

# 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:

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Dublin 2

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## **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

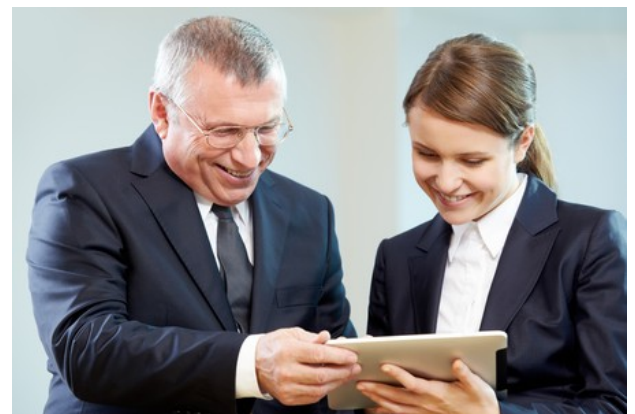


This section covers the reports you should be circulating to senior managers and to the heads of other departments. One size really doesn't fit all.

## 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.



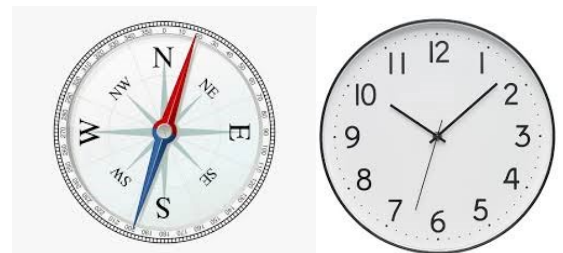
## 7 Building your Confidence.



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:

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