Our people are our business. That’s why we equip staff with business, technical and ‘soft’ skills. We believe it’s about more than just the job at hand, or even the next project. This is about growing and developing your career. We offer a range of courses and are constantly evolving the programme. If there’s something you need that you don’t see here, please let us know.

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Communication Skills

Anyone in business needs to be a professional communicator. This course focuses on the fundamental principles that make for truly effective communication. It will help you communicate more effectively with both your colleagues and your customers.

You will learn/benefit from knowing:
- Your individual personality type
- How to communicate with the four main customer types
- The performance iceberg and the power of belief
- The importance of your attitude when delivering key messages
- The different styles of communication
- Questioning and listening skills
- Ways of showing empathy
- Techniques to handle irate customers
- How to be deal with people assertively
- How to give feedback constructively
- How to deliver an Excelian elevator pitch

You will be put into various role-play situations to demonstrate your ability to communicate effectively.

Effective Time Management

This programme will show you how to prioritise your time in line with your goals, targets and objectives. You will be amazed at what you can achieve, once you establish what you want and can eliminate the ‘time bandits’ that get in the way.

This programme will enable you to:
- Understand the principles of time management
- Set clear goals
- Appreciate the impact of urgency on your time
- Prioritise tasks effectively
- Limit the impact of ‘time bandits on your day
- Organise your diary in line with your objectives
- Delegate tasks
- Ensure you are not burdened with other peoples work
- Spend more time doing the things you love

At the end of the programme an in tray exercise will be used to test your ability to implement the skills you have developed during the course.

Presentation Skills

Making effective presentations is an essential skill of a consultant. This programme teaches you how to engage with your audience and get your message across.
- Build skills and confidence in making persuasive presentations to audiences of different sizes and levels
- Control your emotions and reduce you anxiety
- Effectively structure presentations for maximum impact
Apply communication and facilitation skills to best reach the audience
Use visual aids effectively
Handle difficult questions and unexpected situations during a presentation
Prepare a template for the presentation
Be able to communicate effectively with audience personality types
Relate to your audience.
See yourself as others see you

You will be asked to make a short presentation on a given subject. Once you have given your presentation, you will receive both verbal and formal feedback.

Interview Skills – ‘The Interview’

Making a good impression during an interview is essential to your future as an Excelian consultant. This programme will ensure that you understand how to present yourself in a positive, professional manner.

Objectives

- Appreciate the importance of the interview to yourself, Excelian and the client
- Identify what makes a good and bad interview
- Plan effectively for the interview
- Understand and articulate your suitability for the role
- Give a good first impression
- Build a strong rapport with the interviewer
- Answer questions confidently and enthusiastically
- Make effective presentations

You will prepare and conduct a ‘mock’ interview. After you have been interviewed, you will receive both verbal and formal feedback.

Consultancy skills

At the end of this one day workshop you will have an understanding of:
- What a consultant is
- What consultancy is
- What is expected of you as a consultant
  - By the client
  - By Excelian
- How you can expect to grow and develop as a consultant
- What skills you need to be a great consultant
Overview

The ISEB Foundation Certificate in Business Analysis encompasses a broad range of techniques within the structure of the business analysis process model. The qualification is based upon the BCS publication, Business Analysis. This course covers the topics contained within this publication and provides delegates with the knowledge that underpins the higher level Business Analysis qualifications.

ISEB certificates

The course prepares participants to sit the one-hour, multiple-choice examination leading to the foundation certificate in Business Analysis offered by the Information Systems Examinations Board (ISEB). This certificate is a pre-requisite for the ISEB Diploma in Business Analysis.

Foundation in Business Analysis

Content

- Introduction to business analysis
- Role of the business analyst
- Business strategy analysis
- The Business Analysis Process Model
- Investigation techniques
- Stakeholder analysis
- Modelling the business system
- Business process modelling
- Requirements engineering
- Modelling the IT system
- Making a business and financial case
- Managing business
Meeting the learning and development requirements for all staff no matter where they are based in the World is a challenge. For this reason, we have invested in a suite of online training solutions. This has helped to provide consistency in our training offering, irrespective of location.

**Interskill**

Interskill Learning is a worldwide leader in the provision of e-learning education (technical training, business, desktop and soft-skills training) and are a developer and supplier of the most extensive range of training topics.

The learning designs are informed by contemporary learning theory and are interactive, contextualised and responsive to diverse learning styles. Excelian believe in immersing learners in relevant, authentic activities designed to motivate, engage and produce quantifiable change.

They have a huge catalogue of online courses now available to all staff at Excelian. Courses include Oracle certification training, Testing Certification, Project Management (including Agile & Prince2), HR, Microsoft packages and programming languages.

To view the catalogue: [http://www.interskill.co.uk/catalog.html](http://www.interskill.co.uk/catalog.html)

**Prince 2 Foundation Certification**

The PRINCE2 Foundation examination aims to measure whether a candidate would be able to act as an informed member of a project management team using the PRINCE2 methodology within a project environment supporting PRINCE2.

To this end they need to show they understand the principles and terminology of the method, specifically, candidates must be able to:

- Describe the purpose and major content of all roles, the seven principles, the seven themes and the seven processes.
- State which management products are input to, and output from the seven processes.
- State the main purpose, and key contents, of the major management products.
- State the relationships between processes, deliverables, roles and the management dimensions of a project.

The online training option is ideal for anyone looking to train in their own time, pace and location. It takes around 10–12 hours to complete.

**Agile Foundation Certification**

The Agile Project Management™ (AgilePM) certification aims to address the needs of those working in a project-focused environment who want to be agile.

The online training option is ideal for anyone looking to train in their own time, pace and location. It takes around 8-10 hours to complete.
Financial Markets Online University

Excelian has collaborated with a leading financial markets training provider to produce our own online financial markets training package. The package includes more than 2,000 topics covering all mainstream products and markets, from introductory to advanced levels. It includes all the topics required to pass the ACI Dealing Certificate and ACI Diploma exams.

The package provides:
- Step-by-step guide to markets and products
- Examples of applications and strategies
- Cross-references to relevant theory and the underlying mathematics
- Hands-on trading sessions using our acclaimed Risk Manager Trading Simulation™
- Valuation models to explore product pricing and risks
- Interactive review questions and tests
- Comprehensive Glossary of Terms

Language Tuition

Excelian will provide access to a leading online language training suite if you are required to learn a language for your role.
Murex

Excelian provides Murex training both in-house and at the Murex offices in Paris. For the latest calendar of course dates at MTEK Paris please contact Toni Marshall. A sample of the courses provided in-house is provided below.

MX.3 Core Modules

This one-day course is an overview of the system functionalities regarding the MX.3 Front to Back multi-asset platform.

Content

- System Organisation
- Static Data Configuration
- Front-Office Modules
- Market Data
- Middle-Office Modules
- Back-Office Modules

Global Operating Model and Close Down

This one day training course is designed to support the implementation of the platform infrastructure.

Content

- GOM – Global Operating Model
- Close Down Procedure and End of Day Cycles

Front-Office Modules: Instruments, Market-Data, Simulation & Viewer

This three day course provides a thorough understanding of the Front Office Modules.

Content

- Demonstration of an Interest Rate Swap
- Profit and Loss
- Instrument Configuration
- Market Parameters
- Rate Curve Overview
- Simulation Modules
- Simulation Viewer
- Profit and Loss Variance Module
Murex Reporting Module

This three day course introduces the audience to the ‘MX Reporting Solution’ module. This allows users to export data from the MX application into a dedicated reporting database (MX Datamart) which is accessible by downstream systems.

Content

- MX Reporting Solution Overview
- Dynamic Table
- Datamart Setup
- Datamart Feeders
- Datamart Extraction
- Datamart Viewer
- Batch of Feeders
- Batch of Extractions
- MXpress Methodology and Content for Reports Stream
- MXpress Reports Customization
- How to Optimize the Batch Design
- Datamart Administration Tools and Troubleshooting

Post-Trade Workflows – Fundamentals

This two-day course is designed for workflow experts and technical profiles to prepare them for the implementation phases of the MXpress methodology. The aim is to provide trainees with sufficient knowledge that is mandatory to design a proper solution that can be implemented in Murex.

Content

- Global Overview and Demo
- Pre-trade Sequences
- Amendment Agent
- Workflow Structure
- Workflow Tasks
- Field Overwrite
- Data Dictionary
- User interaction with workflow
- Workflow Troubleshooting and Maintenance
Post-Trade Workflows – MXpress Workshop

This two-day course is designed for workflow experts and technical profiles to prepare them for the implementation phases of the MXpress methodology. The aim is to provide trainees with hands on exercises on MXpress workflow configuration.

Content

- Quiz on Fundamentals of Post-Trade workflows
- MXpress Business Processes
- Workshop: Design, implement and test client requirements
Introduction to Financial Markets

This half day workshop provides a high level overview of the financial instruments used in investment banking. A brief history of the markets is also included.

Online Financial Markets Training

Excelian has collaborated with a leading financial markets training provider to produce our own online financial markets training package. The Excelian Online Financial Markets Training gives you practical tips on specific problems, such as:

- How do I price an interest rate option?
- How do I put on a risk reversal?
- How do I construct a barbell?
- How do I price an asset swap?
- How do I quote an FX swap?
- How do I calculate the risk on my position?

Some of the modules included in the course are: Financial Concepts, Bonds, Money Markets, Swaps and Exotic options. For a more detailed breakdown of the content of this package, please see the Excelian web site.
Understanding Financial Markets

This eight day programme aims to equip Excelian consultants with a practical understanding of cash and derivative markets from the perspective of traders, risk managers and operational professionals.

Day One
Introduction. Overview of the generic Investment Bank

- Market facing Business Lines (Origination, Underwriting, Trading, Sales)
- Key risks of market activities (Price, Liquidity, Credit etc)
- Organisational structure and product grouping
- Responsibilities of specific desks and inter desk links

Session 1. Short Term Interest Rates – Cash Money Markets

- Macro drivers and the interest rate markets
- The Yield Curve concept reviewed – Term Structure theory and drivers of interest rates
- Short term Interest Rates, Day count conventions and simple TVM
- Balance Sheet: Depos, CDs, T Bills, CP – pricing and valuation conventions
- Repo operations: cashflows, valuation etc

Session 2. Short Term Interest Rate Derivatives

- Managing short term interest rate risk: The forward rate and the FRA
- Operation of Short Term Interest Rate Futures
- Pricing and hedging the Short term Derivatives

Day Two
Medium Term Interest Rate Products

Session 1. Fixed Income Bonds

- Bond market conventions and market specifics
- Fixed Income Bond valuation
- Bond risk factors – Duration, DV01, Convexity etc
- Managing Fixed Income risk
- Bond Futures – Product specs and relationship to the cash market
Financial Markets

Session 2. Interest Rate Swaps
- Short Term / Money Market Swaps – pricing relationship to FRAs / Futures
- OIS markets – pricing relationship to the Repo market
- Medium Term IRS – operation and terminology
- Market quoting conventions (daycount, frequency etc)
- Valuing swap cashflows – zero coupon curve building, forward rates
- Interaction between Cash Bond and Swap markets

Day Three
FX Products

Session 1. Spot and Forward FX Markets
- Spot FX market operation and quoting conventions (including cross and reciprocal quotes)
- Forward Outright FX: Forward Points calculation, market quotes, Pre spot quoting
- NDF Markets
- FX Swaps: Use of swaps, FX Swap cashflows
- Medium Term FX: valuation using spot, IRS markets and the currency basis swap market

Session 2. FX Options (Vanilla)
- Option market terminology, payoffs and conventions
- Pricing concepts and models (binomial, Analytical etc)
- Option risk sensitivities (basic Greeks, plus some higher orders)
- Key issues: Volatility Skews and surfaces etc

Day Four
Credit Products

Session 1. CDS Markets
- How CDS products work – operation, market conventions
- Relationship of CDS to Bonds, IRS and Asset Swaps Application of swap pricing to value CDS (probability of default, recovery rate models) – influences on pricing
- CDS Basis – what is the basis and methods of calculation
- Basket CDS – default correlation and pricing impact
- Index products – construction and use of Itraxx
- CDS variants – Asset Backed CDS and Indexes
Session 2. CDO Products

- Concept of CDOs and variants
- Market structures (Arbitrage vs Balance Sheet CDO; Cashflow vs Market Value CDO)
- Pricing and Valuation of CDO tranches

Day Five
Equity Products

Session 1. Cash Equity Markets

- Overview of Equity - Ordinary, Preference etc
- Approaches to valuation – Dividend models
- Measures of equity value – EPS, P/E , Dividend Yield etc

Session 2. Equity Derivatives

- Single Stock and Index Futures – valuation
- Application of the products Cash vs Futures arbitrage
- Short Term CFDs – how they work
- Equity Swaps - operation, structure and valuation of swaps
- Convertible and Warrant products – operation, terminology and valuation measures

Day Six
Macro Economic Cash and Derivative Products

Session 1. Inflation Linked Cash Bonds

- Concepts underlying Inflation Linked Bonds – Measures of Inflation, Real Yield vs Nominal, Break Even Inflation, Cashflow Lagging etc
- Market Overview – Operation and cashflow calculation of UK 8 month Lagged issues, 3 month UK and US / Euroland products
- Valuing Inflation Linked assets
- Trading strategies - Carry, Seasonality, Diversification etc

Session 2. Inflation Linked Derivatives

- Contemporary market products – Zero Coupon BEI Swaps, Year on Year swaps etc
- Market use and conventions
- Valuing an Inflation Swap and projecting a RPI curve
- Option based products – uses of Caps, Floors, LPI swaps
Day Seven
Commodity Products

Session 1. Traditional Commodity Markets

- Outline of the key traded physical products: Base Metals, Precious metals, Softs, Crude
- Commodity market concepts – Convenience Yield, Storage, Roll, Term Structures etc
- Index Traded products – GSCI Index (Spot, Roll and Total Return measures)

Session 2. Energy Markets

- Operation of the Power and Gas Markets (Bilateral trading, Balancing, Cash out etc)
- Market products – Physical forwards, Futures, Financial and Physical swaps
- Key risks in a non storable market

Day Eight
Trading Life Cycle

We employ trade capture screen shots and cash-flow diagrams together with full ISDA® 2006 Definitions to explain the trading life cycles of both OTC interest rate derivatives and fixed income products.

We review and discuss the events, timelines risks and controls from T=0 through trade capture and confirmation processes, to Product Control of Risk and PNL through Fixings and Resets to scheduled or early termination events.

Content

- Term Sheets to Trade Capture and Confirmations
- Product Control and valuations
- Reference Data Management
- Fixings, Instructions and Settlements
- Accounting, Controls and Reconciliations
- Compliance Issues and Monitoring
- ISDA® Documentation
- Collateral Management
Financial Markets and Institutions

This three day programme is aimed at participants with a practical understanding of the role, structure and activities of banking institutions. The prime focus is on Investment Banking and the asset classes traded by such institutions.

Day One

Session 1. Overview of the markets

- Money Markets and Foreign Exchange
- Capital Markets
- Commodity Markets
- Functionality of each market
- Market drivers – what causes markets to move?

Session 2. Overview of the Generic Investment Bank

- Investment, Universal and Commercial banks - how they differ
- Market facing Business Lines (Origination, Underwriting, Trading, Sales)
- Key risks of market activities (Price, Liquidity, Credit etc)
- Organisational structure and product grouping
- Responsibilities of specific desks and inter desk links

Session 3. Regulation and the Impact on Client Infrastructure

- Key regulatory milestones (Basel 1-3)
- Impact of regulation on business lines and exposure
- Contemporary issues: Capital quality and quantity, liquidity etc

Day Two

Session 1. Treasury – the Money Markets and FX Markets

- What does a Money Market / FX trader do?
- Short Term Interest Rate and FX asset class products
- Risks inherent in the short term markets
- Current issues affecting these markets
- Overview of Derivative products
Financial Markets

Session 2. Capital Markets

- Investment Banks and long term finance
- Equity and Bond Markets defined
- Product overviews
- Risk and how it is managed

Day Three

Session 1. Credit and Structured Finance

- The evolution of Credit Trading
- Product overview – CDS, Indexes etc
- Securitisation and the role it should play
- How the credit crunch unfolded

Session 2. Commodity Markets

- Traditional and modern commodity markets
- Why the investment banks are involved
- Physical Markets vs Financial Markets
- Contemporary developments in the Commodity world

XVA SEMINAR

Aims

This two hour seminar aims to provide Consultants with an overview of the Valuation Adjustments required for derivative products in order to fully reflect the changing risk environment.

Objectives

By the end of the programme, participants will be able to:
- Explain the reasoning behind Valuation Adjustments
- Describe the methodologies behind specific Adjustments
- Consider the impact on particular transactions
Derivatives Seminars

Aims

This series of two hour evening seminars aims to provide participants from the Consultant Academy with an overview of those derivative products that fall outside the scope of the January 2016 programme. The seminars build upon the knowledge gained in the initial programme.

Objectives

By the end of the programme, participants will be able to:
- Outline the operation and application of key derivative products
- Identify the components required to value those products
- Apply market terminology to those products
- Apply the knowledge to basic market pricing examples

Methodology

The programme is instructor led and key learning points are reinforced using spreadsheet examples.

Session 1. Interest Rate Swaps 1
- Overview of the swap product
- Cash flows and terminology
- Pricing considerations

Session 2. Interest Rate Swaps 2
- Application of swaps
- Swap variations
- Implication of cleared derivatives on valuation

Session 3. Options 1
- Option overview, terminology and payoff profiles
- Valuation inputs and considerations
- Intuitive binomial pricing

Session 4. Options 2
- From binomial to analytical pricing
- Option sensitivities
- Option risk management