CLEVELAND & CO™

External in-house counsel

UK COURSE BROCHURE

2021

Cleveland & Co are proud to offer a range of specialist training courses that are available to in-house teams in financial services. We can also create personalised training dependent upon the specific requirements of your team. Each boutique course will provide you with industry leading knowledge and material for you to leverage daily.

ONLINE COURSES

The following courses are available for you to and access online at a time that is convenient for you.

Understanding Investment Management Agreements

This course introduces investment management agreements focusing not only on the documentation, but what you need to know from a practical perspective to understand the services the investment manager is providing, as well as the relationships internally and with the client.

The topics of this course are as follows:

1. Investment Management Services;
2. Understanding the IM's business;
3. New client appointment;
4. What agreement to use;
5. The Investment Association;
6. Investment Management Agreements – a page turn; and
7. What to attach to your IMAs.

This is an introductory course suitable for those professionals starting within the investment management industry or those that wish to have a greater understanding of IMAs.

ON SITE IN-HOUSE COURSES

The following courses are available for in-house teams and would be run from your office by one of our experienced course facilitators.

1. Introductory Courses

Our introductory courses introduce the subject area focusing not only on the documentation, but what you need to know from a practical perspective to understand the services being provided, as well as the relationships internally and with the client.

Our introductory courses are half day courses that are suitable for those professionals starting within the investment management industry or those that wish to have a greater understanding of the subject area.

1.1 Understanding Custody Agreements

The topics of this course include:

1. Understanding Custody;
2. Types of Custody services;
3. Types of Custodians;
4. Understanding the Custodian's business;
5. New Custodian appointment – what to ask; and
6. Custody Agreements.

1.2 Understanding Investment Management Agreements

The topics of this course are as follows:

1. Investment Management Services;
2. Understanding the IM's business;

3. New client appointment;
4. What agreement to use;
5. The Investment Association;
6. Investment Management Agreements – a page turn; and
7. What to attach to your IMAs.

2. Intermediate Courses

Our intermediate courses provide a high-level analysis of each of the clauses comprising in the relevant agreement and focuses on teaching delegates how to draft each clause in a practical commercial context in light of regulatory requirements.

Our intermediate courses are perfect for those professionals with a good knowledge of the relevant agreement, but who would like to enhance their drafting skills. They run from morning to mid-afternoon.

2.1 Core Custody Drafting

The topics of this course are as follows:

1. Custody Services;
2. Understanding the custodian's business;
3. New custodian appointment– what you should know from both a client's and a custodian's perspective;
4. Custody Agreements – a page turn of the standard clauses;
5. What to attach to your agreements; and
6. Drafting exercises.

2.2 Core IMA drafting

The topics of this course are as follows:

1. Full discretionary investment management services;
2. Understanding the IM's business;
3. New client appointment;
4. The Investment Association;
5. Investment Management Agreements – a page by page turn of the clauses;
6. What to attach to your agreements; and
7. Drafting IMAs exercise plus sample reviews.

3. Advanced Courses

Our advanced courses are perfect for those who seek a deep understanding of the nuts and bolts of the relevant agreement and focuses on teaching delegates how to draft them considering various factors and objectives, in a practical commercial context, considering regulatory requirements.

Our advance courses are full day courses, aimed at those professionals that have been negotiating the relevant agreement for some time, have a solid understanding of the service, the business and the risk profile, and who wish to push their expertise to the next level!

3.1 Advanced Broker Terms Drafting

The topics of this course include:

1. Broker services;
2. Understanding the Broker's business and risk profile;
3. New Broker appointment;
4. Regulation;
5. Broker Terms Review – in-depth analysis of drafting each clause;
6. Client risks;
7. Before, after and hot topics!

3.2 Advanced Custody Drafting

The topics of this course include:

1. World of Custody;
2. Custody Services;
3. Understanding the custodian's business and risk profile;
4. New custodian appointment;
5. Custody Agreement Review – and in-depth analysis of drafting each clause in a custody agreement;
6. Additional Services provided by custodian banks;
7. Client risks;
8. Risks to the custodian;
9. Safety measures; and
10. Before, after and hot topics!

3.3 Advanced Distribution Agreement Drafting

The topics of this course include:

1. Distribution Services;
2. Understanding the distributor's business and risk profile;
3. New distributor appointment;
4. Distribution Agreement Review – in-depth analysis of drafting each clause in a distribution agreement;
5. Before, after and hot topics!

3.4 Advanced Execution Only Agreement Drafting

The topics of this course include:

1. World of Investment Management including client types;
2. Execution Only Services;
3. Understanding the IM's business;
4. New client appointment;
5. Understanding the risk profile;
6. Execution Only Agreement Review – an in-depth review of each clause in an EOA;
7. Before, after and hot topics!

3.5 Advanced IMA Drafting

The topics of this course include:

1. World of Investment Management including client types;
2. Investment Management Services (across the full spectrum);
3. Levels of discretion;
4. Understanding the IM's business;
5. New client appointment;
6. Understanding the risk profile;
7. Agreement types;
8. Investment Management Agreement Review – an in-depth review of each clause in an IMA;
9. Before, after and hot topics!;
10. Investment Advisory Agreements;
11. Execution Only Agreements; and
12. Implementation Services Agreements.

3.6 Advanced Investment Advisory Agreement Drafting

The topics of this course include:

1. World of Investment Advice including client types;
2. Investment Advisory Services;
3. Understanding the IA's business;
4. New client appointment;
5. Understanding the risk profile;

6. Investment Advisory Agreement Review – an in-depth review of each clause in an IAA;
7. Before, after and hot topics!

3.7 Advanced Platform Agreement Drafting

The topics of this course include:

1. Distribution via platforms;
2. Understanding the platform's business and risk profile;
3. New platform appointment;
4. Understanding the risk profile;
5. Agreement types;
6. Platform agreement review – in-depth analysis of drafting each clause in a platform agreement;
7. Before, after and hot topics

3.8 Advanced Transition Management Agreement Drafting

The topics of this course include:

1. World of transition management;
2. Transition management services;
3. Understanding the transition manager's business;
4. New client appointment;
5. Understanding the risk profile;
6. Transition management agreement review – an in-depth review of each clause in an TMA; and
7. Before, after and hot topics!

3.9 A fresh look at IMAs – Be an industry leader!

This unique course is targeted specifically at General Counsels/Heads of Legal and focuses on teaching delegates what questions to ask their clients, how to obtain relevant information from their clients, and what risks to focus on, for each investment management service, in a practical commercial context, from a client's perspective and considering regulatory requirements.

The topics of this course include:

1. Investment Management Services (across the full spectrum);
2. Understanding your client's business and risk profile;
3. New client appointment;
4. Investment Management Agreements – a deep dive into the drafting of each clause of an IMA;
5. Investment Advisory Agreements;
6. Execution Only Agreements;
7. Implementation Services Agreements;
8. What to attach to your agreements; and
9. Before, after and hot topics!

3.10 Drafting Investment Guidelines

This course provides an in-depth analysis of the elements comprising such investment guidelines and focuses on teaching delegates how to draft them for different portfolio types and objectives. The topics of this course include:

1. World of Investment Management;
2. Types of assets;
3. Equity portfolios;
4. Fixed income portfolios;
5. Derivative portfolios;
6. Real estate portfolios;
7. Investment guidelines – core components; and
8. Drafting investment guidelines plus sample reviews.

3.11 Mastering IMA Negotiations

This advanced specialist course equips delegates with an invaluable understanding of how to negotiate each clause of an investment management agreement. The course covers current principles of negotiation and develops the practical skills of the delegate through a series of workshops. Participation throughout the sessions is encouraged, giving the delegate an improved negotiation technique.

The course material is specifically designed to help delegates achieve maximum effectiveness quickly, by equipping you with the tools, knowledge and attitudes you will need to negotiate investment management agreements.

The topics of this course will include:

1. Negotiation tools and techniques;
2. Anticipating the arguments on both sides;
3. Understanding your counter party's concern; and
4. Review of the highly negotiated clauses.

COURSE FORMAT

We run our boutique courses as in-house training for teams working in financial services.

Our specialist course presenters will come to your office to deliver the training. We like to run our courses with small groups in order to facilitate interactive learning and so that participants will gain the maximum benefit from attending.

Our presenters have extensive commercial experience in the industry and have a wealth of knowledge on the subject. Additionally, each participant will receive a personal bible of materials containing course slides and supporting reference documentation.

Our courses start from [£•], per person including all materials. Please contact us using the below details for further information on our courses, including pricing.

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