

Banking Structure Specialization Mini-MBA



Coordinator: Dr. João Machado dos Santos

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Plan of Banking Structure Specialization Mini-MBA

Total Length:

50 Hours

Target Audience:

This Mini-MBA is intended in general for people from other sectors who want an approximation to the banking reality.

Outcome Profile:

All students are entitled to a certificate of participation in MINI-MBA.

Additionally and without any additional cost, can undergo a proficiency test at the end of the Specialization Mini-MBA. This is optional and after approval, participants receive a certificate of "Approved in the Evaluation Exam." **This certificate provides access to academic equivalence disciplines at level of Bachelor or Master according to the University chosen by the student.**

High Skills cannot ensure the level of credits earned because they are only the responsibility of the university and Specialization Mini-MBA chosen by the participant.

Prerequisite:

Not applicable.

General Objective:

In modern Banking is more and more important that your qualified employees have the widest vision and a perspective they can have of their objectives, their culture, their special institutional obligations in order to frame their human resources and also to create the best possible conditions to their management in constant change.

Specific Objectives:

At the end of this Specialization Mini-MBA, trainees will be able to:

- Distinguish private credit from company's credit;
- Understand the importance of cross selling and the services in income of the company;
- Comprehend the compliance mission;
- Understand the importance of an audit to the effectiveness;
- Know the function of Human Resources in Banking.

Modular structure and workload

Module	Duration
Module 0 – Opening	
Module I – The business	14h
Module II – The efficiency	20h
Module III – Human Resources	8h
Module IV – Exam	8h
Module V – Closing	
Total	50 hours

Program Contents:

Módulo 0 – Opening

- Presentation of trainers and trainees;
- Presentation of the objectives and training program operating methodologies.

Module I – The Business

- Count;
- Movement Means;
- Private Credit;
- Company's Credit;
- the importance of cross selling and the services in income of the company;
- Ways of approaching markets.

Module II – The efficiency

- The organization;
- Internal Control;
- Audit;
- Compliance;
- Relationship and report to supervision entities.

Module III – Human Resources

- Strategic Planning;
- Recruitment and Selection;
- Human Resources Inclusion;
- Description of functions;
- Remunerations and Prizes. Careers;
- Training and Personal Development;
- Audit control analysis and information of Human Resources Management;
- Conduct and Ethics Codes;
- Development Evaluation.

Module IV – Exam

- Evaluate the acquired knowledge.

Module V – Closing

- Specialization Mini-MBA Evaluation: trainers and trainees.

Methodology:

This Specialization Mini-MBA aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

Moment / Objctive	Method / Technique
In the modules I to III	Expositive Demonstrative Active
In the modules I to III	Analysis of real cases
During all the training action	Interrogative

Students Assessment:

The assessment techniques indicated are framed by the three time points as follows, expressed by the following table:

Moment	Technique	Instrument	Objective
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	Assess the knowledge acquired

Didactic Resources

- ✓ Training Room;
- ✓ Video projector;
- ✓ Theoretical documentation;
- ✓ Trainee Kit.

Training Team

Coordinator

Dr. João Machado dos Santos

Degree in Economics / Management from the Faculty of Economics of Porto, concluded in 1987. During his professional career, participation in various training courses with specific scope, seminars and conventions.



Professional Career

1982 - As a finance technician at DGCI;

1986 and 1990 - Operations Technician at Lusoleasing SA, during which time he was a trainer at Associação Industrial Portuguesa;

1990 and 1992 - Operations Director at CISF SA;

1992 and 1997 - North Regional Director at Mundileasing SA

1995 and 1997 - General Director at the same entity;

1997 and 2006 - General Director of Banif SA highlighted in the Azores as General Director of Banco Comercial dos Açores SA;

2006 and 2012 –Executive Director of Banif, Chairman of the Executive Committee and Director of Banifserv, ACE, Non-Executive Director of Banif Açor Pensões SA and Non-Executive Director of SIBS SA.

2012 - Executive Director of Prestarte SA and Consultant

2015– High Skills Consultant, Coordinator and Trainer

1998/2000 - PriceWaterhouseCoopers (formerly at Coopers & Lybrand) Portugal Company Administration Services, financial functions, tax matters, consolidation, financial reporting, planning, budget control and treasury.

Conditions

If you have more than two participants contact us to know our business benefits!

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Avenida de Berna, nº 8 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the Specialization Mini-MBA start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the Specialization Mini-MBA starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

Application form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Nationality:			
Mini-MBA:	Banking Structure Specialization Mini-MBA		
Birth Date:		Nacionality:	
Passport:		Expiration date:	

Possible contacts for more information:

E-mail: geral@highskills.pt

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