

Mayfair Specialist Courses: Banking Operations Management



Welcome to Mayfair Training

*"To **connect** organisations and individuals to professional certified training solutions"*

Mayfair Professional Academy (MPA) is the body established to meet our vision. MPA offers three routes to certification:

- *Mayfair Certification*
 - *Mayfair Specialist Courses*
- *Business & Management Certification*
- *Professional Certification*

Each route has been specifically chosen to ensure that the diverse and wide needs of customers are met. Experience shows us that clients require outstanding academic programs, professional recognition and also bespoke customised solutions. All our solutions are focused on the knowledge and skills needed to perform in the real-world.

The challenges facing individuals and corporations are continually changing and we endeavour to focus on general management skills, business skills, and project management personal effectiveness with a focus on leading to Certification.

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Mayfair Training, Marble Arch Tower, 55-59 Bryanston Street London, W1H 7AA United Kingdom

T:+44 207 868 2212 Email: admin@mayfairtraining.com Web: www.mayfairtraining.com

Mayfair Training Ltd. is registered in England & Wales Company Registration Number 7130154

Mayfair Specialist Courses: Banking Operations Management

Module Overview

This programme is part of a Specialist Provision at Mayfair Training. This programme forms part of a series of courses suitable for Employees, professionals working in this field. The programme is delivered by an experienced practitioner, who has worked, trained and helped corporation and banks to create better understanding in practices and systems.

Objectives

To impart knowledge of the reasons, means, methods and implications/risks of various operational functions/activities

Target

Operations managers/Officers

Methodology

PP Presentations – Simulation Exercises – Discussion - Case Studies

Duration

This is a two day course.

Module Content

- Objective of Banking Operations Management-- Banking Operations -- Meaning –Legal Provisions - Essential Elements
- Categories and components of Banking Operations
- Banking and Banking Instruments
- Functions of a Bank
- Deposits---Types—Opening and closing Accounts—Procedures and precautions
- Mandate and Power of Attorney
- Standing Orders

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- Banker Customer Relationship
- Credit Products
- Credit Appraisal and Administration
- Remittances---Collection and Payment of Cheques
- Stop payment instructions
- Clearing System
- Dormant Account
- Various types of Risks
- Due Diligence and Know Your Customer/Your Employees Policies
- Internal Control Systems/Mechanism- Managing Internal Control in a Bank

Accreditation

Mayfair Certification

This course is subject to change/updates

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