

Day 1: Understanding Trade Finance Basics

Objective: Introduce participants to the fundamentals of trade finance, its importance, and applications.

Session Outline:

Duration: 4 Hours (240 Minutes)

1. **Introduction to Trade Finance** (30 minutes)
 - Definition and overview
 - Importance in international and domestic trade
 - Key stakeholders: exporters, importers, banks, and regulators
2. **Trade Finance Ecosystem** (45 minutes)
 - Overview of global trade
 - Role of trade finance in mitigating risks
 - Key documents in trade finance: Invoice, Bill of Lading, etc.
3. **Risks in Trade Finance** (45 minutes)
 - Payment risk, operational risk, and compliance risks
 - Case study: Real-world examples of trade finance challenges

Break: 15 minutes

4. **Interactive Activity:** (60 minutes)
 - Group discussion: "Identify trade finance challenges in your business context"
 - Scenario-based quiz to recap the day's learnings
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Day 2: Types of Trade Finance Instruments

Objective: Deepen participants' understanding of various instruments used in trade finance and their applications.

Session Outline:

Duration: 4 Hours (240 Minutes)

1. **Overview of Trade Finance Instruments** (60 minutes)
 - Letters of Credit (LCs): Types and functions
 - Bills of Exchange and Promissory Notes
 - Bank Guarantees
 - Documentary Collections

Break: 15 minutes

2. **Detailed Analysis of Instruments** (75 minutes)

- Working of key instruments
- Advantages and limitations
- Real-life use cases for each instrument

3. **Interactive Case Study:** (60 minutes)

- Case-based learning: Structuring an LC and addressing compliance issues
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Day 3: Regulatory and Compliance Requirements & Operational Procedures

Objective: Equip participants with regulatory knowledge and operational skills for managing trade finance transactions.

Session Outline:

Duration: 4 Hours (240 Minutes)

1. **Regulatory Framework** (60 minutes)

- International regulations: UCP 600, INCOTERMS 2020, etc.
- Compliance essentials: Anti-Money Laundering (AML), Know Your Customer (KYC)

2. **Operational Procedures in Trade Finance** (75 minutes)

- Transaction lifecycle: Initiation to settlement
- Monitoring trade finance processes for efficiency and accuracy

Break: 15 minutes

3. **Final Project: End-to-End Trade Finance Case** (75 minutes)

- Participants work in teams to simulate a trade finance process
 - Presentation of solutions and feedback session
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Post-Training Deliverables:

1. **Handouts:** Summary of key concepts, templates, and trade finance guidelines.
2. **Assessment:** Post-training quiz and feedback form.
3. **Certification:** E-certificate for participants who complete the program.

This program balances theoretical knowledge, practical application, and interactive activities to ensure an engaging learning experience.