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Collection Techniques Training Seminar

Who Should Attend:

The target audience for this training seminar is credit managers, credit officers, debt collectors, owners and managers.

Objectives:

At the end of this training seminar the participants will be able to:

- Explain the main business objectives and state the importance of cash in a business
- Explain what is a credit policy, a collection policy, their purposes and state some key credit assessment factors/basics of credit policies
- Outline financial considerations for granting credit and debt collection and strategies.
- Assess the credit and collection policies of their business organizations and develop effective methods to reduce bad debts and improve collections.

Content:

- Seminar objectives and deliverables
- Business objectives/fundamentals
- Importance of cash flow and collections
- Basics of effective and efficient credit and collection policies
- Financial considerations of granting credit
- Debt collection process and strategies
- Getting commitment
- Post call evaluation