



SHORT-CORPORATE COURSE

Debt Recovery & Legal Collection processes

This one day course provides participants with a core understanding of debt recovery and the Legal Processes in the Collection of Debts. This course is delivered by experienced trainers and backed up by comprehensive course material.

It is aimed at Directors, Finance/Credit Managers and senior accounts staff of SME companies.



COURSE OBJECTIVES / BENEFITS

- Confidential credit assessment/ratings on sample debtors / prospects.
- Design effective T & C's and Credit Application forms for prompt payments.
- Appreciate the importance of legally binding contracts in debt recovery.
- Understand the issues involved in pursuing slow payers and debtor recovery.
- Understand the Legal Processes in the Collection of Debts.
- Ensure Credit Management is seen as a positive influence in Customer Relations.

PROGRAMME INTRODUCTION: Pre-course questionnaire will assist participants to focus on company issues and on their specific training needs.



[Export Edge](http://www.export-edge.com) is an International Training and Consultancy company founded in 1992. The company provides industry focussed training and services to Global Trade Companies, including specialist Recruitment, Consultancy and Contract Staff Services within the areas of International Trade, Logistics, Credit Management, Finance & Banking Solutions.

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COURSE OUTLINE

Doing Business in a Global Environment

- Role of Finance and Credit Management
- International Payment Criteria.
- Credit Risk Assessment
- Credit Insurance
- Documentary Credit and Collection transactions

Credit Control & Collections

- Terms and Conditions of sale
- Debtor Management
- Using Debt Collection Agencies
- Credit Payments Case Study & Exercise

Operations Development

- Operating Procedures
- Review of Key Debt Recovery Criteria
- Communications internally / third parties
- Effective document generation

Basics of Civil Litigation

- Late Payments legislation.
- Legal Proceedings
- Making Decisions on Legal Action
- Court Processes
- What you can do

Questions & Answers review

BOOKING FORM

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COURSE LEADER

AUSTIN RUTLEDGE, B.Comm, ACMA, MIEEx, MIITI.

Austin has over 30 years commercial experience, whose company, Export Edge is the leading provider of Professional Diploma programmes and Certificate Courses within International Trade & Finance areas to Irish companies.

Course delivery will also be assisted by experienced trainers with relevant legal experience, who deliver professional courses for Institute of International Trade in Ireland.

COURSE Times: 9:00 am to 5:00 pm (including course manual, light lunch & refreshments)

VENUE: – 11 Merrion Square North, Dublin 2 (Beside Clare Street)

Booking Form: number of place(s) :		Net Course Fees: €	
Company Name:			
Company Address:			
Telephone:		Fax:	
Name:			
E-Mail:			
Job Title:			

* Course fee payable 15 days in advance. Late cancellations within 7 days are subject to 50% administration fees.

To book this course please contact:

 Barbara / Mirabela on 01- 676 6894 or email: training@export-edge.com

Return this booking form via email, or by Fax (01 507 8581)

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