

# ADVANCED DIPLOMA IN CREDIT MANAGEMENT 2022



## Introduction

The Advanced Diploma in Credit Management focuses on the Management of Credit. It covers: managing people, managing the function and most importantly, managing yourself.

It is designed specifically for Credit Managers and Credit Team Leaders who have completed their one-year Diploma

Our goal is to promote the profession of credit management and to equip our students for success in the real world, and the Advanced Diploma focuses exclusively on these areas.

The skills you need to be a great credit controller are not the same as the skills you need to become a great manager, and this course will give you the tools and the insights to show you how to excel in a management role and to bring a level of risk aware commercialism to the function that will be of benefit to your current and all future employers.

The information contained in each section is relevant and practical and designed to establish the right mix of commercial reality and risk mitigation with the required levels of control for the benefit of businesses of any size.

If you require any further information, please contact us, our details are below.

Best wishes,



Declan Flood FCICM, AICDP, FCMII, CMP

Chief Executive

Contact:

Declan Flood or Catriona Byrne  
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Dublin 2

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## Overview of the Advanced Diploma in Credit Management

The Advanced Diploma in Credit Management runs through Blended Learning over one intensive 15-week term, that runs from May to September and from September to January each year.

How Blended Learning works:

When you enroll you will be invited to our induction session where you will meet your tutors and get an overview of the course over Zoom. You will receive your course notes, exercises, and assignments via email on a weekly basis.

You will submit your tests and assignments to your tutor, and you will receive your marks and feedback on the material presented.

You will receive a full timetable at the start which lets you know exactly what is required and when. We will be in touch with you on a weekly basis throughout the course to make sure you are getting the most out of the experience.

Throughout the process you have access to your tutor, who is always on hand to give help, advice and encouragement, with course material and any real-world issue that you are having difficulty with. As an experienced Credit Manager, they are happy to give you help and advice.

We hold a revision session, also on Zoom, before the exam. There is a two-hour written exam at the end that is held on-line via Zoom. You will also have an assignment to complete within the timescale.

On successful completion you will receive your verified results letter and an invite to an Awards ceremony where you will be presented with your Advanced Diploma.

The Blended Learning module is very popular with students and over the years we have an excellent student retention rate, and all who have been through the experience have really benefited from the learning.

The Advanced Diploma course is recognized nationally by CMII – The Credit Management Institute of Ireland and internationally by AICDP – The Association of International Credit Directors and Professionals.

## What to expect:



We will have a regular Zoom get together with a small number (not more than 7) of your fellow credit managers, to discuss progress and to share information on how to overcome your greatest challenges.

The course works best if you are a team leader, supervisor or manager with people reporting directly to you. If you are an aspiring manager, the exercises will still be interesting, the true power of the course lies in its practical application.

This is much more than just an academic Advanced Diploma in Credit Management, yes you will gain a professional qualification, you will also get so much more. You will have access to all the information, the contacts, and an extended network that it can take a lifetime to achieve, and in addition to the material, the knowledge and the techniques to apply the learning, you will have access throughout the course to practical help and advice.

The total price of the course is €995 and is priced to encourage credit professionals to complete their learning to become an excellent Credit Manager.

## **The Modules**

The modules include:

1. Self-Management.
2. Team Management.
3. Manage the Function.
4. Internal Reporting
5. Management Reporting
6. Managing individuals
7. Building your confidence
8. Time Management
9. Goal setting and achievement
10. Managing High Risk Accounts
11. Managing your boundaries

## 1 Self-Management



This module sets out to help you to become the best possible version of yourself. It is only by mastering your own development, that you get into a position to manage others. It is only by getting your own life under control that you can gain the authentic confidence you need to become an exceptional manager.

## 2 Team Management

Whether you are managing a team of two or a very large team, the fundamentals are the same. You have to spend time managing each person and concentrate on the dynamics within the group.

The purpose of this module is to help you to build a high-performance team that each member fully understands the importance of their roles and the overall results to be achieved and are not only proud to be part of the team, they are committed to bring their best to every situation. This does not happen by accident and it is up to you the manager to put the structures in place.



## 3 Manage the Credit Function.

This module deals with credit from a management perspective and shows you how to remain in control, in a fast-moving environment. It also gives you some fresh thinking on the real priorities of the credit function and how you can not only add value to your business, but to get the recognition for your contribution from the senior management team. You will cover topics like: Building a customer centered credit function, Finding the correct niche for credit within your business.





## 4 Internal Reporting



This section will cover the reports you need to review on a daily, weekly, and monthly basis to make sure everything is under control and nothing is missed or overlooked. Persistence is the key to excellent credit management.

## 5 Management Reporting

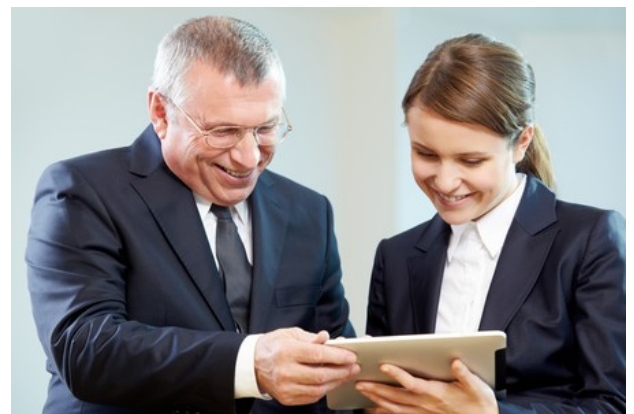


This section covers the reports you should be circulating to senior managers and to the heads of other departments. One size really doesn't fit all.

## 6 Managing Individuals.

This section of the course will show you how to get the best out of every person who reports to you.

Every person has unique talents and abilities and as a superior manager, you will take the time to find their talents and work out how you can maximise everyone's contribution by getting them to focus on the areas they are best suited for.



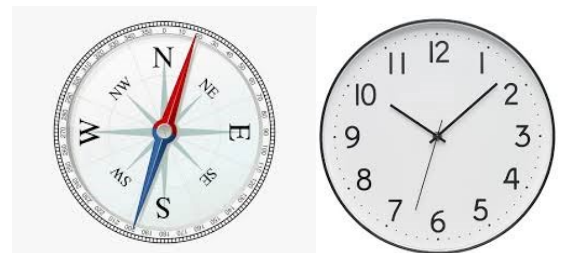
## 7 Building your Confidence.



Nobody is 100% confident all of the time. There are times you have to build up your own confidence and there are times you will have to fake it. This section will show you how.

## 8 Time Management

Time is the most valuable resource you have. This section will show you how to get the most out of the time you have available based on the compass (direction) rather than the clock.



## 9 Goal Setting and achievement



This section will cover how to set goals for yourself and for others that are motivational, challenging, and achievable.



## 10 Managing High Risk Accounts



This section will explore ways of mitigating risk on high value high risk accounts to enable you to maximise your sales.

## 11 Managing your boundaries.



One of the most important areas that is often overlooked. As credit interacts with every other department in the business, you have to clearly set out where the boundaries are. This section will show you how.

## 12 Practical Credit Management

This final stage of the Diploma is an opportunity to put all your learning into practice and this is an Assignment based project. You are required to demonstrate how you have applied the knowledge gained on the course to your own work situation. You will present an 8,000-word Dissertation on an approved topic with the support of our qualified tutors. The Project is researched and presented as a bound document in line with guidelines.

## Advanced Diploma in Credit Management Booking Form

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Job Title \_\_\_\_\_

Email Address \_\_\_\_\_

Home Address \_\_\_\_\_

Work No \_\_\_\_\_ Mobile No \_\_\_\_\_ Home \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Term \_\_\_\_\_

Start Date \_\_\_\_\_ 15<sup>th</sup> May 2022 \_\_\_\_\_

Please enrol me for the coming term for the Advanced Diploma in Credit Management.

Introduced by \_\_\_\_\_

☐ Payment options:

Please invoice my Company quoting reference \_\_\_\_\_ for Amount € \_\_\_\_\_

Company details \_\_\_\_\_

☐ I will transfer €995.00 directly to the bank

☐ I will pay online on receipt of invoice

☐ Proposed payment plan \_\_\_\_\_

Signed \_\_\_\_\_

Cancellation & Refund Policy: Payment is due in advance for each module. You can change your mind and receive a full refund up to one week before the start date. When course material has been supplied no refund will be given.

For Office use: Student Number \_\_\_\_\_

Membership No \_\_\_\_\_ Set up on system by: \_\_\_\_\_ Date \_\_\_\_\_

On successful completion, you will receive your Advanced Diploma in Credit Management at a graduation ceremony when current restrictions are lifted.



## Further Details

For further details on the course, you can check out our website [www.icmt.ie](http://www.icmt.ie) or contact us.

Contact:

Declan Flood or Catriona Byrne  
Irish Credit Management Training  
121 Lower Baggot Street

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