Dividend Decisions:
  - o Understand the differences between stock splits, reverse stock splits, stock dividends and cash dividends and their effect on shareholders' wealth
  - o Effect of dividend announcements on share prices
  - o Affect of regular dividend pay-out on PE multiple

**Target Audience**

- Credit Analysts
- Management trainees
- Account and Marketing officers

**Prerequisites**

Must have passed Corporate Finance I (basic)

**Course Structure**

Lectures, case studies and discussions

**Note: This course is examinable**

**Course Facts**

Duration : 5 Days  
Instructors : BIBF Staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 125

**Fees: Non Member Institutions**

All Nationalities : BD 500

***Calculator is a must in this course***

## 133 ECONOMICS FOR BANKERS

**Description**

The course explains the basic theory of modern financial economics as well as its empirical relevance and policy applications. It also provides an introduction to the Mathematical economics and Econometrics. The course also discusses some important concepts in Micro and Macro Economics. Additionally it covers International Trade finance, the role of the foreign exchange market, International Trade agreements and World trade organization in International trade and project economics.

**Objectives**

Upon the completion of this course, the participant will have:

- An understanding of the theory of micro and macro economics
- Uses of mathematical economics and econometrics in financial markets
- Clear understanding of the money and banking management
- Role of international trade finance
- A thorough understanding of the project evaluation

**Content Highlights**

- The theory of Micro and Macro Economics
- **Mathematical Economics and Econometrics:** Basic mathematical tools of static and comparative economic analysis. Fundamental methods of regression analysis and its application in economics. The course explains econometric principles and application covering such topics as simple and multiple regression analysis, hypothesis testing and prediction, and simultaneous equations systems.
- **Money and Banking:** Basic concepts and theories of money and financial markets and their applications, the meaning and measurement of money, the theory of interest rates, commercial banks and other financial institutions, and central banking and the conduct of monetary policy. An overview of Basal Accord.
- **Basic concepts and theories of international finance:** International financial management and provides an understanding of international regulatory and environment differences, the different foreign exchange regimes, balance of payments, access to money and capital markets, use of derivatives to hedge exchange rate risk, measurement and management of exposure to exchange rate and interest rate fluctuations, and international diversification. Additionally it discusses the international monetary system, the Eurocurrency and Eurobond Markets, and international debt crisis. Emphasis is on international financial decision-making through the extensive use of cases and real-world examples.
- **Project Economics:** Topics covered intends to introduce the theory and practice of project evaluation with emphasis on the practical aspects. While cost-benefit analysis (CBA) is the main approach considered, the course also looks at alternatives such as multi-criteria analysis (MCA) and qualitative (non-economic) techniques of evaluating projects.

**Target Audience**

Bank personnel who have not had a formal course in Economics and wish to increase their understanding of economics as it relates to banking.

**Prerequisites**

None required

**Course Structure**

Lectures, case studies and discussions

**Note: This course is examinable**

**Course Facts**

Duration	:	5 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

**Fees: Non Member Institutions**

All Nationalities	:	BD 500
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**Calculator is a must in this course**

**140 INTRODUCTION TO INTERNATIONAL TRADE FINANCE****Description**

This course is designed to assist the participants in understanding some of the important issues, products, services and documentation associated with international trade. Participants will learn how to identify customer needs and recommend appropriate product solutions, assess various risks to both bank and customer in international trade transactions and explain and identify ways of mitigating that risk.

They will also be able to explain and carry out the processes involved in documentary collections, documentary letters of credit and contract guarantees, as well as understand the purpose and application of the various International Chamber of Commerce rules and practices.

**Objectives**

Upon the completion of this course, the participant will have:

- A practical knowledge and understanding of the aspects of the global business planning process
- Evaluating the internal and external environment to identify potential marketing threats and opportunities
- Understand the trade documentation used in international trade
- Coordinating with other departments to calculate the true cost, benefits, and risks of proposed transactions in order to implement risk management policies
- Assessing political and economic risks and cultural issues of the target country to establish the financial costs and viability
- Evaluating foreign currency exchange risk and selecting, implementing, and managing risk mitigation techniques to protect the company against fluctuation of foreign exchange
- Establishing the most appropriate methods and terms of payment
- Be equipped with knowledge to avoid trade disputes and protect the interest of their financial institutions

**Content Highlights**

Combination of theory and practice involving:

- International trade finance and various risks involved
- Documentation in international trade finance
- IncoTerms
- Instruments of trade finance
- Types of letters of credit and its documentation
- Uniform customs and practices for documentary credits – UCP 600

**Target Audience**

Individuals whose present knowledge or experience in the subject is limited, or who are or are shortly to be engaged in the Trade Finance Department of their bank or organization

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Courses**

Elements of Banking	100
Negotiable Instruments	101
Introduction to Foreign Exchange	165

**Course Structure**

Lectures, videos, case studies and discussions

**Note: This course is examinable**

**Course Facts**

Duration	:	5 Days
Instructors	:	BIBF staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

**Fees: Non Member Institutions**

All Nationalities	:	BD 500
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## 143 UNIFORM CUSTOMS & PRACTICES FOR DOCUMENTARY CREDITS (UCP 600) AND UNIFORM RULES FOR DEMAND GUARANTEES (URDG)

### Description

This program is designed for practitioners involved in back office operations in the International divisions of banks. The course deals extensively with the structure and interpretation of the Uniform Customs and Practices for Documentary Credits as well as Uniform Rules for Demand Guarantees as published by the International Chamber of Commerce from time to time.

### Objectives

Upon completion of this course participants will be familiar with the uniform customs and practices that govern the operation of documentary credits and collections and URDG. Practical case studies will be used to demonstrate the application of these articles.

### Content Highlights

- Types of documentary letters of credits
- Documents and documentation requirements
- Types of demand guarantees
- Manual of UCP 600 and URDG
- Risks confronted by banks in trade finance operations

### Target Audience

Individuals who are engaged in the trade finance department of their bank or organization

### Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

### Minimum Prerequisite Courses

Elements of Banking	100
Introduction to International Finance	140

### Course Structure

Lectures, case studies and discussions

**Note: This course is examinable**

### Course Facts

Duration	:	5 Days
Instructors	:	BIBF Faculty

### Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

### Fees: Non Member Institutions

All Nationalities	:	BD 500
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**165 INTRODUCTION TO FOREIGN EXCHANGE (ACI DEALING CERTIFICATE PART I)****Description**

This course introduces the participants to foreign exchange in line with the current ACI syllabus. It deals with what is foreign exchange, terminology, spot and forward rates and developing a basic understanding of the trading in foreign exchange markets.

**Objectives**

Upon the completion of this course, the participant will:

- Have an understanding of the history and development of the foreign exchange market
- Calculate spot and cross rates
- Calculate forward rates
- Have an understanding of the FX swaps

**Content Highlights**

- History and development of the foreign exchange markets and their participants
- Definition of foreign exchange
- Factors affecting Foreign Exchange
- Spot exchange rate and quotations and basic spot dealing terminology
- Forward FX transactions and its relationship with interest rates
- Outright forwards and FX swaps
- Use of Outright forwards in taking currency risk
- Use of FX swaps in rolling spot positions
- Hedging outright forwards
- Creating synthetic foreign currency assets and liabilities
- Recognize and use quotes for precious metals
- Demonstrate basic understanding of structure and operation of the international market in precious metals

**Target Audience**

- New employees
- Back office and operations staff whose work would benefit from an understanding of foreign exchange and money market activities

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Course**

Business Mathematics 200

**Course Structure**

Lectures group discussions, exercises and video shows

**Note: This course is examinable**

**Course Facts**

Duration : 5 Days  
Instructors : BIBF Staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 125

**Fees: Non Member Institutions**

All Nationalities : BD 500

**166 FOREIGN EXCHANGE & MONEY MARKETS (ACI DEALING CERTIFICATE PART II)****Description**

This course deals with foreign exchange and money markets in depth and covers the trading of these instruments and also the calculation of purchase and selling prices of the instruments.

**Objectives**

Upon the completion of this course, the participant will have:

- A good grasp of the basic international foreign exchange and money markets and how they operate
- A fundamental knowledge of the cash instruments traded in these markets and the commonly accepted working practices associated with them
- Thorough background knowledge for successfully participating in BIBF's external programs - ACI Dealing Simulation and ACI Dealing Certificate Program

**Content Highlights**

- Basic interest rate calculation
- Cash money markets
- Calculation of purchase/selling prices of certificate of deposits, treasury bills, bills of exchange
- Forwards-forwards and FRAs
- Money market futures and swaps
- Options
- Principles of risk

**Target Audience**

- New entrants to dealing rooms
- Back office, mid office and other support staff
- Dealing room staff in emerging and developing markets

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Courses**

Introduction to Foreign Exchange	165
Business Mathematics	200

**Course Structure**

Lectures and exercises. This course provides a mock examination.

**Note: This course is examinable**

**Course Facts**

Duration	:	5 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

**Fees: Non Member Institutions**

All Nationalities	:	BD 500
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## 167 INTRODUCTION TO BACK OFFICE OPERATIONS (ACI OPERATIONS CERTIFICATE PART I)

### Description

This course goes in-depth about the back-office of a business and deals in all aspects of the settlements process. The proper documentation process for money market, derivatives and foreign exchange instruments are dealt with.

### Objectives

Upon the completion of this course, the participant will have knowledge of:

- The various settlement processes
- The concept of SWIFT, RTGS
- The concept of brokerage, outstanding nostro reconciliation
- The difference between bilateral and multilateral netting procedures

### Content Highlights

- Risk management and controls
- Life cycle of a deal
- Payments and confirmations
- Derivatives – settling process
- Money market instruments – settling process
- Foreign exchange – settlement process
- Market conventions
- Settlement and accounts, reconciliation procedures
- Documentation – key documentation issues and major types of agreements

### Target Audience

This course will be useful for new employees working in the settlements and operations departments of banks and who want to gain a basic knowledge of the settlements business within the fast growing international markets

### Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

### Minimum Prerequisite Courses

Introduction to Foreign Exchange	165
Introduction to Derivatives	169(2)

### Course Structure

Lectures, discussions, case studies and video

**Note: This course is examinable**

### Course Facts

Duration	:	5 Days
Instructors	:	BIBF Staff

### Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

### Fees: Non Member Institutions

All Nationalities	:	BD 500
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**Calculator is a must in this course**

**168 MARKET TECHNICAL ANALYSIS****Description**

The course offers an introduction to the Classical Chart Analysis, Reuters Market Screens and analysis of the underlying price and risk opportunities.

**Objectives**

Upon the completion of this course, the participant will have:

- Received in-depth training in Classical Chart-Analysis
- The capability to analyze and read Reuters Market screens
- The ability to quantify underlying price risk and price opportunities
- Be able to structure their own trading strategy or hedge positions effectively

**Content Highlights**

- Introduction (fundamental and technical analysis compared)
- Line charts-bar charts-candlestick charts
- Trend lines
- Support & resistance
- Tops and bottoms
- Consolidation, "what to do when the market is not trending!"
- Bullish and bearish flags "the trend is your friend!"
- Triangles "what comes next?"
- Wedges "the start of a new trend!"
- Head and shoulder, the classical chart formation and its price targets
- Key day reversal "be prepared for a change"
- Gaps and gap-filling
- Fibonacci - "the stunning technique with excellent results"
- Practical workshop and application of techniques using on-line Reuters facilities of the institute

**Target Audience**

- Junior Dealers (in Forex, bonds, stocks or commodities)
- Portfolio Managers
- Controllers

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Courses**

Introduction to Foreign Exchange	165
Foreign Exchange & Money Markets	166

**Course Structure**

Lectures, discussions and case studies using Reuters

**Note: This course is examinable**

**Course Facts**

Duration	:	3 Days
Instructors	:	BIBF Faculty & Guest Lecturer

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 75

**Fees: Non Member Institutions**

All Nationalities	:	BD 300
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**169 INTRODUCTION TO DERIVATIVES (ACI OPERATIONS CERTIFICATE PART I)****Description**

The course introduces the history and development of the derivatives markets, workings of the futures, FRAs and options markets, basic options strategies and swaps.

**Objectives**

On completion of this course participants will have been introduced to the main types of derivatives-Futures, FRAs and Options and their trading practices.

**Types of Derivatives**

- Forward markets: meaning, types of forwards with special emphasis on FRAs
- Futures markets: meaning, types of futures, difference between forward and futures
- Options market: Calls & Puts and pay-offs diagrams
- Basic option strategies
- Swaps: Plain vanilla interest rate swaps and currency swaps, calculate and interpret payments on each

**Content Highlights**

- Historical development of derivatives
- Futures markets
- Forward rate agreements (FRAs)
- The options market: calls & puts
- Basic option strategies
- Swaps
- The principle of arbitrage: its assumption in derivative markets

**Target Audience**

- Staff recently involved in, or about to become involved in, dealing with derivatives in their banks
- Operations staff who need an overview of the instruments in order to understand the back office implications

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Course**

Introduction to Foreign Exchange 165

**Course Structure**

Lectures, discussions, case studies and video

Note: This course is examinable

**Course Facts**

Duration : 5 Days  
Instructors : BIBF Staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 125

**Fees: Non Member Institutions**

All Nationalities : BD 500

***Calculator is a must in this course***

**184 DERIVATIVES ADVANCED - PRICING AND TRADING****Description**

The course offers an in-depth analysis of Interest Rate Swaps, Swap Derivatives, Exotic Options and Valuation of Derivatives. It introduces techniques to design and structure option strategies using options or volatility. This course also introduces the 'Greeks' and its analysis and interpretation.

**Objectives**

Upon the completion of this course, the participant will:

- Have covered interest rate swaps and swap derivatives
- Have received in-depth coverage of the concept of volatility
- Have understood the various types of swaps used in the market
- Market conventions and practice
- Have attained better understanding of valuing derivatives

**Content Highlights**

- Forward markets and contracts:
  - \* Value of forward contract at initiation, during the contract period and at expiration
  - \* Analyze credit risk in a forward contract
- Futures markets and contract:
  - \* Convergence of futures price and spot at expiration
  - \* Calculate the value of futures contract
  - \* Monetary & non monetary benefits associated with holding the underlying & its affect on the futures price
  - \* Calculate, analyze treasury bond futures, stock index futures and currency futures
- Option markets and contracts:
  - \* Calls, puts & strategies
  - \* Pricing options using Black Scholes model
  - \* The concept of 'Greeks' and its significance
  - \* Understand 'delta' of an option and its use in dynamic hedging
- Swap markets and contracts:
  - \* Distinguish between pricing and valuing swaps
  - \* Calculate and interpret fixed rates on plain vanilla interest rate swap & the market value of the swap during its life
  - \* The differences in the concept of notional amount for currency swaps and interest rate swaps

**Target Audience**

- New entrants and junior dealers (0-18 month's experience) in the dealing room for FX Derivatives, MM Derivatives, Fixed Income & Securities
- Middle office and operations personnel

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge. They must have passed Introduction to Derivatives and Advanced capital markets and Portfolio management courses.

**Minimum Prerequisite Courses**

Introduction to Derivatives	169
Security Valuation	
Portfolio Management	185B

**Course Structure**

Lectures, discussions, case studies and exercises

Note: This course is examinable

**Course Facts**

Duration	:	5 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

**Fees: Non Member Institutions**

All Nationalities	:	BD 500
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**183 PRIVATE EQUITY & VENTURE CAPITAL****Description**

This course provides a comprehensive understanding of the dynamics/complexities of venture capital, management of VC funds, deal dynamics, valuation & term sheet analysis and the due diligence process.

**Objectives**

Upon the completion of this course, the participant will:

- Have an overview of venture capital and private equity
- Know what the VC needs: the business proposal
- Know what the VC needs to know: the due diligence process
- Understand negotiating the deal structure
- Know the deal structure - the term sheet
- Understand investment exit strategy

**Content Highlights**

The course introduces the participant to the following concepts:

- The complexities and dynamics of venture capital
- Management of venture capital funds
- The Due Diligence process

**Target Audience**

- Credit analysts/account officers
- Financial control personnel
- Investment placement/marketing staff
- Heads of Private equity
- Credit/Market Risk personnel
- Corporate banking staff

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Recommended Prerequisite Courses**

Advanced Financial Analysis	182
Corporate Finance I	122
Quantitative Business Analysis	251
Valuation of Companies and stocks	224
Financial Statement Analysis	221
Introduction to Derivatives	169
Fixed Income Management	187
Capital Markets & Portfolio Management I	185

**Course Structure**

The course is conducted using a combination of lectures, discussions and practical workshop sessions. Video case studies are also featured in the course.

**Note: This course is examinable**

**Course Facts**

Duration	:	5 Days
Instructors	:	BIBF Staff and Guest Lecturers

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

**Fees: Non Member Institutions**

All Nationalities	:	BD 500
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**Calculator is a must in this course**

**185A ASSET VALUATION****Description**

This course discusses the various types of securities traded in the market, its features and terminology associated with the securities. The course also discusses the various types of valuation methods to ascertain the value of the securities.

**Objectives**

Upon the completion of this course, the participant will be able:

- To understand differentiating characteristics of basic financial assets: Stocks, bonds and preferred stock
- To understand the features of different types of bonds and their relevance in to-day's markets
- To apply and interpret commonly used valuation tools for stocks
- To apply and interpret bond valuation techniques
- Understand the differences between straight bonds and bonds with embedded options
- To apply Binomial model for valuing bonds with embedded options

**Content Highlights**

- Introduction:
  - \* Difference between capital and money markets
  - \* Why are capital markets important
  - \* Constituents of capital markets
- Instruments Traded in Capital Markets:
  - \* Bonds
  - \* Stocks
  - \* Derivatives
  - \* A brief mention of structured finance products
- Bond Valuation:
  - \* Concept of present value and future value
  - \* Basic bond arithmetic
  - \* Single cash flows, annuities, perpetuities
  - \* Interest rates, coupon rates, market yield, YTM
  - \* Concept of duration
- Stock Valuation:
  - \* Cash flows
  - \* Basic valuation model – Dividend Discount Model
  - \* Calculation of risk and return of a single stock
- Portfolio Analysis:
  - \* Constructing a portfolio and understand Markowitz Model
  - \* Calculating risk and return of a portfolio
  - \* Explain the Efficient Frontier and the concept of optimal portfolio
- Introduction to Asset Pricing Models:
  - \* Explain capital market theory and its underlying assumptions
  - \* Understand the term 'Market portfolio' and its relationship with capital market line
  - Define systematic and unsystematic risk and understand why an investor is rewarded for bearing systematic risk only
  - \* Explain CAPM, SML and the concept of beta
  - \* Calculate, using SML, the expected return on a security, and evaluate whether the security is over valued, undervalued or properly valued

## Target Audience

- Entry level treasury people
- Entry and middle level traders
- Executives in the area of risk management
- Executives in the area of investments

## Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

## Minimum Prerequisite Courses

Business Calculations	250
Excel Level 1	315

## Course Structure

PowerPoint presentation, discussion, case study, excel assignments and quizzes

**Note: This course is examinable**

## Course Facts

Duration	:	5 Days
Instructors	:	BIBF Staff

## Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

## Fees: Non Member Institutions

All Nationalities	:	BD 500
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***Calculator is a must in this course***

**185B PORTFOLIO MANAGEMENT****Description**

This course begins with the basics of portfolio management process and gradually builds up into comprehensive topics like multi factor models and macroeconomic models. The course also discusses the practical application of portfolio models.

**Objectives**

Upon the completion of this course, the participant will be able to:

- Understand Portfolio management process
- List the differences between active and passive portfolio management
- List key elements of the capital asset pricing model identify the major theories of portfolio management, including the efficient markets hypothesis, diversification and correlation, the efficient frontier, capital asset pricing model, and arbitrage pricing theory
- Discuss how diversifying a portfolio can reduce its risk. Explain how risk and return vary for different combinations of assets, leading to the development of the efficient frontier
- Explain how specific risk differs from market risk, as postulated by the capital asset pricing model
- Use various risk measures to build a portfolio balancing risk and return
- Identify the advantages, benefits, and risks of global investing and investing in emerging markets
- Recognize key alternative investments
- Understand Sharpe's ratio, Jensen's ratio and Treynor's ratio

**Content Highlights**

- Organization and Functioning of Securities Markets:
  - \* Understand how primary market supports secondary markets
  - \* Understand various types of markets and their structural differences: dealer markets, auction markets, call markets, continuous markets
  - \* Understand different types of orders on a stock exchange
- Instruments: Understand ADRs, its various types and ETFs
- Trading:
  - \* The concept of 'short-selling' and motivation for shorting
  - \* Buying a stock on margin, computing rate of return on margin transaction, define maintenance margin, determine the stock price at which the investor would receive a margin call
  - \* What is stock market index and its construction – price weighted, value weighted and un-weighted index
- The concept of efficient capital markets and three forms of the efficient market hypothesis
- Security Valuation:
  - \* Explain the components of an investor's required rate of return – the real risk-free rate, the expected rate of inflation and a risk premium
  - \* Discuss the risk factors to be assessed in determining a country risk premium for use in estimating the required return for foreign securities
  - \* Understand PE ratio and its significance
  - \* Analyze and interpret PE, price to book value, price to sales and price to cash flow in equity valuation
  - \* Understand 'Free cash flow' valuation: Define and interpret 'free cash flow to firm' and 'free cash flow to equity'
- Bonds:
  - \* Cash flows of bonds with embedded options
  - \* Cash flows of floating rate bonds
  - \* Bond portfolio management
  - \* Effective and empirical duration
- Derivatives:
  - \* Options and risk management
  - \* Hedging with futures contracts
  - \* Introduction to credit derivatives

**Target Audience**

- Entry level treasury people
- Entry and middle level traders
- Executives in the area of risk management
- Executives in the area of investments

## **Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge and must have completed the Capital markets and Portfolio Management I (basic).

## **Minimum Prerequisite Courses**

Business Calculations	250
Excel Level 1	315

## **Course Structure**

PowerPoint presentation, discussion, case study, excel assignments and quizzes

**Note: This course is examinable**

## **Course Facts**

Duration	:	5 Days
Instructors	:	BIBF Staff

## **Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

## **Fees: Non Member Institutions**

All Nationalities	:	BD 500
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***Calculator is a must in this course***

**186 FOUNDATIONS OF INVESTMENT ANALYSIS****Description**

The course introduces the participants to trading rules, regulations and practices under the Securities Exchange Commission; basic derivative products; fixed income securities; fundamental and technical analysis.

**Objectives**

Upon the completion of this course, the participant will:

- Have an understanding of the investment environment
- Be able to use industry, fundamental and technical analyses to identify stocks for investment decision
- Have an understanding of the macroeconomic phenomena for investment decisions
- Have an understanding of derivatives products and markets

**Content Highlights**

- Financial markets and instruments
- Securities trading and market implications
- Security analysis - macro economic factors, industry analysis, financial statement analysis, fundamental and technical analyses
- Derivatives - options, calls and puts, option strategies, hedging, mechanics of futures trading and hedging with futures

**Target Audience**

- Traders and Brokers
- Investment Bankers and Portfolio Managers
- Treasury and Back office Staff
- Fund Managers
- Supervisory and Investment Staff (Central Banks)
- Compliance and Control Staff
- Accounting Staff

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF courses, other academic study or through work knowledge. This course is a forerunner to the "Investment Representative Program" (Series 7) and as such can be taken by those who do not have much exposure to the technical aspects of modern investment theory.

**Minimum Prerequisite Courses**

(Any two of the following courses)

Business Calculations	250
Understanding Financial Statements	220
Technical Market Analysis Level- 1	168
Introduction to Foreign Exchange	165
Introduction to Back Office Operations	167(1)

**Course Structure**

Lectures together with the use of case studies, discussions and assignments and an examination at the end of the course

**Note: This course is examinable**

**Course Facts**

Duration	:	5 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

**Fees: Non Member Institutions**

All Nationalities	:	BD 500
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**Calculator is a must in this course**

## 187 FIXED INCOME MANAGEMENT

### Description

The course provides an introduction to the fixed income securities, valuation of bond yields, duration and duration hedging and bond management strategies.

### Objectives

Upon the completion of this course, the participant will:

- Have an understanding of fixed income instruments and their terminologies
- Be able to find out prices, yields and maturity of bonds
- Have an understanding of the implications of bond prices and yields
- Have an understanding of duration hedging, cash flow matching and immunization

### Content Highlights

- Understanding bonds and terminology
- Fixed income arithmetic
- Interest rates: coupon, market yield, inflation rates
- Term structure of interest rates and yield spreads
- Relationship between interest rates and bond prices
- Duration and interest rate risk
- Price value basis point (PVBP) and its relation to duration
- Duration hedging strategies
- Convexity and Immunization

### Target Audience

- Investment Bankers
- Management Trainees
- Portfolio Managers
- Bank Managers
- Treasury Staff
- Credit Analysts/Accounts officers
- Fund Managers
- Financial Controllers

### Prerequisites

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

### Minimum Prerequisite Courses

Business Calculations	250
Excel Level 1	315

### Course Structure

Lectures, modeling with excel, videos and cases

**Note: This course is examinable**

### Course Facts

Duration	:	5 Days
Instructors	:	BIBF Staff

### Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 125

### Fees: Non Member Institutions

All Nationalities	:	BD 500
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**Calculator is a must in this course**

**102A ANTI-MONEY LAUNDERING AWARENESS PROGRAM****Description**

This is the introductory awareness program in which participants will be introduced to the definition and concept of anti money laundering (AML) and financing terrorism (FT), the various stages of AML, and the legal and regulatory requirements and initiatives by the international, regional and local communities against ML/FT. In particular the guidelines and policies issued by the Kingdom of Bahrain and Central Bank of Bahrain (CBB) are thoroughly discussed including the essentials of customer due diligence (CDD) and know your customer (KYC) standards in accordance with the Basel committee recommendations.

Participants will be exposed to the predicate crimes that bring about ML while discussions on other financial products and services vulnerable to criminal abuses such as documentary fraud, tested telex fraud and other financial crimes will occur. Special emphasis will be placed on the financial action task force (FATF) recommendations, forty and the special nine, which are the principal sources of AML legislation as well as ML preventive measures unveiled.

**Objectives**

Upon the completion of this course, the participant will have:

- A thorough understanding of what money laundering and financing terrorism is
- Knowledge on the legal, regulatory and operational framework relating to anti-money laundering policies in Bahrain
- Known the sequences, trends and stages involved in AML Operations
- Clearly understood the CDD/KYC standards and requirements
- Been equipped with the techniques to identify suspicious transactions and how to make reports (STR)
- Knowledge of the preventive measures for the protection of businesses and the general economy against the menaces of ML

**Content Highlights**

- Introduction, overview and definition of anti money laundering
- Three stages of money laundering vis-à-vis placement, layering and integration
- Video shows demonstrating the various scenarios/ processes of ML
- How is money being laundered
- The common products and services money launderers patronize
- AML and suspicious transactions/suspicious activities – concepts and overview
- The FATF 40 recommendations and the Special 9
- The Basel committee's essentials/ standards of "CDD" and "KYC"
- Other regulatory issues on ML/FT
- End of program assessment examination

**Target Audience**

- All employees of the financial and related industry, who have not participated in any related AML/Compliance Session
- Especially, newly employed personnel before handling any responsibility

**Prerequisites**

Participants should have prerequisite knowledge equivalent to those covered in the BIBF courses listed below. However, it is expected that the AML Awareness program should be opened to every newly hired personnel in financial sector and other related businesses such as Real Estate, Precious Metal dealers, Accounting and Legal Firms, other Professions, etc:

**Recommended Prerequisite Courses**

Elements of Banking	100
Negotiable Instruments	101

**Course Structure**

Lectures, discussions, video shows, interactions and examination

**Note: This course is examinable**

**Course Facts**

Duration	:	3 days
Instructors	:	BIBF Faculty and Guest Lecturers

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 75

**Fees: Non Member Institutions**

All Nationalities	:	BD 300
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**102C ANTI-MONEY LAUNDERING COMPLIANCE OFFICERS' PROGRAM****Description**

This workshop is introduced by BIBF to position the Banking and financial institutions in Bahrain and beyond on compliance and matters pertaining to regulations and policies in our institutions' operations. The program is intended to keep the compliance officers (COs), internal control officers (ICOs) and money laundering reporting officers (MLROs) abreast of their responsibilities, duties, limits, and liabilities and to update them on all new changes in regulations.

The forum will prepare the MLROs further towards tackling different issues and trends and techniques of operation by the money launderers and criminal individuals and groups that might be unprecedented. Further opportunities will be explored on the assessment and evaluation of our industry, organizations and individuals (MLRO) regarding the level of compliance achieved and setting a realistic target for the future.

**Objectives**

Upon the completion of this course, the participant will have:

- A thorough knowledge on the requirements regarding legal, regulatory and operational framework relating to anti-money laundering policies internationally with particular reference to the Kingdom of Bahrain and GCC/MENA
- Design and implement an effective system of controls within a financial services business
- Risk profile clients
- Communicate confidently with regulatory bodies and law enforcement agencies
- Generate essential management information for use in the evaluation and risk profiling of financial services,

**products and client types**

- Positively influence the compliance culture of an organization
- Increase and achieve the targeted compliance level of an organization
- Adopt the appropriate preventive strategies against the dangers of ML/ FT

**Content Highlights**

- International strategies and best practice initiatives
- How to ensure full compliance with domestic legislation and International best practices
- Compliance program and procedures
- Key regulatory principles and operation requirements
- Compliance legal liabilities and regulatory framework
- Duties and responsibilities of an effective compliance and anti money laundering
- Effective compliance contributes to good corporate governance
- Risks faced by financial services business and how to protect against them
- Penalties on ML/FT, enforcement and their consequences
- Compliance environment and attitude
- Products and services that are most prone to money laundering/ highly risk areas
- ML and suspicious transactions/suspicious activities – identification and reporting
- Application of the FATF Recommendations on ML and FT in our operations
- Adoption of the Basel COMMITTEE'S recommendations on due diligence and knowing your customers
- The right attitude by the right employee
- Other matters on ML/FT
- End of program evaluation - examination

**Target Audience**

- Money Laundering Reporting and Prevention Officers and their Deputies
- Compliance Officers and their Deputies
- Risk managers, internal audit and regulatory staff
- Police and FIU/FCU/MENAFATF Staff, etc
- Persons who wish to acquire a detailed understanding of the threats posed to financial services business by criminally derived property and a practical understanding of how to protect business against these menaces
- Persons wishing to acquire a detailed understanding of fundamental regulatory principles and how to assist businesses to comply in the regulatory environment

## Prerequisites

Participants should have prerequisite knowledge equivalent to those covered in the BIBF courses listed below.

## Recommended Prerequisite Courses

Elements of Banking 100

Negotiable Instruments 101

Anti-Money Laundering Awareness Program 102A or any of the following:

Anti-Money Laundering Awareness Training

Sound educational background e.g. degree or professional qualification in an appropriate discipline

Having been appointed the CO/ ICO/MLRO

Are handling the responsibilities of preventing or investigating issues relating to ML and FT in either private and or public sectors

## Course Structure

Lectures, discussions, video shows, case studies, interactions and exercises

**Note: This course is examinable**

## Course Facts

Duration : 5 Days

Instructors : BIBF Faculty and Guest Lecturers

## Fees: Member Institutions

GCC Nationals : Covered by levy

Other Nationals : BD 125

## Fees: Non Member Institutions

All Nationalities : BD 500

**161 INTRODUCTION TO BASEL -II****Description**

Basel-II regulation on capital has changed the environment of the banking industry. A bank's management is confronted with various issues of what they have been practicing so far and what should be the best practices within the Basel-II perspective. This course introduces Basel-II and makes the participants aware of the various issues facing Basel-II.

**Objectives**

Upon the completion of this course, the participant will be able to:

- Analyze why capital is the central issue in banks
- Understand the three pillars of the Basel-II framework and what does this entail for banks
- Distinguish between credit, market and operational risk and understand how they are operationalized in Basel-II
- Understand the Central Bank's role in risk based supervision of financial institutions
- Understand the meaning of 'Economic Capital'

**Content Highlights**

- How and why banks are different from other businesses
- Why do banks need capital
- Importance of capital in banks
- The risk environment of banks
- Review of the key concepts in Basel-I
- The need for Basel-II
- Pillar I: Minimum capital requirements
- Credit risk: Standardized approach and internal ratings based approach
- Market risk
- Operational risk
- Introduction to RAROC
- The second and third pillars

**Target Audience**

- Employees at entry level
- Entry level people at Risk Management and Treasury Department

**Prerequisites**

None required

**Course Structure**

The course is conducted using a combination of lectures, discussions and case studies

**Note: This course is examinable**

**Course Facts**

Duration	:	3 Days
Instructors	:	BIBF Faculty and Guest Lecturers

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 75

**Fees: Non Member Institutions**

All Nationalities	:	BD 300
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**139 CORPORATE GOVERNANCE****Description**

This course provides the participants with the understanding of emerging best practices in Corporate Governance and helps them understand its implications for their organization.

**Objectives**

Upon completion of this course participants will develop an understanding of the implications of Good Corporate Governance in general and its implications for banks. The course provides guidance on meeting the statutory requirements of defining the rights and responsibilities of all corporate stake holders; provides disclosures and transparency in financial statements and independence of auditors. Corporate responsibility, business ethics, international best practices and CBB regulations are discussed.

**Content Highlights**

- Formal structure of company
- Responsibilities & independence of Board
- Role of CEO and CFO
- Transparency and Disclosure in Financial statements
- Auditors independence
- Shareholder rights
- Corporate responsibility
- Business ethics
- Role of regulators
- CBB regulations on Transparency and Corporate governance

**Target Audience**

- Board of Directors
- Senior Management
- Compliance Officers
- Legal Advisors
- Internal & External Auditors

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Courses**

Elements of Banking	100
Bank & Country Risk Analysis	121
Corporate Finance I	122
Understanding Financial Statements	220

**Recommended Prerequisite Course**

Evaluation of Company Performance	222
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**Course Structure**

The course is conducted using a combination of lectures, discussions and case studies

**Course Facts**

Duration	:	2 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 50

**Fees: Non Member Institutions**

All Nationalities	:	BD 200
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**188 RISK MANAGEMENT AND VALUE AT RISK****Description**

The course introduces the Black Scholes Option Pricing model techniques in risk management; Value at Risk and its applications in managing different exposures and Asset Liability Management Techniques.

**Objectives**

Upon the completion of this course, the participant will:

- Have a comprehensive idea of value at risk and its applications in managing different exposures
- Have learnt the use of Black-Scholes OPM in risk management
- Integrate VAR and CBB Guidelines of risk charges in managing risk

**Content Highlights**

- Managing interest rate risk, term structure dynamics
- Asset / Liability management
- Swap pricing & swap risk
- Value at risk
- Portfolio risk and VAR
- Derivatives and VAR

**Target Audience**

- Credit Analysts/Account Officers
- Financial Controllers
- Corporate Banking Personnel
- Investment Bankers
- Management Trainees
- Portfolio Managers
- Branch Managers
- Treasury Staff

**Prerequisites**

Participants should have prerequisite knowledge equivalent to that covered in the BIBF courses listed below. This knowledge may have been obtained through attendance on the BIBF course, other academic study or through work knowledge.

**Minimum Prerequisite Courses**

Business Calculations	250
Quantitative Business Analysis	251
Excel Level 1	315
Corporate Finance I	122
Quantitative Methods	106A

**Course Structure**

Lectures, modeling with excel, videos and cases

**Note: This course is examinable**

**Course Facts**

Duration	:	4 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 100

**Fees: Non Member Institutions**

All Nationalities	:	BD 400
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**Calculator is a must in this course**

**106 QUANTITATIVE METHODS FOR RISK MANAGEMENT****Description**

This course introduces the participants to the quantitative techniques that are the building blocks of any type of financial analysis. This includes survey of data characteristics and analysis tools for management purposes. Along with elementary techniques of classification, summarization, and visual display of data, applications of probability models for inference and decision making are also illustrated through examples. This course also deals with various techniques of scientific data analysis, with its accent on management situations. Various topics of inferential statistics like sampling, hypotheses testing and regression are a part of this course. The emphasis throughout is on the use, interpretation and understanding of results rather than providing complex mathematical proofs. The latter will be kept to a minimum.

**Objectives**

Upon the completion of this course, the participant will:

- Learn different types of measures of central tendency and measures of location
- Understand what is probability and its types
- Carry out independent empirical research projects in the area of management and business and learn to critically evaluate published research reports
- Have a basic understanding of econometrics

**Content Highlights**

- Statistics: Definition and its importance
- Descriptive statistics: Different types of charts
- Quantitative descriptive statistics:
- Probability Concepts:
  - \* Properties of probability
  - \* Unconditional, Conditional probabilities and joint probabilities
- Common Probability Distributions:
  - \* Probability function, a probability density function, cumulative distribution function
  - \* Calculate and interpret probabilities given the discrete uniform and the binomial distribution functions
  - \* Key properties of normal distribution
- Sampling and estimation
- Hypothesis testing
- Regression – simple and multiple regression
- Regression and correlation
- Chi-Square tests

**Target Audience**

- Investment analysts
- Financial analysts
- Entry and middle level risk management personnel
- Personnel concerned with back office
- Candidates preparing for CFA/PRM/APRM
- Entry and middle level traders

**Prerequisites**

None required

**Course Structure**

The course is conducted using a combination of lectures, discussions and practical workshop sessions with an extensive use of case studies, assignments and case presentations.

**Note: This course is examinable**

**Course Facts**

Duration : 6 Days  
Instructors : BIBF Staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 150

**Fees: Non Member Institutions**

All Nationalities : BD 600

**181 INTRODUCTION TO ASSET LIABILITY MANAGEMENT****Description**

This is a basic course on ALM. It explains the process of ALM in banks and its importance. The course also discusses the risks facing banks in the context of to-day's business environment and how ALM can be used as a risk management tool.

**Objectives**

Upon the completion of this course, the participant will:

- Learn to analyze management of both sides of balance sheet of a financial institution facing different risks
- Understand the relationship between central banks and interest rate fluctuations
- Analyze and interpret yield curves
- Know of the different models used to measure risk in the ALM context

**Content Highlights**

- Analyzing a bank's balance sheet
- Various risks faced by a bank
- The concept of ALM in banks
- Risk management through ALM
- The Central Bank and the interest rate risk
- Term structure of interest rates
- The re-pricing model
- Maturity model
- Duration model
- Liquidity risk
- Liability-side liquidity risk
- Asset-side liquidity risk
- ALCO

**Target Audience**

- Entry level Treasury executives
- Traders and financial control executives
- Investment analysts
- Financial analysts

**Prerequisites**

None required

**Course Facts**

Duration	:	4 Days
Instructors	:	BIBF Staff

**Note: This course is examinable**

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 100

**Fees: Non Member Institutions**

All Nationalities	:	BD 400
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**195 REPO MARKET - TECHNIQUES AND STRATEGIES****Description**

This course introduces the participants to the history of repo market, its definition and the importance of the need to lend or borrow cash or the need to borrow a specific security. It will also define the meaning and definition of sale and repurchase agreements.

The course also defines how the two parties involved agree to do two deals as a package, how the counterparties are named, and the repo terminology used. The types of repo market, how the legal title in the collateral passes from lender to borrower. How the coupon payments are being received and paid during the term of repo period. What is meant by special & general collateral? To be able to calculate settlement amount, margin payments, and haircut calculations. Participants will gain understand of bilateral, triparty, and hold-in-custody repos. Comparisons between classic repo and buy/sell back as well as securities lending. Users and applications of repos. Understanding how the healthy domestic repo market is important to central banks.

**Objectives**

Upon the completion of this course, the participant will:

- Know how repos are quoted; their method of issuance; minimum and maximum terms; and the typical borrowers/issuers and lenders/investors
- Understand basic dealing terminology as explained in the model code
- Describe the differences and similarities of classic repos and sell/buy-backs in terms of their legal, economic and operational characteristics
- Define initial margin and margin maintenance
- List and outline the main types of custody arrangements in repo
- Calculate the value of each type of instrument using quoted prices, including the secondary market value of transferable instruments
- Calculate the present and future cash flows of a repo given the value of the collateral and an agreed initial margin
- Define general collateral (GC) and specials
- Describe what happens in a repo when income is paid on collateral during the term of the repo, in an event of default and in the event of a failure by one party to deliver collateral

**Repos use generally-accepted terminology to describe the cash-flows of repos.**

**Content Highlights**

- Repos - how they are quoted; their method of issuance
- Minimum and maximum terms; and the typical borrowers/issuers
- Use generally-accepted terminology to describe the cash flows of repo
- Understand basic dealing terminology as explained in The Model Code
- Describe the differences and similarities of classic repos and sell/buy-backs in terms of their legal, economic and operational characteristics
- Define initial margin and margin maintenance
- List and outline the main types of custody arrangements in repo
- Calculate the value of each type of instrument using quoted prices
- Calculate the present and future cashflows of a repo given the value of the collateral and an agreed initial margin.
- Define general collateral (GC) and specials

**Target Audience:**

- New entrants and junior dealers (0-18 Month's Experience) in the dealing room
- Middle office and operations personnel
- Auditors and compliance officers
- Operations staff with at least 2 years of experience and seniors
- Other Trading Room Support Areas
- Internal and external Auditors

**Prerequisites**

None required

**Course Structure**

The course is conducted using a combination of lectures, PPTs, discussions and working out of different topics practice questions and analyzing the rationale for the correct answers. We will provide the hardcopy of all the formulas for all the topics which will be useful value addition tool for the participants when they prepare for the ACI level I exams.

**Course Facts**

Duration : 2 Days  
Instructors : BIBF Staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 50

**Fees: Non Member Institutions**

All Nationalities : BD 200

*Calculator is a must in this course*

**196 INTEREST RATE & CASH MONEY MARKET CALCULATIONS****Description**

This course introduces the participants to the principles of the time value of money. To be able to calculate short-term interest rates and yields, including forward-forward rates, and to use these interest rates and yields to calculate payments and evaluate alternative short-term funding and investment opportunities. Candidates should know what information is plotted in a yield curve, the terminology describing the overall shape of and basic movements in a curve and the classic theories which seek to explain changes in the shape of a curve. They should also know how to plot a forward curve and understand the relationship between a yield curve and forward curves.

**Objectives**

Upon the completion of this course, the participant will be able to:

- Calculate present value and future value using the arithmetic techniques of
- Discounting and compounding for both a money market instrument terminated at maturity and one that is rolled over at maturity
- Calculate simple interest rates using different day count and annual basis conventions
- Identify the day count and annual basis conventions for the euro, sterling, Swiss franc, US dollar and Japanese yen
- Fix same-day, next-day, spot and forward value dates, and maturities under the modified following business day convention and end/end rule
- Fix the conventional frequency and timing of payments by cash money market instruments, including those with an original term to maturity of more than one year
- Calculate broken dates and rates through linear (straight line) interpolation
- Define EURIBOR, LIBOR and EONIA
- Convert interest rates and yields between the money market basis and bond basis in currencies for which there is a difference
- Convert interest rates and yields between annual and semi-annual Compounding frequencies
- Calculate a forward-forward rate from two mismatched cash rates
- Calculate a cash rate from a series of forward-forward rates for consecutive periods
- Calculate the value of a discount-paying money market instrument from its discount rate (straight discount) and convert a discount rate directly into a true yield
- Plot a yield curve, describe its shape and the basic changes in its shape using market terminology, and outline how the Pure Expectations Theory, Liquidity Preference Theory and Market Segmentation Hypothesis explain the shape of the curve Understand what is Probability and its types

**Content Highlights**

- Cash market: Definition and its importance
- Call & notice deposits
- London money & international money market quotations
- Market maker quotes:
- Standard period maturity dates
- Value dates for domestic GBP markets quoted in London
- Simple interest & compound interest formula
- Money market & bond basis
- Conversion between different bases
- To bond from money market basis
- To money market from bond basis
- Annual and semi-annual interest rates
- Time value of money
- Discount rate, PV & FV
- LIBOR
- Roll-over loan example
- Pure Expectations Theory

- Liquidity Preference Theory
- Market segmentation theory or preferred habitat theory
- Different yield curves
- Interpolated (Broken date) interest rates
- Position average rates & forward/forward dates
- Mismatching
- Money market products - Negotiable financial instruments
- Treasury bills London & international money market quotation
- Commercial bills of exchange/ bankers acceptances
- Pure discount (Discount rate knowing discount amount)
- Discount v. yield rates
- Calculate the true yield
- Certificates of deposit
- Trading CDs
- Certificates of deposit in the secondary market
- Commercial paper issuance
- Position keeping

### Target Audience

- New entrants and junior dealers (0-18 Month's Experience) in the dealing room
- Middle office and operations personnel
- Auditors and compliance officers
- Operations staff with at least 2 years of experience and seniors
- Other Trading Room Support Areas
- Internal and external Auditors

### Prerequisites

None required

### Course Structure

The course is conducted using a combination of lectures, PPTs, discussions and working out of different topics practice questions and analyzing the rationale for the correct answers. We will provide the hardcopy of all the formulas for all the topics which will be a useful value added tool for participants when they prepare for the ACI level I exams.

### Course Facts

Duration	:	2 Days
Instructors	:	BIBF Staff

### Fees: Member Institutions

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 50

### Fees: Non Member Institutions

All Nationalities	:	BD 200
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***Calculator is a must in this course***

**194 FINANCE SKILLS FOR ALL****Description**

This is an introductory course in finance which is ideal for non finance professionals. Entry level candidates in the area of finance will also benefit from this course. This 3 day course will give an overview of all aspects of finance, starting from analysis of financial statements to time value of money including special topics in the area of international finance.

**Objectives**

Upon the completion of this course, the participant will:

- Know how to read and interpret Annual Reports
- Develop the finance sense to understand and make judgments regarding normal day to day finance that one would encounter.
- Know how to calculate and understand present values and future values
- Understand the finance functions undertaken in a business entity

**Content Highlights**

- What are financial statements
- Reading the annual report
- A case study in financial statement analysis
- The financial system
- Linking accounting, finance and economics
- Time value of money
- Risk and return
- Financial management: an overview
  - o Capital budgeting
  - o Sources of finance
  - o Working capital management
- Foundations of international finance

**Target Audience**

- Entry level people in the area of finance
- Entry/middle level executives from any other areas other than finance

**Prerequisites**

None required

**Course Structure**

This course is structured as power point presentation, discussions, quizzes, practice exercises and case studies.

**Course Facts**

Duration : 4 Days  
Instructors : BIBF Staff

**Note: This course is examinable**

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 100

**Fees: Non Member Institutions**

All Nationalities : BD 400

***Calculator is a must in this course***

**193 FUNDAMENTALS OF STRUCTURED FINANCE****Description**

This 4 day course will introduce the participants to the concept of structured finance. This course will discuss the meaning of structured finance and why companies resort to this technique. This course will introduce the participants to credit derivatives, its terms, the concept of securitization and modeling the cash flows in excel.

**Objectives**

Upon the completion of this course, the participant will know:

- What is meant by structured finance and its importance
- What are the various products of structured finance
- Determination of cash flows using excel
- Calculation of important metrics of CDOs and CMOs

**Content Highlights**

- Introduction: Definition of structured finance
- Why is it used?
- What are the various products of structured finance
- Current scenario
- Basic principles of securitization
- Credit derivatives
- Credit Default swaps
- Asset swaps and total return swaps
- Determination of cash flows
- What are CDOs and CMOs
- The family of CDO
- Features of CDOs and CMOs
- Risks involved in CDOs and CMOs
- Calculation of prepayment rates, SMM and CPR
- Case study
- A comprehensive excel project

**Target Audience**

- Entry and middle level executives
- People dealing with fixed income securities
- Entry/middle level experience in derivatives

**Prerequisites**

None required

**Course Structure**

This course is structured as power point presentation, case studies, determination of cash flows using excel.

**Note: This course is examinable**

**Course Facts**

Duration	:	4 Days
Instructors	:	BIBF Staff

**Fees: Member Institutions**

GCC Nationals	:	Covered by levy
Other Nationalities	:	BD 100

**Fees: Non Member Institutions**

All Nationalities	:	BD 400
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***Calculator is a must in this course***

**192 FUNDAMENTALS OF HEDGE FUNDS****Description**

This is a two day course and deals with the basics of hedge funds. Starting from the definition of hedge funds, it covers different types of hedge funds based on its various strategies, including the calculation of returns and hedge fund management.

**Objectives**

Upon the completion of this course, the participant will know:

- What is alternative asset classes and its importance
- Why is hedge fund categorized as alternative asset
- What are the different types of hedge fund strategies used by fund managers
- Return calculation and the present scenario

**Content Highlights**

- What is an alternative asset class
- Why alternative assets are important
- Introduction to hedge funds
- Hedge funds due diligence
- Hedge fund return calculation
- Hedge fund strategies
- Regulation of hedge funds
- Case Study: LTCM

**Target Audience**

This course is ideal for entry level candidates in the area of investments. This is also meant for professionals outside of investment/finance background who want to know about alternative asset classes.

**Prerequisites**

None required

**Course Structure**

This course is structured as power point presentation, discussion, exercises and Case study

**Course Facts**

Duration : 2 Days  
Instructors : BIBF Staff

**Fees: Member Institutions**

GCC Nationals : Covered by levy  
Other Nationalities : BD 50

**Fees: Non Member Institutions**

All Nationalities : BD 200

***Calculator is a must in this course***

**COURSE CALENDAR 2010  
CENTER FOR BANKING**

NO	COURSE TITLE	Duration	CODE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	<b>Domestic Banking</b>														
1	Elements of Banking	6	100	17-24	21 ...	1&7-14	11-18	9-16		4-11		26 ...	3&3-10	7-18	
2	Negotiable Instruments	3	101	10--12			4--6		27-29				12-14		
3	Introduction to Bankcard Industry	2	104			24-25								24-25	
4	BIBF Branch Manager Program Part I	11	107A		14 ..	... 1									
5	BIBF Branch Manager Program Part II	11	107B						27 ..	..11					
6	BIBF Branch Manager Program Part III	11	107C										31 ...	... 21	
	<b>Credit Risk Analysis &amp; Management</b>														
7	Project Appraisal & Financing	4	110			7-10							3-6		
8	Consumer & Small Business Lending	4	115	31 ...	... 3							5 - 7			
9	Consumer Loan Collection Techniques	4	116	24-27					6 - 9						
10	The BIBF Credit Program	10	117				11-22						3-14		
11	The BIBF Advanced Credit Program Level I	11	117A			14-28									
12	The BIBF Advanced Credit Program Level II	11	117B						13-27						
13	The BIBF Advanced Credit Program Level III	11	117C											24 ...	... 7
14	Problem Credits	4	118		7 - 10										
15	Corporate Credit Risk Analysis	5	119				4-8						17-21		
16	Introduction to Loan Syndication & Documentation	4	120		14-17									28 ...	... 1
	<b>Finance &amp; Economics</b>														
17	Country Risk Analysis	4	121						13-16				24-27		
18	Corporate Finance I	5	122						13-17						
19	Corporate Finance II	5	123			21-25						19-23		7-11	
20	Economics for Bankers	5	133			21-25									
	<b>International Banking</b>														
21	Introduction to International Trade Finance	5	140				25-29						17-21		
22	UCP 600 & URDG	5	143					23-27							5--9
23	Documentary Letter of Credit	5	149					3-9						21-25	
	<b>Treasury</b>														
24	Introduction to Foreign Exchange (ACI Dealing Part I)	5	165		14-18	21-25							17-21		
25	Foreign Exchange & Money Markets (ACI Dealing Part II)	5	166				18-22			4-8				7-11	
26	Introduction to Back Office Operations (ACI Operations Part I)	5	167			1-8							10-14	21-25	
27	Market Technical Analysis	3	168			25-27									12-14
28	Introduction to Derivatives (ACI Operations Part I)	5	169		21-25			23-27						28 ...	... 2
29	Derivatives Advanced - Pricing & Trading	5	184			14-18						5-9			

