

ECI & CIDC Short Term Internship Management Program for Finance & Accounts

Specialization	Topics	Course Content	Duration
	Basic Accounting Structure (Introduction)	Introduction to Bank Reconciliation Statement Basic Accounting Records & Documents Understanding the P&L, Trial Balance , Balance Sheet Introduction to Internal Audit & its importance Introduction to Budgeting (Monthly, Qtly & Annual) Awareness of Financial Authorities & Responsibilities	2 days
	Financial calculations: Applications	Introduction to Time value of money: Present Value and Net Present Value Internal Rate of Return and Multiple IRR (MIRR) Using XNPV and XIRR Introduction to Amortization of loan schedule Effective yields and returns	2 days
	Presentation of cash flow	Presentation fundamentals Cash and cash equivalents Operating cash flow Investing cash flow Financing cash flow Methods in calculating operating cash flow Direct versus indirect methods Reporting non cash transactions	2 days
	Cash flow and working capital management	Trade-off between liquidity and profitability Conservative working capital management Aggressive working capital management Sources of cash Cost of funds Use of short term and long term debt Working capital optimization Cash conversion cycle Accounts receivable factoring, pledging and assignment Suppliers early payment discount	2 days
	Insights about the cash flow statement	Liquidity and financial flexibility Restricted cash and cash equivalent Gross versus net cash flow reporting Healthy cash flow	1 day
	Forecasting cash flow	Why to forecast cash flow Cash management Who is involved Investing and financing decisions Free cash flow	1 day
	Cash flow ratios	External financing index ratio Cash sources component percentages ratio Financing policies ratio Operating cash index ratio Operating cash inflow ratio Operating cash outflow ratio	2 days

		<ul style="list-style-type: none"> Long-term debt payment ratio Productivity of assets ratio Cash flow adequacy ratio Reinvestment ratio Dividends payout 	
Finance & Accounts	Overview of Risk Management	<ul style="list-style-type: none"> Statistical nature of risk versus absence of probabilistic dimension to uncertainty Summarizing the principal types of financial risk Types of risk <ul style="list-style-type: none"> Market risk and capital adequacy Credit risk Liquidity risk Sovereign risk Systemic risk Operational, legal and reputational risk Methodological principles of Value at Risk (VaR) <ul style="list-style-type: none"> Are financial returns normally distributed? Risk/reward concepts from Capital Asset Pricing Model (CAPM) Modelling risk scenarios <ul style="list-style-type: none"> Stress testing Regressions based on outlier values Back testing Hedging strategies <ul style="list-style-type: none"> Use of swaps and other derivatives to manage risk Corporate governance issues <ul style="list-style-type: none"> Conflicts of interest Internal risk control processes Non-executive directors (NED's) Major regulatory initiatives <ul style="list-style-type: none"> Sarbanes-Oxley Dodd-Frank Act BCBS and Basel II and III Revamped UK regulatory structure Financial Stability Board 	5 days
	Corporate financial analysis	<ul style="list-style-type: none"> Profit and loss versus balance sheet analysis Comparable company analysis Building block analysis Vertical, trend, and horizontal analysis Liquidity <ul style="list-style-type: none"> Current, quick, and cash ratios Asset management and activity <ul style="list-style-type: none"> AR and AP Turnover Cash conversion cycle Asset turnover Solvency, leverage and gearing <ul style="list-style-type: none"> Debt, equity, and times interest earned ratios Assessing profitability management <ul style="list-style-type: none"> Profit margin, gross margin, return on assets, return on equity Market and valuation 	3 days

		Price-earnings and earnings per share ratios Modeling the DuPont identity The three-step models	
	Financial statement modeling	How financial models work Modeling income statement Modeling balance sheet Free Cash Flow measurement (FCF) Using FCF to value the firm and its equity Sensitivity analysis Discounted cash flow analysis Developing an integrated financial model	2 days
	Model construction techniques	Data tables design Assumptions and input variable rules Array functions and formulas Spinner data modeling List box data modeling Option box data modeling Acquiring and updating data from the text, access database, SQL, and the web	2 days

ECI & CIDC Short Term Internship Management Program for HR & Training

Specialization	Topics	Course Content	Duration
	Human Resource Management (Introduction)	Definitions and objectives of HRM The main functions in HR Examples of HR organization charts The recruitment and selection cycle The performance management cycle The compensation and benefits cycle	2 days
	Employee administration	Reviewing and developing the probation period administration process Reviewing and developing the staff performance appraisal process Maintaining a proper leave record Auditing the leave administration process Auditing and improving the current payroll administration process Overtime management review Ensuring correct calculation of severance pay Ensuring compliance with pension fund regulations	2 days
	HR Audit	History and origin of auditing Definition of auditing Conducting a good audit Pitfalls to watch out for Creating a plan to conduct an HR audit	2 days
	Recruitment and selection process & its audit	Analyzing the current workforce plan Modifying the workforce plan and budget to include the important elements Reviewing the current recruitment and hiring process as per the company's HR policy Analyzing the joining formalities of new employees Improving the joining formalities of new employees Creating a proper new joiners file The induction process	2 days

HR & Training	Role as a master trainer	Facilitating the learning experience Before, during and after your training sessions Understanding learners' memory Ensuring learning results Applying adult learning principles Accelerated learning principles	2 days
	Training and development	Identifying training needs Career development Succession planning Building a personal development plan Learning styles On the job training Evaluating training effectiveness	2 days
	The delivery of training	Attributes of an effective training session Audience attention and interest Questioning techniques Building trust and rapport between master trainers and trainees Ways to keep your session alive and the audience awake Controlling public speaking anxiety The use of technology in your training workshops Your PowerPoint slides and flip chart Ending with a conclusion and an action plan	2 days
	Skill transfer	What usually happens after training What must happen after training The master trainer's role in skill transfer Ways to improve skill transfer	2 days
	The HR administrator in organizations	Major roles and responsibilities of HR administrators A look at the HR administrator's job description The HR administrator's position within the HR department Professional qualifications as a competitive advantage Competencies of successful administrators Technical competencies Behavioral competencies Assessing and developing your competencies The evolving role of the HR administrator Certifications for administrators	2 days
	Handling employee complaints	Employee moral The definition of a grievance Grievances versus complaints The grievance handling procedures Your role before, during and after the exit interview Analyzing turnover Healthy versus unhealthy turnover	2 days
	Other essentials of HR Management	Labor law application Legal instruments Notice period, probation period and leaves Wages and disciplinary actions Dismissal and termination	2 days

ECI & CIDC Short Term Internship Management Program for Stocks & Inventory Management

Specialization	Topics	Course Content	Duration
Stocks & Inventory Management	Introduction to inventory management	Objectives of inventory planning and stock control Reasons to hold inventory Inventory information system considerations Inventory push vs. pull systems Identifying inventory costs Customer service in inventory management	2 days
	Description and classification of inventory	Types of inventory The inventory ABC classification ranking model Uses of the ABC ranking Materials specifications and cataloguing	2 days
	Forecasting demand and lead time	The inventory order cycle Dependent versus independent demand Factors affecting demand Factors impacting demand forecast accuracy Demand patterns Time series forecasting methods: Seasonal demand Moving average Exponential smoothing Measuring the accuracy of the forecast Setting lead time and methods to control it	3 days
	Inventory systems	Elements of inventory holding and ordering costs The Economic Order Quantity (EOQ) model Dealing with quantity discounts Objectives of safety stocks Setting safety stocks Determining the Reorder Point (ROP)	2 days
	Counting and controlling inventory	Importance of accurate inventory records Warehousing functions Causes of inaccurate inventory records Requirements for accurate inventory records Reporting record accuracy Periodic and cycle counting	2 days
	Reducing inventory investment	The importance of JIT or pull theory in inventory management to reduce total cost Identification of surplus Disposal options of excess inventory JIT methods JIT requirements JIT risks	2 days
	Measuring inventory management performance	Importance of tracking the effectiveness of the inventory planning and control functions Reasons behind poor inventory management performance Setting inventory KPIs and targets Examples of KPIs used in the inventory planning and control functions Qualities of the inventory specialist	2 days

ECI & CIDC Short Term Internship Management Program for Supply Chain & Logistics Management

Specialization	Topics	Course Content	Duration
Supply Chain & Logistics Management	Modern supply chain and logistics trends	Supply chain overview Role of logistics Sustainability in supply chains and logistics Supply chain configuration 3PL concepts 4PL concepts	2 days
	Materials forecasting and inventory planning	Qualitative forecasting theories Forecasting panels Thought leaders Delphi technique Quantitative forecasting techniques Seasonal demand forecasting Moving average Weighted moving average Exponential smoothing Forecasting error Identifying bias Determining economic order quantities Determining reorder points Replenishment strategies Make-to-stock Make-to-order Assemble-to-order	4 days
	Procurement and go-to-market strategies	Role of procurement Procurement process flows Sourcing strategies Vendor management Partnerships and alliances	2 days
	Role of transportation and shipping in logistics	Definition of fleet management Objectives and costs of fleet management Transportation modes Optimized routing and cubing Incoterms for international commerce	2 days
	Role of warehousing in logistics	Warehousing network design Configuration of warehousing space Value adding activities Stockpiling, spot stocking and assortments Cross docking, break bulking and consolidation Mixing, postponement and assembly-to-order Warehousing equipment and tools Reverse logistics	2 days