

Mayfair Specialist Courses: Induction and Basic Banking



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

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

Mayfair Specialist Courses: Induction and Basic Banking

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 make them familiar with the banking business, its operations and the associated operational risks.

Target

Newly recruited Employees

Methodology

PP Presentation Handouts---Revision Exercises—Simulation.

Duration

This is a three day course.

Module Content

- Work Ethics and Values—Code of Behavior
- Growth and Development of Banking -----Role of Central Bank
- Types of Companies---
- Banker and Customer—Relationship their rights and Duties---
- Banking Business---Deposit and Loans—Various Types of Deposit Accounts-
- Account Opening Regulations---Current, Savings, Fixed/Call Deposit Accounts
- Various Types of Loans and Rules /Regulations
- Islamic Banking and Conventional Banking

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- Phone Banking---Money Exchange—etc
- Cheques—Crossing –Endorsement—Payment and Collection- Clearing System—Process of Clearing-----
Returns of Cheques
- Cash Receipts and Payments—Inter and Intra Branch Transfers
- Remittances—Basic Foreign Exchange—Bank Book Keeping
- A Brief Introduction of Anti –Money Laundering Procedures—
- What is Customer Service and Its Importance-----Tips for excellence in service.

Accreditation

Mayfair Certification

This course is subject to change/updates

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