Riverstone
Corporate Training

Build your Finance Foundation for accelerated Career Growth

Due Diligence Masterclass

8 – 10 February 2023
Kuala Lumpur

Need more information?

Please call us on +65 9730 4250 or email ***info@riverstonetraining.com.sg***

www.riverstonetraining.com.sg

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The course equips you with a comprehension of the various concepts and practices in due diligence. In today's world, principal decision-makers commit many blunders during the investment or acquisition of companies, assets, intangible assets, etc. Our course, thus, offers in-depth knowledge of the various steps involved in due diligence, thereby enabling the participants to handle complex situations in mergers and acquisitions, investments, and strategic tie-ups. By the end of this course, you would have acquired many critical due diligence skills and expertise required to achieve your organization's objectives.

Overview

The course will explain the fundamental concepts of due diligence and how due diligence objectives are accomplished in complicated scenarios. The course is designed to ensure that complex concepts are delivered to participants in a simple way, thereby supporting them in remembering and applying them in their current jobs and essential business decisions. By being a part of this course, you will learn a cohesive due diligence methodology suitable for any investment or deal. You will also know how a due diligence process can be helpful and how you can avoid the disaster.

Who should attend

Anyone who wants to enhance their expertise in due diligence or want to build a career should attend this course, which includes:

- Investment or strategy professionals
- Finance managers, business analysts, equity analysts, bankers, portfolio managers;
- Functional/ department heads and decision-making professionals;
- Financial professionals, such as CPAs and CFAs;
- Business owners, entrepreneurs, investors, and consultants;
- Corporate financiers, corporate planners, in-house lawyers, and company secretaries;
- Any other professionals who want to upgrade their skills in due diligence.

Methodology

Non-theoretical methodology includes live teaching, interactive discussions, case studies, and assignments to understand the concepts and their applicability. We request you to have your laptop with Microsoft Excel installed. As a policy, we limit the class size to 10 participants to provide attention to each participant and ensure their objective is achieved.

Trainer

This course will be conducted by an experienced training consultant with over 20 years of industry experience with some of the world's leading financial institutions, specializing in corporate finance, investment banking, and private equity.

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Course Content

Module – 1
Due Diligence: Introduction

- Overview and importance
- Phases of due diligence
- Sources of due diligence data
- Real-life examples of trade debacles that resulted from inefficient due diligence protocols

Module – 2
Types and Phases of Due Diligence

- Various types
- Phases Of Due Diligence
- Verification, negotiation, and completion of due diligence
- Post due diligence transactions and comfort letters

Module –3
Steps of Due Diligence

- Process for successful DD
- Key components
- Pitfalls and issues in management
- Finalize reports and findings

Module – 4
Acquisition and Analysis of Data

- Types and sources of data
- Types of data rooms
- Physical data room vs. virtual data room
- How to analyze the company information?

Module – 5
Creating the Due Diligence Team

- Importance of right team
- Composition and delegation of role and responsibilities of the team
- business analysts, and legal professionals in the due diligence team

Module – 6
Planning and Monitoring a Due Diligence Assignment

- Importance of planning in due diligence
- Protocols for drafting and critical action plan.
- How to manage the process

Module – 7
How to Write Attractive Due Diligence Reports

- Different types of reports
- How to organize your findings and avoid snags
- Best industry practices and standards

Module – 8
Financial Due Diligence

- Features and objectives
- Process and key components
- How to manage critical information
- Collection and analysis of data and presentation of reports

Module – 9
Commercial Due Diligence

- Features and principles of commercial due diligence
- Correlation between financial and commercial due diligence
- Various areas to be covered
- Business risks and other disadvantages

Module – 10
Employee/HR Due Diligence

- Analysis of employee data and documents
- Assessment of targets compensation structure and benefit plans

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- Review of transition challenges in human resources in M&A

Module – 11
Legal Due Diligence

- Key points fo focus
- Review of litigations and documents
- Adjustment of financial liabilities and licenses
- Classification of risk and mitigations

Module – 12
Environmental Due Diligence

- Features and objectives
- Principal players and structure
- Presentation of data and analysis

Module – 13
Fixed Assets Due Diligence

- Listing and locating of company-owned assets and analysis
- Valuation of asset-based classification
- Impact of these on the business and transactions

Module – 14
System and IT Due Diligence

- Features and objectives of IT infrastructure
- Why it is essential and process
- Key focus areas and the possibility of deceptions and other disruptions

Module – 15
How to Decode the Due Diligence Report

- Assimilation of data and interpretation of results
- Incorporation of finding in keys documents
- Common mistakes and how to avoid

Module – 16
How to Undertake Startup Due Diligence

- How to organize the startup DD
- How startups DD is different
- Things to focus on the DD

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DELEGATE REGISTRATION FORM

Course fees		
(Fees per participant)	**Single**	**Group****
Normal fees	SGD 2,699	SGD 2,599
Early bird price*	SGD 2,499	SGD 2,399

**Payment 30 days before commencement of the course*
***Minimum of 3 participants*

The course fee includes
- 3 days of dedicated expert training
- Lunch and refreshments
- Copies of relevant course material

Venue Details

- All our training sessions are held in good locations, assuring a high level of comfort and a conducive learning environment.
- Due to variation in the number of participants, final venue details will be mailed 14 days before the course commences.

- Registration : 8:30 am
- Session timings: 9:00 am to 5:00 pm
- **Disclaimer:** Riverstone Training reserves the right to change the venue or postpone the course due to unforeseen circumstances.

Company Information

Company Name : _____
_____
Address : _____
_____
_____
_____
Contact person : _____
Designation : _____
Email : _____
Phone : _____

Delegate Information

Name (1) : _____
Designation : _____
Email : _____
Phone : _____

Name (2) : _____
Designation : _____
Email : _____
Phone : _____

Payment Terms

- Full payment is required for seat confirmation.
- Make a crossed cheque or bank draft payable to **Riverstone SG Pte Ltd.**
- Mail your payment with this registration form to **Level 20, Tower 2, One Raffles Place, Singapore 048616.**
- Alternatively, you can do a bank transfer to OCBC Bank account no **686679846001** (Branch no: **7339**).

Cancellation Policy

- If you are unable to attend, a replacement delegate is always welcome.
- Any cancellation must be made in writing to Riverstone Training at least 14 days before the event date. A full refund, less an administration fee of SGD 150, will be given.
- No refunds will be given for written cancellations received less than 14 days before the event date. However, you will receive a 100% credit voucher that can be applied to any of our subsequent training courses within six months of the initial registration.

Need in-house training on the same topic?

For in-house training on the same course or customized course, please contact us through

Email	:	register@riverstonetraining.com.sg
Phone or WhatsApp	:	+65 9730 4250