

Helping Implement Good & Best Practices in Your Work

# Building & Compiling Market & Business Information Reports

For Business Investment Decisions

4 Week Training Workshop

✓ Shows You How to Collect & Report Essential Data for Investment Decisions

## A 4 Week Training Workshop

### Workshop Overview

Whenever we are considering investing in a market or business we need to understand whether it is going to provide us the type of benefits we seek. Participants may be having varied interests in the investment, each from his organizational viewpoint: Banks, Investors, Business Developers...but the common aspects include the need to understand the business from the multi-discipline point of view. Then there is a need to collect, compile and present the information in an Effective Way clearly setting out the Assumptions, Data Sources Used and Not Used, Interpolations and projections of data utilized to compile the report. Then the selling part. This program will help you do all that and much more.

### Workshop Content

1. Understanding Business Success Factors
2. Terminology & Key Concepts
3. Current Business Trends & Micro-Trends
4. Investment Decision Support Information for
  1. Investments
  2. Loans
  3. Promotion
  4. New Ventures
  5. Partnerships
  6. Collaborations
5. Market & Business Information Sources

1. Free Sources
2. Paid Sources
3. Subscription Sources
4. Primary Sources
5. Secondary Sources
6. Building your Search Methodology and Tools
7. Information Relevance & Validation
8. Presenting & Selling your Reports to Decision Makers & Customers
9. Good Management Practices
10. Customer Focus Approach
11. Best Practices
12. Specific Strategic for Long Term Success
13. Providing Leadership in Decision Support Information
14. Case Studies
15. Workshop 1
16. Workshop 2
17. Advanced Topics - More Details on Some Above Issues Important for Participants
18. Increasing Productivity through Using Standard Forms, Templates, Checklists to Perform the Work Processes
19. Performance Management System to Measure Level of Performance in the Above Processes - we will develop the KPIs for the Above Processes
20. Planning & Implementing a Departmental/Functional Knowledge Base

**Euro Training Limited**, 3422 Old Capitol Trail #1116, Wilmington, DE 19808, USA

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## Building & Compiling Market & Business Information Reports Training Program (FBR440-4)

21. Workshop 3
  22. Setting up Early warning system to Provide Decision Support System
  23. Workshop 4
  24. Aligning Performance to Organizational Vision, Mission & Strategic Objectives
  25. Your Individualized Action Plan for Leadership in Your Department/Section/Function
  26. Workshop 5
  27. Performance Management System for Your Department/Section/Function
  28. Your Individualized Action Plan
  29. Program Recommendations
2. Create Competency in the employee to perform his job well. including in relation to
    1. Relevant Technical Knowledge, Skills and Competencies
    2. Organizations' Strategic Objectives
    3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
    4. Good Management Practices
    5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations

### Workshop Outcomes and Take-Away/s

Euro Training is in the business of providing practical useful training programs. Programs that

1. Help the participant implement systems in his organization.
2. Help the participant gain Multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all his stakeholders/ customers in his improvement proposals and actions.
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience.

### Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways

1. Quickly makes the participants competent, effective and productive on his job. Useful especially for
  1. Training New employees
  2. Competency Building in Existing Employees Transferred to a New Assignment
  3. Training Prior to a New Project or Initiative Planned in the Organization

3. Create a pool of trained manpower who can cost-effectively disseminate the knowledge to large number of employees inside the organization. This is made possible by Euro Training's unique easy to understand and use methodology based on Checklist & Quality Assurance Approaches.
4. Euro Training Instructors often act as mentors for your trained employees. A most effective way to ensure effective competency development and application by your motivated staff. We do have consultants available across Americas, Europe, Asia and Africa (Please inquire about our post program mentoring plans)

### Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/ customers (internal & external)
2. The action plan you take away will help you make a difference in your business unit or organization. This difference when added to your resume will make you a prime candidate for career advancement in your own organization or in your next job/s.

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3. Understanding and acting with understanding of the Needs and Expectations of your stakeholders/ customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
4. As one of your stakeholders/ customers is Executive Management, therefore the program ensures you will know the Strategic Imperatives that Drive the Organization's Efforts in your relevant job area.

### This Workshop is Intended for...

Professionals Compiling Business and Market Reports to Support Investment Decisions. Participants will be working for Banks, Investment Houses, Large Corporates, Loan Agencies, Government Business Promotion & Other Agencies and Individual & Corporate Investors.

**Those new to the field** take away a good multi-discipline understanding of the issues involved in the program works. It helps them become productive quickly and builds in them a knowledge framework that will help identify, understand, classify and remember on the job experiences in his memory.

**More experiences participants** take-away an individualized action plan as mentioned elsewhere in this technical sheet.

**Implementation Teams:** This program can be used to train implementation teams where...

1. a new project or initiative being started in your organization
2. a new strategic focus is being initiated
3. just prior to a Consultant being hired to advise the organization.

Each participant will take away a memorable and potentially life changing experience from the program.

No limitations are being placed on who can attend. If you are interested in the Program Outcomes and Takeaways, or, feel you can benefit from the Organizational and Personal Benefits mentioned above - You are Invited to Register for this Program. Program

Instructors have the knowledge, experience and access to resources required to customize the program to the specific job related needs of each program group.

### Language of Instruction

Unless otherwise stated the program instruction is in Standard Day-to-Day English. Participants can request the instructor to provide a program vocabulary which will ensure they have no problem understanding the content.

Other language versions are being developed by our consultants and regional partners including program in **French, German, Spanish and Arabic**. Please do contact us for your specific language needs.

### Registration Recommendations

**Team Nominations:** Since the program aims to ensure the participants have his individualized improvement plan at the end of the program, and foreseeing the effort involved, anticipating resistance and implementation requirements it is recommended that the organization nominate **at least two participants together** (three will be more desirable to allow for attrition) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

**Single nominations** will also be accepted for the program.

### For Latest Program Dates Email

fbr440-4@EuroTraining.com  
www.eurotraining.com/bro/fbr440-4.php

REGISTRATION FORM	
Program:	<b>Building &amp; Compiling Market &amp; Business Information Reports Training Program (FBR440-4)</b>
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

## REGISTRATION INFORMATION

1. **To register:** Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
  - o USD \$17,800 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kuala Lumpur is \$19,580 per participant).
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participants cancel his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. **Provisional Registration:** You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.

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