

Education Services



R·M·S®

Specialists in Working Capital Optimization

RMS Education Services offers practical workshops, webinars and training products on the managing of receivables and other related business skills. Created and presented by experts in each area, these highly



effective programs give you and your staff the power of knowledge and ability to implement that education to improve your bottom

line. Available on-site, on DVD and through webinars – RMS offers training on what you need, when and how you want it.

Benefits - RMS Education Services

- **Consistent** - expose all your personnel to the same level of training at the same time and place
- **Interactive** - programs are developed for maximum participation and group review
- **Customized** – on-site programs designed to your company's specific needs and subject area
- **Personal** - facilitators provide one-on-one support throughout as needed by personnel within the group
- **Focused** – programs quickly grasp and hold the attention of the participants so they get the maximum educational value

RMS also customizes our training programs to provide companies with the specific knowledge relevant to their unique application and business practices. Our on-site training offers exclusive benefits to your company that are easily translated from the classroom to a great "Return-on-Investment".

RMS Education Services materials include:

Interpersonal Skills

- Change and How to Deal With It
- Communication Strategies
- Conflict to Collaboration
- Creative Problem Solving®
- Effective Business Writing
- Effective Customer Relations
- Effective Listening Skills
- Managing Diversity
- Managing Multiple Priorities®
- Negotiating for Results
- Supervisory Skills
- Team Building (Levels I-4)



Collections

- Advanced Collections
- Guide to Credit & Collections
- Receivable Management Clinic
- Telephone Collections



Legal

- Electronically Stored Information (ESI)
- Fraud Management
- Legal Aspects of Collection and Bankruptcy

Finance

- Credit and Financial Analysis
- Documentary Credit (Letter of Credit)
- Financial Statement Analysis (Levels I-2)
- Financial Statement for Procurement

Webinar Series

- Collections
 - Receivable Management Clinic
 - Telephone Collections
- Credit & Finance
 - Credit Analysis
 - Financial Statement Analysis
 - Financial Analysis for Purchasing Professionals
- Effective Presentation Skills
- Legal
- Writing Effective E-Mails

For more information, visit our web site at www.rmsna.com or call us at 888-241-4991.