



# TRAINING WITHIN REACH

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## **CREDIT AND COLLECTION MANAGEMENT**

### **COURSE OUTLINE:**

#### **CREDIT MANAGEMENT**

- Nature of Credit
- Importance of Credit and Collection
- Six Cs of Credit / Basis of Granting Credit
- KYC (Know Your Customers)
- Importance of Credit Evaluation
- How to Evaluate Credit Worthiness
- Establishing Credit Line
- Credit term – Reckoning point
- Factors in Increasing Credit Line
- Handling Transactions Exceeding Credit Line

#### **COLLECTION MANAGEMENT**

- Concept of Collection Management
- Basis of Collection
- Bucketing your receivables
- Pre Delinquency Activities
- Collection Activities
- Tele Collection Techniques
- Letters
- Legal Remedies
- Remedial Management / Restructuring
- Legal VS. Remedial
- How to Minimize If Not Eliminate Defalcation
- Unfair Collection Practices Act (BSP Circular 454-2004)

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

**TERMS ON PAYMENT:**

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

**CANCELLATIONS**

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

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