

## Credit Reasoning and Writing



DURATION

2 Days



DELIVERY CHANNEL

Virtual  
Instructor-Led

OR

In-Person  
Classroom



PROGRAM LEVEL

Intermediate

PREREQUISITES

None

ADVANCED PREPARATION

None

CPE CREDITS

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### Overview

Credit Reasoning and Writing is a two-day seminar focused on the preparation of credit approval documents that summarize succinctly the overall credit risk exposure that an institution is asked to take on.

This topic is increasingly recognized by key institutions as a significant skills gap in their staff. In an age where data proliferates, senior credit professionals in many financial institutions have lamented that credit approval documents are often lengthy, sometimes reaching 30 to 50 pages containing a high volume of data without adding significant insight. Elevator analysis is prevalent in some parts of the industry and although possessing strong analytical skills many analysts lack the ability to summarize their findings succinctly.

### Learning Objectives

**BY THE END OF THIS COURSE, YOU WILL BE ABLE TO:**

- » Write credit approval documents that are clear, concise, consistent, complete and cashflow focused
- » Select information for inclusion in credit approval documents that is relevant for the decision maker and focused on key risks and mitigants
- » Write a financial risk analysis that is supported by facts
- » Describe the key facility risks and how these will be mitigated by the suggested loan structure
- » Use executive summaries to communicate the key issues to decision makers
- » Practically apply the learning through group exercises and case studies

### Who Should Attend?

- » Credit personnel who wish to sharpen their skills in credit reasoning and writing
- » For new hires with a knowledge of credit analysis
- » All staff involved with the preparation of credit approval documents including (Senior) Relationship Managers, Risk managers, Credit Analysts

### Virtual Delivery

You are able to access virtual courses from any location. Some courses, however, include region-specific content based on the host region. For example, a course beginning at 10 AM EST may include references to GAAP versus IFRS, since the course is being hosted in the Americas. Please contact us at [learningsolutions@moodys.com](mailto:learningsolutions@moodys.com) for region-related content queries.

# Course Detail

## MODULES

<b>1</b>	<b>Qualities of a Good Credit Approval Document</b>	1	Importance of effective but simple sentence structure, using short words and simple language
		2	The 4 golden rules and the 5C's of a credit approval document
		3	Avoiding vague concepts and ambiguity
		4	Passive and active writing
		5	Purpose of using tables, numbers and graphs
		6	Using the practical work aides (Tool Book) provided to improve the participants' own approval documents
		7	Considering the importance of information – is it essential, necessary or simply nice to know?
<b>2</b>	<b>Effectively Summarizing Business Risks</b>	8	Business risk analysis and it forms part of the credit application document
		9	How to decide what information to use
		10	Qualitative analysis
		11	Structuring the analysis
		12	Case study – Breakout groups
<b>3</b>	<b>Effectively Summarizing Financial Risks</b>	13	The four pillars of financial analysis
		14	Key drivers of cash flow
		15	Ratio analysis
		16	Exercise – Financial ratios
		17	Writing opinions and judgments and supporting them with facts
		18	Avoiding elevator analysis
		19	Case study – Evening homework
<b>4</b>	<b>Effectively Summarizing Transaction and Structure Risks</b>	20	Debrief of the case study given for the evening work
		21	The three types of subordination
		22	Transaction specific risks
		23	Borrowing causes and loan structure
		24	Mitigating risk through loan structure
		25	Case study – Practically apply the learning

## MODULES

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### The Executive Summary

26 The "rules"

27 Why an executive summary is needed

28 How to write an executive summary

29 Case Study – Write an effective executive summary

6

### The Recommendation and Individual Writing Sample

30 Writing a compelling recommendation

31 Linking the recommendation to the ES and the rest of the CAD

7

### Workshop Summary

32 Case study – Using a structured approach to cover the three components of credit risk -business risks; financial risks: transaction and structure risk

33 Key learning points of the workshop

## Accreditation

Moody's Analytics is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Students should check for up to date information directly from the NASBA website: [www.nasbaregistry.org](http://www.nasbaregistry.org).

# Why Moody's Analytics?

## Current and Consultative

We work with you to understand the distinct needs of your organization to design, implement and track the performance of your learning programs from end-to-end, including skills assessment, program design, implementation, evaluation and enhancement.

## Comprehensive Coverage

We offer a broad set of technical and soft skills programs that can be combined and adapted to the needs of your staff. Our areas of expertise include banking, finance, sales, fintech, negotiation and leadership development.

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## Register Online

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### TAILOR ANY COURSE FOR YOUR ORGANIZATION

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### GROUP DISCOUNTS

Special rates may be available for multiple course or group bookings. Please contact us for details.

### FEES AND CANCELLATIONS

The fee listed is per participant. Course fees do not include tax, transportation or hotel accommodations. Payment must be received in full prior to the start of the course. Registrations may be canceled in writing via letter or email at least 30 days before the first date of the training for a full refund. Cancellations received less than 30 days in advance are eligible for substitution with another course, but fees will not be refunded. We reserve the right to cancel or reschedule courses at any time. For further information on our refund and complaint policy, please contact us.

## Contact Us

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