

Debt Management Seminar Outline

Aimed at:

Anyone responsible for managing credit and collection of monies through invoice or cash payments

Course Objective:

To plan for the effective collection of monies within a legal framework.



Content:

- Consumer credit - The legal position
- Cash management
- Credit policy
- Credit rating
- Debt collection - The ostrich syndrome (3½ hours)
- Negotiation

Persuasion

Taking security and realizing cash (3½ hours)

Training Outcomes:

This course will benefit people who work in accounts and deal with the monitoring and collection of debts. Participants will learn how to:

- Protect a company from excessive bad debts
- Collect monies owed in an effective and efficient manner
- Set meaningful credit policies
- Be aware of applicable legal requirements
- Participate in a discussion of practical and tailor-made tactics for debt collection

Training Process:

The programme will provide theoretical insights into the various aspects of the course content and support these with practical examples and case studies. Interaction will be an integral part of the programme as participants will be expected to discuss how the theoretical frameworks relate to their own individual situations.

