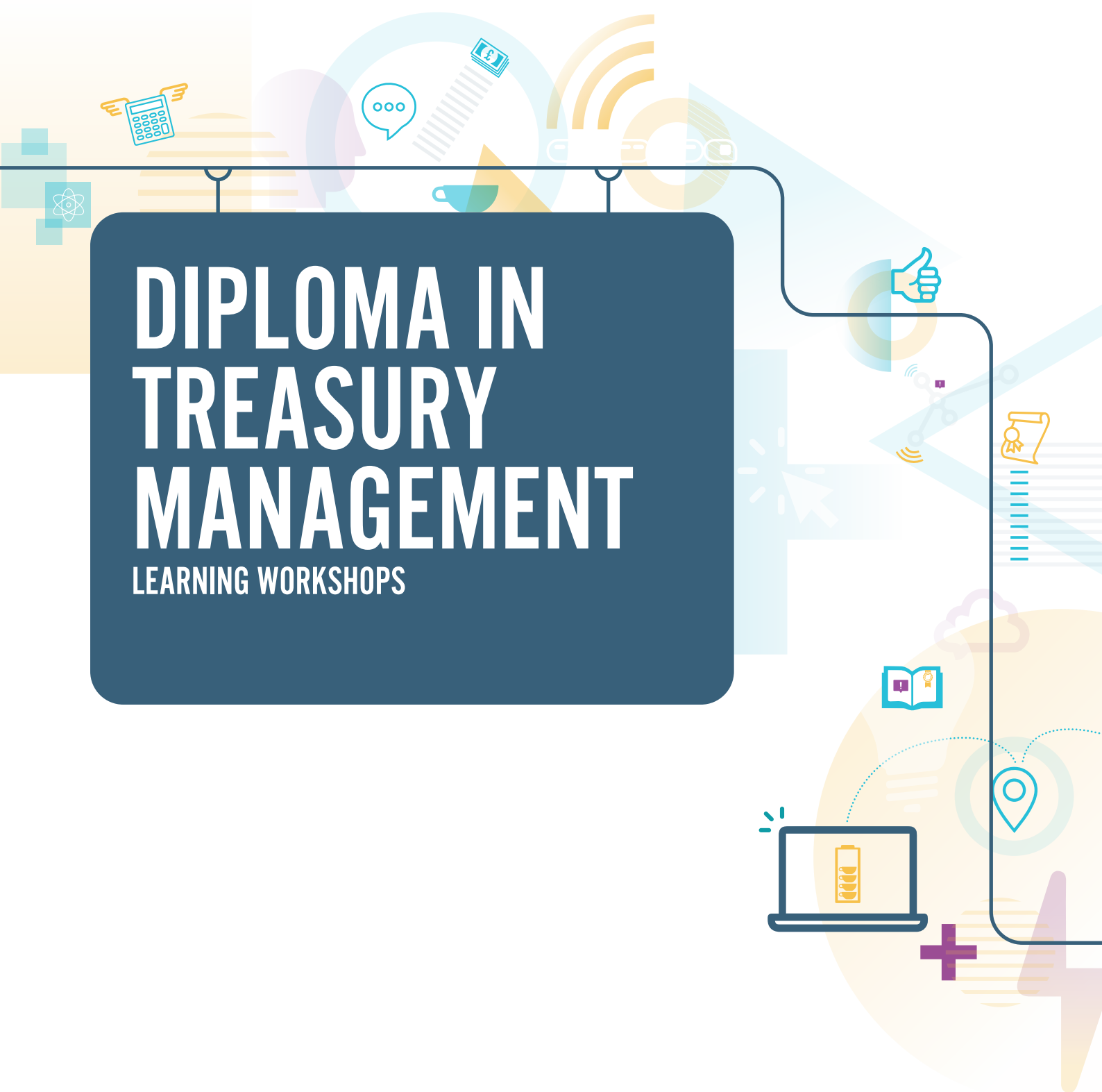




LEARNING  
ACADEMY

# DIPLOMA IN TREASURY MANAGEMENT

LEARNING WORKSHOPS



# EVERYTHING YOU NEED TO SUCCEED

**By choosing to complete the Diploma in Treasury Management you're on your way to becoming a trusted treasury professional, relied upon for your managerial competencies and technical know-how. You'll be the go-to person for in-depth technical treasury expertise, and respected for your ability to problem solve and enable the business to meet its objectives.**

The course comprises of three core units and two optional units, in total you will complete four units. There is one, three hour, examination at the end of units 1 and 2. You will be assessed by assignment for Units 3, 4a and 4b. Practice assessments are part of your online learning programme to assist in your preparation and familiarise yourself with the types of assessment questions you can expect.

**Give yourself the best chance of assessment success by joining one or all of the learning workshops.**

There are four options:

- Classroom Plus+
- Webinars and Podcasts
- Intensive Revision
- Assignment writing

Explore this brochure to see which of the options will work best for you.

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# CLASSROOM PLUS+

## Unit 1: Corporate finance for treasury

Top up your online learning by studying through ACT Learning Academy's Classroom Plus+ programme. This programme is flexible and interactive to help you learn on the go, online and through a traditional classroom environment.

Give yourself the best chance of assessment success with this programme of study – starting by listening to five topical podcasts on the go, then attend the three day tuition covering selected topics in unit 1 and finally watch a webinar on a numerical topic to get you assessment ready. Supported by an expert tutor, sessions are interactive with case studies and activities to reinforce your knowledge.

It doesn't end there, after each session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

### Classroom Plus+ programme

#### Classroom

##### Day one: Corporate financial management

- Corporate objectives
- Shareholder value
- Governance and ethics
- Building a treasury structure
- The contribution of treasury
- Treasury operations as a continuous operation

##### Day two: Equity and debt management

- Equity funding and management
- Sources of debt funding
- Other and emerging sources of debt finance
- Managing debt
- Establishing an organisation's long term funding requirements
- Capital structure theory and practice
- Calculating and analysing the weighted average cost of capital
- Credit ratings

##### Day three: Techniques in project appraisal

- Project appraisal techniques
- Business evaluation
- Valuing a business

#### Webinar

Please refer to the timetable for the latest topic

#### Podcasts

- Maturity profile of funding and managing refinancing risk
- The ratings methodology and rating grids
- Special dividends and share buy backs
- Retail bonds
- Problems in pricing acquisitions

For dates and locations please see the Classroom Plus+ timetable at [treasurers.org/diptm](https://www.treasurers.org/diptm)

**Tutor** Doug Williamson  
Jonathan Jeffery

**Package** 3 workshop days  
1 live webinar  
5 podcasts

**Price** £995 + VAT

#### Join the programme to:

Evaluate corporate financial strategies that enhance shareholder value.

Apply practical and theoretical considerations in the implementation of an optimal capital structure that meet the organisation's objectives.

Understand how to manage the expectations of equity investors.

Assess a range of debt funding sources and the practical implications for their use.

Utilise appropriate valuation and project appraisal models to aid decision making and the ongoing management of projects, acquisitions and disposals.

Understand the considerations which apply when recommending an appropriate treasury structure aimed at supporting the achievement of the organisation's corporate finance objectives, and ensuring the effective management of relationships with key stakeholders.

#### Benefits of attending:

- ✓ Tuition notes to take home and to recap after the day
- ✓ Podcasts available to download, on the go, anywhere, anytime
- ✓ Access to 1 webinar, recorded to watch and recap after the session
- ✓ Small class sizes giving you the individual support you need
- ✓ Access to personal tuition
- ✓ Increased confidence in your ability to tackle the assessments
- ✓ A dedicated point of contact after the workshop to answer any further queries
- ✓ Opportunities to network and share experiences with other learners

# WEBINAR AND PODCASTS

<b>Tutor</b>	Jonathan Jeffery
<b>Package</b>	1 live webinar 5 podcasts
<b>Price</b>	£95+VAT

## Unit 1: Corporate finance for treasury

Top up your online learning by studying through ACT Learning Academy's Webinar and podcasts package. These packages are flexible and interactive to help you learn on the go and online in any location, wherever you have internet access.

Give yourself the best chance of assessment success with this package. Watch a webinar on a key numerical topic from unit 1 and listen to five topical podcasts on the go to get you assessment ready. Supported by an expert tutor, you will have a chance to ask questions via a chat function during the session. Webinars are recorded, so you can watch and recap plus download the presentation including essential follow up activities at the end.

It doesn't end there, after each session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

### Webinar and podcasts package

**Webinar**  
Please refer to the timetable for the latest topic

**Podcasts**

- Maturity profile of funding and managing refinancing risk
- The ratings methodology and rating grids
- Special dividends and share buy backs
- Retail bonds
- Problems in pricing acquisitions

For dates and locations please see the Webinar and podcasts timetable at [treasurers.org/diptm](https://www.treasurers.org/diptm)

### Join the package to:

- Evaluate corporate financial strategies that enhance shareholder value.
- Apply practical and theoretical considerations in the implementation of an optimal capital structure that meet the organisation's objectives.
- Understand how to manage the expectations of equity investors.
- Assess a range of debt funding sources and the practical implications for their use.
- Utilise appropriate valuation and project appraisal models to aid decision making and the ongoing management of projects, acquisitions and disposals.
- Understand the considerations which apply when recommending an appropriate treasury structure aimed at supporting the achievement of the organisation's corporate finance objectives, and ensuring the effective management of relationships with key stakeholders.

### Benefits of attending:

- ✓ Study at any location, wherever you have internet access
- ✓ Access to 1 webinar, recorded to watch and recap after the session
- ✓ Download webinar presentation and follow up activities, so you can recap
- ✓ Podcasts available to listen, on the go, anywhere, anytime
- ✓ Increased confidence in your ability to tackle the assessments
- ✓ A dedicated point of contact after the workshop to answer any further queries

# INTENSIVE REVISION

## Unit 1: Corporate finance for treasury

**Get yourself assessment ready by studying through ACT Learning Academy's intensive revision workshop. This workshop is intensive and fast paced with expert tutor support to help you get prepared and confident to take your assessment.**

Our one day intensive revision workshop is ideal for those who need that extra revision support for unit 1 assessment. The session is packed with essential hints and tips, exam preparation techniques, revision, exam question practice and tutor-structured solutions.

It doesn't end there, after the session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

### Join the workshop to gain:

- Beneficial hints and tips to help with your revision
- Increased confidence in your ability to tackle the exam
- Tutor-structured solutions and exam question practice

<b>Tutor</b>	Doug Williamson
<b>Package</b>	1 workshop day
<b>Price</b>	£375+VAT

### Benefits of attending:

- ✓ Revision notes to take home for recap after the day
- ✓ Increased confidence in your ability to tackle the assessments
- ✓ Small class sizes giving you the individual support you need
- ✓ Access to personal tuition
- ✓ A dedicated point of contact after the workshop to answer any further queries
- ✓ Question bank to take home for question practice

### Intensive Revision workshop

#### One day topics:

- Issues in corporate financial management
- Practical considerations in equity and debt funding
- Optimising the capital structure
- Investment appraisal and business valuation

For dates and locations please see the Intensive Revision timetable at [treasurers.org/diptm](https://treasurers.org/diptm)

# CLASSROOM PLUS+

## Unit 2: Risk management for treasury

**Top up your online learning by studying through ACT Learning Academy's Classroom Plus+ programme. This programme is flexible and interactive to help you learn on the go, online and through a traditional classroom environment.**

Give yourself the best chance of assessment success with this programme of study – starting by listening to five topical podcasts on the go, then attend the three day tuition covering selected topics in unit 2 and finally watch a webinar on a numerical topic to get you assessment ready. Supported by an expert tutor, sessions are interactive with case studies and activities to reinforce your knowledge.

It doesn't end there, after each session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

<b>Tutor</b>	Raj Gandhi
<b>Package</b>	3 workshop days 1 live webinar 5 podcasts
<b>Price</b>	£995 + VAT

### Join the programme to:

Investigate the key factors which organisations should take into account when establishing a robust and integrated risk management framework.

Undertake a range of advanced techniques in assessing the risks for which treasury has responsibility for managing, whilst operating in variable economic, political and commercial environments.

Utilise practical techniques for the evaluation of treasury and interrelated commercial risks.

Demonstrate how various risk management techniques can be practically implemented to manage a wide variety of risks.

Evaluate reporting and governance in the risk management process to ensure the risk appetite and tolerance of the organisation is not exceeded and that the risks which an organisation faces are being appropriately communicated to stakeholders.

### Classroom Plus+ programme

#### Classroom

##### Day one: The formulation of a risk management policy

- Analysis of key risks faced by organisations
- Risk appetite
- Risk policy development
- The application of a risk management framework
- Risk identification in treasury
- The identification and assessment of foreign exchange, interest rate, liquidity and other risks

##### Day two: Risk identification and assessment

- The context for the evaluation of risk
- Evaluating risk using probability Vs. likelihood, expected value and refining risk maps
- Risk measurement techniques
- Other techniques for evaluating risk including KPI's market based measures and ratio analysis
- Risk responses and policy

##### Day three: Risk management approaches

- Practical considerations for using fixing instruments
- Using options for risk management
- Managing liquidity risk
- Further risk management considerations including disaster recovery planning
- Risk reporting
- The feedback loop

#### Webinar

Please refer to the timetable for the latest topic

#### Podcasts

- A risk management framework
- External sources of liquidity risk
- Credit and counterparty risk
- Market based risk measures
- Stakeholder management

For dates and locations please see the Classroom Plus+ timetable at [treasurers.org/diptm](https://www.treasurers.org/diptm)

### Benefits of attending:

- ✓ Tuition notes to take home and to recap after the day
- ✓ Podcasts available to download, on the go, anywhere, anytime
- ✓ Access to 1 webinar, recorded to watch and recap after the session
- ✓ Small class sizes giving you the individual support you need
- ✓ Access to personal tuition
- ✓ Increased confidence in your ability to tackle the assessments
- ✓ A dedicated point of contact after the workshop to answer any further queries
- ✓ Opportunities to network and share experiences with other learners

# WEBINAR AND PODCASTS

## Unit 2: Risk management for treasury

**Top up your online learning by studying through ACT Learning Academy's Webinar and podcasts package. These packages are flexible and interactive to help you learn on the go and online in any location, wherever you have internet access.**

Give yourself the best chance of assessment success with this package. Watch a webinar on a key numerical topic from unit 2 and listen to five topical podcasts on the go to get you assessment ready. Supported by an expert tutor, you will have a chance to ask questions via a chat function during the session. Webinars are recorded, so you can watch and recap plus download the presentation including essential follow up activities at the end.

It doesn't end there, after each session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

<b>Tutor</b>	Raj Gandhi
<b>Package</b>	1 live webinar 5 podcasts
<b>Price</b>	£95+VAT

### Join the package to:

Investigate the key factors which organisations should take into account when establishing a robust and integrated risk management framework.

Undertake a range of advanced techniques in assessing the risks for which treasury has responsibility for managing, whilst operating in variable economic, political and commercial environments.

Utilise practical techniques for the evaluation of treasury and interrelated commercial risks.

Demonstrate how various risk management techniques can be practically implemented to manage a wide variety of risks.

Evaluate reporting and governance in the risk management process to ensure the risk appetite and tolerance of the organisation is not exceeded and that the risks which an organisation faces are being appropriately communicated to stakeholders.

## Webinar and podcasts package

### Webinar

Please refer to the timetable for the latest topic

### Podcasts

- A risk management framework
- External sources of liquidity risk
- Credit and counterparty risk
- Market based risk measures
- Stakeholder management

For dates and locations please see the Webinar and podcasts timetable at [treasurers.org/diptm](https://treasurers.org/diptm)

### Benefits of attending:

- ✓ Study at any location, wherever you have internet access
- ✓ Access to 1 webinar, recorded to watch and recap after the session
- ✓ Download webinar presentation and follow up activities, so you can recap
- ✓ Podcasts available to listen, on the go, anywhere, anytime
- ✓ Increased confidence in your ability to tackle the assessments
- ✓ A dedicated point of contact after the workshop to answer any further queries



# INTENSIVE REVISION

## Unit 2: Risk management for treasury

**Get yourself assessment ready by studying through ACT Learning Academy's intensive revision workshop. This workshop is intensive and fast paced with expert tutor support to help you get prepared and confident to take your assessment.**

Our one day intensive revision workshop is ideal for those who need that extra revision support for unit 2 assessment. The session is packed with essential hints and tips, exam preparation techniques, revision, exam question practice and tutor-structured solutions.

It doesn't end there, after the session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

### Join the workshop to gain:

Beneficial hints and tips to help with your revision

Increased confidence in your ability to tackle the exam

Tutor-structured solutions and exam question practice

<b>Tutor</b>	Raj Gandhi
<b>Package</b>	1 workshop day
<b>Price</b>	£375+VAT

### Benefits of attending:

- ✓ Revision notes to take home for recap after the day
- ✓ Increased confidence in your ability to tackle the assessments
- ✓ Small class sizes giving you the individual support you need
- ✓ Access to personal tuition
- ✓ A dedicated point of contact after the workshop to answer any further queries
- ✓ Question bank to take home for question practice

### Intensive Revision workshop

#### One day topics:

- Developing and monitoring risk policy
- Risk identification and assessment
- Practical techniques in risk measurement
- Key techniques in managing foreign exchange, interest rate, liquidity and other risks
- Advanced issues in risk reporting

For dates and locations please see the Intensive Revision timetable at [treasurers.org/diptm](https://www.treasurers.org/diptm)

# WEBINAR AND PODCASTS

## Unit 3: The Treasury manager

Top up your online learning by studying through ACT Learning Academy's Webinar and podcasts package. These packages are flexible and interactive to help you learn on the go and online in any location, wherever you have internet access.

Give yourself the best chance of assessment success with this package. Watch a webinar on a key numerical topic from unit 3 and listen to five topical podcasts on the go to get you assessment ready. Supported by an expert tutor, you will have a chance to ask questions via a chat function during the session. Webinars are recorded, so you can watch and recap plus download the presentation including essential follow up activities at the end.

It doesn't end there, after each session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

<b>Tutor</b>	Jon Jeffery
<b>Package</b>	1 live webinar 5 podcasts
<b>Price</b>	£95+VAT

### Join the package to:

Understand the process and critical considerations of setting departmental, team and personal objectives.

Develop skills to manage others to ensure the successful implementation of actionable and measurable plans within the agreed time, budget and quality parameters, in order to support the achievement of the both the treasury department's and organisation's objectives.

Enhance your understanding of how to manage and control the financial and risk management responsibilities of a treasury department.

Learn how to manage staff in the collection and analysis of data to produce timely reports and recommendations for colleagues and stakeholders.

Evaluate the added value which an effective treasury team generate for an organisation.

Develop the persuasion and negotiation skills required when dealing with internal and external stakeholders.

Identify and develop the skills needed to manage a team and overcome conflicting views in order to formulate appropriate strategies.

## Webinar and podcasts package

### Webinar

Please refer to the timetable for the latest topic

### Podcasts

- Smart objectives and KPI's
- Treasury benchmarking
- Establishing appropriate security measures for treasury activities
- Effective communication skills
- Managing external relationships

For dates and locations please see the Webinar and podcasts timetable at [treasurers.org/diptm](https://www.treasurers.org/diptm)

### Benefits of attending:

- ✓ Study at any location, wherever you have internet access
- ✓ Access to 1 webinar, recorded to watch and recap after the session
- ✓ Download webinar presentation and follow up activities, so you can recap
- ✓ Podcasts available to listen, on the go, anywhere, anytime
- ✓ Increased confidence in your ability to tackle the assessments
- ✓ A dedicated point of contact after the workshop to answer any further queries

# WEBINAR AND PODCASTS

## Unit 4a: Financial reporting, tax and regulation for treasury

**Top up your online learning by studying through ACT Learning Academy's Webinar and podcasts package. These packages are flexible and interactive to help you learn on the go and online in any location, wherever you have internet access.**

Give yourself the best chance of assessment success with this package. Watch a webinar on a key numerical topic from unit 4a and listen to five topical podcasts on the go to get you assessment ready. Supported by an expert tutor, you will have a chance to ask questions via a chat function during the session. Webinars are recorded, so you can watch and recap plus download the presentation including essential follow up activities at the end.

It doesn't end there, after each session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

<b>Tutor</b>	Sue Mainwaring
<b>Package</b>	1 live webinar 5 podcasts
<b>Price</b>	£95+VAT

### Join the package to:

Understand the key aspects of reporting, regulation, documentation and taxation that impact on treasury activities.

Evaluate the impact of the organisation's structure on accounting for treasury operations.

Develop practical recommendations of how treasury transactions might be structured to mitigate the impact of accounting standards.

Recommend how practical treasury policies and procedures can be developed to reflect corporate governance requirements.

Evaluate the terms and conditions commonly occurring in legal documentation in order to develop an understanding of the implications of legal contracts underpinning financial transactions.

Interpret developments in financial regulation and how these impact treasury operations and reporting.

Evaluate the impact of tax regulation on the structure of the organisation and activities undertaken by treasury.

### Webinar and podcasts package

#### Webinar

Please refer to the timetable for the latest topic

#### Podcasts

- TBC

For dates and locations please see the Webinar and podcasts timetable at [treasurers.org/diptm](https://www.treasurers.org/diptm)

### Benefits of attending:

- ✓ Study at any location, wherever you have internet access
- ✓ Access to 1 webinar, recorded to watch and recap after the session
- ✓ Download webinar presentation and follow up activities, so you can recap
- ✓ Podcasts available to listen, on the go, anywhere, anytime
- ✓ Increased confidence in your ability to tackle the assessments
- ✓ A dedicated point of contact after the workshop to answer any further queries

# WEBINAR AND PODCASTS

## Unit 4b: Working capital and trade finance

**Top up your online learning by studying through ACT Learning Academy's Webinar and podcasts package. These packages are flexible and interactive to help you learn on the go and online in any location, wherever you have internet access.**

Give yourself the best chance of assessment success with this package. Watch a webinar on a key numerical topic from unit 4b and listen to five topical podcasts on the go to get you assessment ready. Supported by an expert tutor, you will have a chance to ask questions via a chat function during the session. Webinars are recorded, so you can watch and recap plus download the presentation including essential follow up activities at the end.

It doesn't end there, after each session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

<b>Tutor</b>	Paul Cowdell
<b>Package</b>	1 live webinar 5 podcasts
<b>Price</b>	£95+VAT

### Join the package to:

Analyse the range of practices, procedures, and risks inherent in domestic and international trade.

Critically assess accounts receivable, accounts payable, supply chain and inventory control in order to make recommendations relating to the optimisation of these processes.

Evaluate and recommend appropriate practical trading arrangements for domestic and international trade.

Understand advanced specialised financing techniques that can be used to manage the cash flow risks arising from international business.

### Webinar and podcasts package

#### Webinar

Please refer to the timetable for the latest topic

#### Podcasts

- Practical issues in the working capital cycle
- Supply chain finance
- Trade finance: payment and collection techniques
- Specialist risk management tools for international trade
- Bank solutions for optimising working capital

For dates and locations please see the Webinar and podcasts timetable at [treasurers.org/diptm](https://www.treasurers.org/diptm)

### Benefits of attending:

- ✓ Study at any location, wherever you have internet access
- ✓ Access to 1 webinar, recorded to watch and recap after the session
- ✓ Download webinar presentation and follow up activities, so you can recap
- ✓ Podcasts available to listen, on the go, anywhere, anytime
- ✓ Increased confidence in your ability to tackle the assessments
- ✓ A dedicated point of contact after the workshop to answer any further queries

# ASSIGNMENT WRITING

**Tutor** Jon Jeffery  
**Package** 1 workshop day  
**Price** £375+VAT

**Learn how to effectively write your Units 3, 4a or 4b assignment report to a professional standard by going to ACT Learning Academy's Assignment writing workshop.**

This interactive workshop will give you the tools needed to implement best practice report writing and produce your assignment to a professional standard.

The workshop will cover the key aspects of report writing in the context of a treasurer, support in planning, writing and reviewing a report to aid your preparation. Ensuring you are well placed to tackle the assignments for Units 3, 4a and 4b and report writing in your day to day job.

It doesn't end there, after the session your tutor will be on hand to answer any additional questions you may have and you'll have access to the 'Ask the tutor' email service for further queries.

## Join the package to:

Understand what makes a good report, develop a sound foundation to tackle the DipTM assignments

Help you contextualise the requirements for your DipTM assignment.

Gain DipTM specimen assessments, treasury reports and case studies to aid your understanding of report writing best practice.

Write a professional standard report and effectively communicate your findings within a treasury context.

Gain essential report writing skills to help you produce reports in your daily job for the board, other departments or in dealing with key external stakeholders such as credit rating agencies and banks.

## Assignment writing workshop

- Best practice report writing skills
- Understanding the aims and requirements of the report you are being asked to produce
- Considering what the user of the report requires and how best to satisfy those needs
- Interrogating marking criteria
- Preparation
- The key components of a report
- Structuring a report
- Adjusting your writing style to meet the needs of the audience
- Producing a plan
- Drafting a first version
- Producing a final version
- Reviewing a report from the perspective of a marker
- Worked activities

For dates and locations please see the Assignment writing timetable at [treasurers.org/diptm](https://treasurers.org/diptm)

## Benefits of attending:

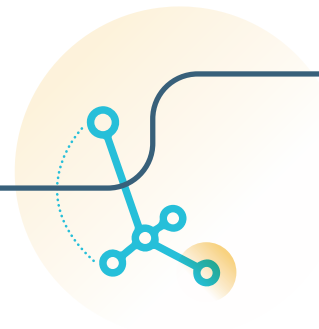
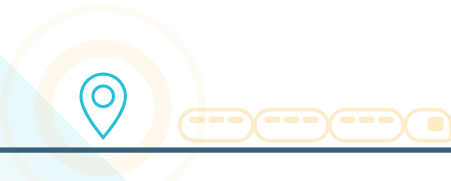
- ✓ Notes to take home for recap
- ✓ Helpful checklist on best practice report writing to take home for recap
- ✓ Increased confidence in your ability to tackle the assignment
- ✓ A dedicated point of contact after the workshop to answer any further queries

**“To make your learning more enjoyable and effective, choose a learning workshop that best suits your study style.**

**You can mix and match any of our flexible options to build your confidence and get you assessment ready.**

**If you would like any advice, get in touch with our friendly learning team at [academy@treasurers.org](mailto:academy@treasurers.org) ”**





Vanessa Harwood-Whitcher, Director of Education, ACT



**EXAM READY**

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## CONTACT US

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**E** [academy@treasurers.org](mailto:academy@treasurers.org)

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