



## Understanding the Financial Markets (2 days)

### Overview

Learn all about money, investing and the financial markets. This course assumes that you know nothing about the financial markets and covers all of the fundamentals of the markets and jargon in plain English. Examples are used that relate to your own life and video is included to reinforce many of the concepts.



The course starts by explaining the key jargon you need to understand to survive in the markets and explains how the concept of money was developed. We then introduce the concept of the "capital" markets by going through the process of starting a business and growing it to the point where we list on an Exchange and raise finance through issuing shares and bonds.

The topics covered include:

- Setting up a business;
- Markets; OTC; The spot convention;
- Book building and road-shows;
- Understanding shares;
- Money Markets, Bonds, Coupons, principal, ratings and Repos;
- Trading and all the trading jargon e.g. yours, mine, long, short, choice etc ;
- Fund management, indices, hedge funds, passive & active management; Unit trusts;
- Retirement funds and what happens when you retire; Retirement annuities;
- Analysis in the markets; Fundamentals, Technicals and Quants;
- Speculation and trading rules;
- Forex and the international currency markets;
- An introduction to Derivatives; forwards, futures and options;
- Settlement and payment Systems, SFIDVP;
- Front office, Back office, Private equity, Merchant banking, the Central Bank;
- Insurance;
- Getting ahead in the markets and personal investing.

Please refer to the agenda attached for more info.

***Delegates who attend this course will receive detailed notes and a 1 year subscription to the online course.***

***Please note that the Botswana Stock Exchange is working in collaboration with Geometric Progression (Pty) Ltd. Although the course is being hosted at the Botswana Stock Exchange premises, the BQA accredited provider is Geometric Progression (Pty) Ltd. This course is an approved BQA accredited course.***

Contact: Thabelo Nemaorani at the Botswana Stock Exchange to book the course.

Tel: +267 3674418. Fax: +267 3180175



# Geometric Progression

## Investment & Financial Management

*Cutting thru complexity*

### **Duration:**

2 Days. (8h30 - 16h30)

### **Prerequisites**

None.

### **Suitable for:**

- Everyone!
- All Treasury staff from Back Office through to Front Office
- Business analysts
- Professionals
- Investors
- Traders
- Regulators & Compliance Staff
- Risk Managers
- Fund Managers & Trustees
- Graduates and interns.
- Delegates registered to write CFA® exam, FRM® exam, PRM® exam or RPE.
- Anyone seeking a greater insight into the financial markets.

**Delegates are required to attend both days in order to receive an attendance certificate.**

### **Course Details**

**Cost:** P 6,241.07 + vat = P6,990

**When:** 20 & 21 March 2018.  
12 & 13 June 2018.

**Venue:** **The Botswana Stock Exchange**, Exchange House,  
Office Block 6, Plot 64511, Fairgrounds, Gaborone Botswana

### **Contact**

**To book the course, please contact Thabelo Nemaorani at the Botswana Stock Exchange.**

**Tel: +267 3674418. | Fax: +267 3180175**

**Email: [tnemaorani@bse.co.bw](mailto:tnemaorani@bse.co.bw)**

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**Some clients who have attended our courses:**



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### Agenda

#### 1. The “Big picture” of the markets

- Understanding money;
- The gold Standard;
- Where Economics fits into the markets;
- GDP and the Budget.
- Fiscal Policy & Monetary Policy
- “Hard” and “Soft” Commodities;
- Spot Trading and the spot convention;
- OTC vs On-Exchange;
- The trade life-cycle;
- Methods of Trading;



#### 2. The Capital Markets

- Raising Finance and starting a business;
- Equity: What it is, how it works and making money from Equity including:
  - ◊ Market Value versus Book Value.
  - ◊ Cashing-in versus increasing issuance.
  - ◊ Ordinary shares versus Preference shares etc
- Book-building & Road-shows;
- Money markets including:
  - ◊ Commercial paper,
  - ◊ BOBC's, NCD's & LIBOR;
  - ◊ Treasury Bills etc;
- Bonds: What they are and how they work including:
  - ◊ Rating agencies,
  - ◊ Yield to Maturity
  - ◊ Coupons etc;
- An introduction to Repos.

This section includes videos on numerous topics.

#### 3. Trading and all the Trading Jargon

- Agent & Principal;
- Jargon such as “Yours”, “Mine”, “Double”, “Spread”, Choice etc;
- Arbitrage, hedging, speculating, long \ short.
- Delta Hedging in plain english.

#### 4. Market Indices & Portfolio management

- Investment versus Speculation;
- Fund Management and the jargon that goes with it;
- The portfolio management process;
- Collective Investment Undertakings / Unit Trusts;
- Institutional Funds;
- Hedge funds;
- Indices & how they work;
- Passive and Active investing;
- A brief look at Alpha and Beta





### **5. Retirement Funds.**

- Pension and provident funds – what you need to know about retirement!
- Why Retirement Funds are so important in the marketplace;
- Retirement annuities.

Activity: Delegates will be able work out how much they personally need to retire.

### **6. Market Analysis**

- Intrinsic Value & Surprises;
- Investing in Equities and Bonds;
- Introduction to Fundamental analysis, Technical analysis, Quantitative analysis, Economic analysis & Legal analysis;
- Some Speculation rules.

### **7. FOREX**

- The jargon of the Forex market and how it works;
- Balance of payments;
- Base, terms and pips;
- Quoting conventions and the crosses;
- Nostro & Vostro.

### **8. Derivatives**

- Understanding volatility;
- A review of all the derivatives in plain English;
- Understanding Forwards, Futures and Options;
- Why Derivatives are so important to the Financial Markets.
- Applications of derivatives and hedging.

### **9. Settlement & Securities Operations**

- SWIFT and Settlement Jargon;
- Bilateral versus multilateral net settlement.
- What happens after a trade is made.
- The role of the Front Office middle office and back office.
- Trade enrichment, Trade validation & Trade reporting.
- Custodians/ CSDPs.
- Settlement instructions.
- SFIDVP / DVP.

### **10. Banking & Insurance**

- Commercial Banks;
- Investment Banks & niche banks;
- The Central Bank And the Basel Accord;
- Monetary Policy Repos;
- A brief explanation of insurance, assurance and policies.

### **11. Getting ahead in the financial markets**

- Incorporating the markets into your personal lives;
- Common sense investing that is not so common;
- The next steps.

Activity: Delegates will be able to put together a personal investment plan.



# Geometric Progression

## Investment & Financial Management

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### **Tutor: Mark Raffaelli CFA,FRM**

Mark graduated with a Bachelor of Commerce from the University of Natal, South Africa in 1990. He is a CFA Charterholder and a member of the CFA Institute. He is also a fellow member of the Global Association of Risk Professionals (GARP) and has the Financial Risk Manager (FRM) qualification. Mark's extensive experience ranges from trading in Spot & Derivative Products and Consulting to the development of Risk Models, Pricing Software and Trading Systems. Those who have been to Mark's courses will know about his passion for the financial markets and ability to cut through jargon, simplify technical issues and provide real life examples.



### **What makes Geometric Progression different from other providers:**

- We don't regurgitate traditional textbooks; instead we share real life experiences.
- We explain all the products as they relate to your own lives in plain English.
- We practice what we preach i.e. We are an authorised Financial Services Provider (License no:43244).
- We love multimedia and include video and film in all our courses.



We also offer a host of other public courses. Furthermore we can customise in-house training programmes with respect to the financial markets and financial modelling in Excel from an introductory to advanced level. Please contact us for more information.

### **Things delegates have said about this course:**

- "This is the only course I have attended where the financial markets have been explained in plain English that everyone can understand."
- "Mark gets 11 out of 10 for passion, energy and enthusiasm!"
- "Brilliant, Brilliant, Brilliant"
- "I wish I attended this course straight after school".
- "I liked the way Mark explained the markets in terms that I could relate to."
- "The way Mark shares his knowledge and experience in the financial markets is inspiring!"
- "I have attended many courses about the markets and this is the one that I want to send my kids on when they are old enough."
- "This course will help me to do my job better. Thank-you!"
- "The course is fun, intense and the notes are detailed. Well done!"

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### **Terms and Conditions**

#### **Customer Information:**

Fees include all the tuition, course file, lunches and refreshments for the duration of the course. Geometric Progression is not responsible for covering airfares or other travel costs incurred by registrants. Delegates will be responsible for their own accommodation and transport.

#### **Disclaimer:**

Geometric Progression reserves the right to change or cancel any part of the training courses due to unforeseen circumstances.

#### **Cancellations:**

If you cancel more than 10 working days before the course date, there is no cancellation fee. If you cancel between 2 and 10 days before the course date, a cancellation fee of 50% will be charged. Any cancellation less than 2 days before the course date will result in the full fee being charged i.e no refund. NO REFUNDS FOR "NO SHOWS".

#### **Substitutions:**

Registered delegates may be substituted at any time prior to the seminar without incurring any additional fee. Please inform Geometric Progression of the change.

#### **Payments:**

Payments must be made prior to the running of the event unless otherwise agreed with Geometric Progression.

#### **Confirmation:**

All registrations will be deemed confirmed and subject to these Terms and Conditions. Any disabled individual desiring auxiliary aid for this conference should notify Geometric Progression at least one week prior to the conference in writing or email.

#### **PLEASE NOTE:**

Geometric Progression reserves the right to refuse admission where evidence of full payment cannot be shown. Should you require an original VAT INVOICE to requisition payment, please contact the BSE.

Geometric Progression reserves the right to cancel the course. Registered delegates will be notified and a full refund will be made.

#### **Certificate reprint:**

Should delegates require a reprint of a certificate from course they have previously attended, Geometric Progression (Pty) Ltd will reprint certificate at a cost of P300 per certificate.





# Geometric Progression

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### Booking Form

**Fax:** +267 3180175 or **Email:** [tnemaorani@bse.co.bw](mailto:tnemaorani@bse.co.bw)

Course: **Understanding the financial Markets**

Date of Course: \_\_\_\_\_

#### **DELEGATE 1**

First & Last Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_ Department: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_ VAT Registration No: \_\_\_\_\_

Postal Address \_\_\_\_\_

Special Dietary requirements (pls circle)    None    Kosher    Halal    Vegetarian

#### **DELEGATE 2**

First & Last Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_ Department: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_ VAT Registration No: \_\_\_\_\_

Postal Address \_\_\_\_\_

Special Dietary requirements (pls circle)    None    Kosher    Halal    Vegetarian

#### **DELEGATE 3**

First & Last Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_ Department: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_ VAT Registration No: \_\_\_\_\_

Postal Address \_\_\_\_\_

Special Dietary requirements (pls circle)    None    Kosher    Halal    Vegetarian

Authorised By: ..... Date: .....

Signature: .....

Contact: Thabelo Nemaorani  
Tel: +267 3674423  
Fax: +267 3180175

