



CENTRAL BANK OF EGYPT  
Egyptian Banking Institute

MOODY'S  
ANALYTICS



MONTHLY BILL

DATE	AMOUNT
03.12	150 (?)
05.12	209.75
05.12	50 (21+)
05.12	31.40
20.12	

# Credit Reasoning & Writing

## 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 financial 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 and 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.

Duration  
2 Days

Modality  
Virtual

## Learning Objectives

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

- » Write credit approval documents that are clear, concise, and cash flow 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 they will be mitigated by the suggested loan structure.
- » Use executive summaries to communicate the key issues to decision-makers.

## Who Should Attend?

- » Relationship managers
- » Risk managers
- » Credit analysts

MODULES

- 1 Qualities of a Good Credit Approval Document**
- 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?

- 2 Effectively Summarizing Business Risks**
- 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

- 3 Effectively Summarizing Financial Risks**
- 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

- 4 Effectively Summarizing Transaction and Structure Risks**
- 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

5	<b>The Executive Summary</b>	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	<b>The Recommendation and Individual Writing Sample</b>	30	Writing a compelling recommendation
		31	Linking the recommendation to the ES and the rest of the CAD
7	<b>Workshop Summary</b>	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).

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