

Credit Policy & Procedures – Developing a Credit Policy or Procedures Document for Your Department

Objectives

A one day course intended for Credit Managers and other company managers, particularly those who are decision makers with responsibility for the Credit Department, who need to implement a credit policy or procedures to ensure the control and management of credit. This is specifically designed for trade credit

Content

Policy or Procedures

- What are the differences? Training manuals and processes
- Stakeholders - Who it is intended for and what is their interest, creating the critical list

How to prepare an outline proposal for a credit policy

- How to implement a written credit policy
- Steps to take to ensure every angle is covered.
- Ensuring you have the resources to implement the guidelines

Content of the policy

- Key elements, ensuring the right wording and features are included.
- Identify external and internal factors affecting policy and procedures

Compliance

- How to ensure you comply with current regulations governing your industry

How to Obtain Buy In From Others

- Generating interest and creating a credit culture - Gaining a 'vote of confidence'
- Create improved credit department focus on objectives and goals