



### **Workshop on Effective Treasury and Cash Management: Best Practices**

June 30 – July 4, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

December 15 – 19, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### **Program Overview:**

Cash management, also known as treasury management, is a process that involves collecting and managing cash flows. The organizations' Chief financial officers, business managers, and corporate treasurers are usually the main individuals responsible for overall cash management strategies, stability analysis, and cash related responsibilities. Many businesses fail at cash management and the reasons vary. Typically, a poor understanding of the cash flow cycle, profit versus cash, lack of cash management skills, and bad capital investments are the reasons for failing at cash management.

This program is designed for managers and officers in charge of treasury management. It deals with important topics of business management skills as desirable for effective risk management and analysis measures.

#### **For whom:**

This training program is designed for managers and officers responsible for treasury and cash management in banks, manufacturing organizations, service organizations and other financial institutions. Accounting Professionals, Financial Decision-makers, Internal/External Auditors and Regulators, Finance Managers and those with financial responsibilities will also benefit from this program

#### **Learning objectives:**

At the end of the program, participants will be able to:

- gain in-depth knowledge of the financial environment of products and services;
- explain the dynamics of money market operations;
- improve their skills for risk management;
- explain treasury product applications, uses and the risk factors associated with each;
- gain in-depth analysis of risk management as borrowing source and investment methods;
- know the concept of cash management in order to enhance organizational cash flow and liquidity; and
- apply the best practices of Asset Liability Management and cash management techniques.

#### **Course outline:**

##### **Day 1 - Overview of Treasury Function**

- The concept and responsibilities of the treasury function
- The role of the treasury and treasurer:
  - raising capital
  - managing bank relationships
  - money management
  - managing (corporate) risks

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- Treasury organization and structure
- A treasury control framework
- Treasury performance management

#### Day 2 - Cash & Liquidity Management

- Cash management objectives
- Working capital management
- Managing and accelerating collections
- Ratio analysis for decision making.
- Cash flow forecasting
  - Purpose of cash flow forecasting
  - Types of forecasts
  - The forecasting processes.
  - Forecasting methods

#### Day 3 - Treasury Funding and Investing

- Managing short-term borrowing
- Long-term debt financing
  - Short-term interest rates versus long-term interest rates
  - Loan agreements and covenants
  - Credit rating agencies
  - Bonds as a tool for long-term investing and funding
- Managing short term investments
- Long-term equity investments and stocks
- Equity valuation techniques

#### Day 4 - Treasury Policies and Procedures

- Bank accounts and financial services authority policy
- Payment's policy
- Collection and concentration policy
- Regulatory compliance policies
  - Regulatory requirements
  - Internal policies
  - Service provision
- Treasury systems policy

#### Day 5 - Risk Management & Best Practices

- Why manage financial risk?
  - Principal treasury related financial risks.
  - The management of financial risks
  - Currency Risk Management
- Best practices in managing treasury risks.

**Training Methodology:** Lectures, discussions, class assessment exercises, and case studies will be used to reinforce these teaching/learning methods.

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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