

On-Demand Graduate Training

With many firms having to curtail or reduce their graduate recruitment it follows that demand for in-house graduate training will decrease.

This new approach with Taylor Associates allows you to book your new entrants onto which ever are the most appropriate courses.

Discounts will be given based on the number of days training that you require for each graduate. You do not have to book consecutive days to get the discounts.

Indicative pricing (per person per day + VAT):

- 1-5 days £450
- 6-10 days £420
- 11-15 days £380

Venue: Central London training facility

Futher information: Tel: 44 (1) 372 841096, email: contact@taylorassociates.co.uk



Week One

Intro to the City – 1 day

- A basic look at the City and its institutions

Intro to Financial Market Maths – 1 day

- Looking at key financial concepts, inc compounding, discounting, Time Value of Money, yield conventions

Intro to Money Markets – 1 day

- Understanding the core money market instruments inc, T Bills, Acceptances, CDs, Term Loans/Deposits, CP and Bonds, with day count conventions, business day conventions and LIBOR

Intro to Cash and Liquidity Management - 1 day

- Managing scarce resources, value investing, using liquidity funds, good value, cash concentration techniques

Intro to Foreign Exchange Markets – Inc Trading Simulation – 1 day

- Understanding how exchange rates are derived, mechanics of spot and forward FX, non-deliverable forwards and value drivers

Week Two

Intro to Securities: Equity Markets – 1 day

- Looking at Primary and Secondary Markets and origination, the roles of the various participants. Different equity indices, how the various exchanges, dark pools and placements.

Intro to Securities: Bond Markets – 1 day

- Understanding the basics of bonds and bond markets, the motivations of issuers, investors and intermediaries. The different types of bonds, and the risks.

Derivatives Fundamentals – 2 days

- Understanding the derivatives products and markets, including, Futures, Options, Swaps and Credit Derivatives. Exchange Traded vs Over the Counter Markets and the big push for increased Regulation

Intro to Technical Analysis - 1 day

- An increasingly important area with the impacting electronic markets. An overview of theory, trend analysis, technical indicators and tools.

Week Three

Intro to Hedge Funds - 1 day

- What are they exactly, who invests in them & the concerns they have, range of Strategies followed, Counterparty relationships, Risk Management & the Regulators' view

Portfolio Management – 1 day

- Introducing the concept of Efficient Markets, measuring Returns & managing Risk, Correlation vs Diversification within a Portfolio, impact of Behavioural Finance

Wealth Management - 1 day

- Who are the major providers (does size help?), defining a HNWI, measuring Client satisfaction, differentiation between the providers, Investing the money – APCIMS benchmarks, other services – Art Advisory, Philanthropy, Family Office

Financial Modelling with Excel – 2 days

- Excel is everywhere - it is the primary front-line tool of analysis in the financial business, particular in trading, sales and risk management

Week Four

Swaps Workshop - 1 day

- Product, applications and risk, including valuation and marking to market

Options Workshop – 1 day

- Product, applications and risk, including pricing models, and the options Greeks (delta, gamma, theta, vega)

Futures Workshop – 1 day

- Product, applications and risks, including a range of commodity, interest rate and currency futures contracts.

Lifecycle of a Securities Trade – 1 day

- Primary and sequential steps in securities trade processing, including risks and controls, and the impact of timely vs failed settlement

Lifecycle of a Derivatives Trade - 1 day

- Generic steps in derivative trade processing, including OTC product-specific lifecycles, their similarities & differences and use of collateral

Week Five

Risk – 1 day

- A look at risk and risk management including, currency and interest rate risk, counterparty or credit risk, liquidity risk, valuation and marking to market risk, systemic risk and terrorism.

Regulation - 1 day

- A look at the regulations which are in place in the financial markets, including Basle 2, Anti Money Laundering and an overview of the Accounting Regulators

Operational Risk - 1 day

- A look at the approaches to Operational risk and risk indicators, business benefits, the capturing of risk and control assessments and presenting them to senior management

Introduction to Accounting Principles - 1 days

- Introducing the key accounting principles needed by all staff finance. The course covers an introduction to financial statements, their use externally and internally, basic accounting for transactions and the accounting principles required for the preparation of accounting statements, including period end adjustments.

Managing Banking relationships - 1 day

- How to cut the costs, improve the service, and ensure the optimum credit facilities from your banks, in good times and bad. Including case studies and tips on tendering and negotiating banking facilities.

Week Six

Presentation Skills - 1 day

- Presenting ideas clearly and credibly. Developing a personal presentation style to maximise impact. Developing presentation materials. Openings, closings and memorability. Taking questions and interacting with the audience.

Persuading and Influencing Skills - 1 day

- The effects of personality difference. Reading your impact on others. Adjusting your style to suit others. Building rapport. Influencing skills and tools. Handling conflict

Business Behaviour - 1 day

- First impressions and personal branding. 'What not to wear'. Introductions, protocols, handshakes etc. Behavioural expectations in and out of the office and business social situations. Managing time, meeting protocols, dealing with senior management etc.

Effective Teamworking - 1 day

- How teams work. Uncovering your own preferred role in a team .Team leadership and 'followership'. Focusing your impact in team situations. Complex teams. Coping with dysfunctional teams

Managing your career - 1 day

- Career Tactics- the keys to career success. Managing your personal brand. Learning in the everyday. Career trajectories. Development planning. The first 100 days. Long term career strategies

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