



**Receivable Management Services
Education Solutions**

Development Your In-House Collection Power – Collection Tools and Performance Metrics Used

強化公司內部收賬能力 – 如何利用工具評核成效

<p>Program Objectives (簡介):</p> <p>Empower Your Collection Techniques! Upon completion, participants can:</p> <ul style="list-style-type: none"> ✧ set up and maintain a secured infrastructure of an organization on receivables accounts ✧ develop hands-on experience on incident handling, implementation & management of various collection systems ✧ master your collection tools ✧ collection department performance measurement and control <p><u>All participants will receive a Certificate of Achievement and a Comprehensive Training Workbook.</u></p>	<p>Program Agenda (課程大綱):</p> <p>Receivables Management Overview</p> <ul style="list-style-type: none"> ✧ Internal receivables management framework ✧ Relationship with other departments <p>Manage Your In-House Collection Dept</p> <ul style="list-style-type: none"> ✧ Practices that accelerate payment ✧ Measure your department’s collection effectiveness ✧ Evaluate collectors’ productivity ✧ Collection forecasts analysis Collectibility models ✧ Effective collection tools ✧ Develop your own collectibility models ✧ Internal control Planning, Organizing & Controlling Time ✧ The “To-do-list” ✧ Organizing and setting priorities ✧ Successful project control
---	---

For course details and registration please call us at 2201 8888. Please fill in the form and fax back to 2201 8288 or send email to info@rmshk.com:

REGISTRATON FORM

Company Name:	Title:
Contact Name:	E-mail:
Mailing Address:	
Phone No:	Fax No: