





**Left to right:** [Our staff and students work through the course plan; Students learning the basics and make bonds with colleagues from around the world; Two students get a focused training session.]

**Foundation courses for junior staff of up to 2 years in the industry**

**FOUNDATION FOR SUPPORT STAFF**

**Overview:** Executive assistants and office managers are introduced to key industry definitions and to the investment cycle via a combination of lecture and a bespoke game.

**Key topics:** What is private equity and venture capital, partnership set up, portfolio building, building of a deal, value-adding stage, exit stage and raising of a next fund.

**Frequency of course:** Twice a year, May/June and November

**Size:** 15

**Audience:** Support staff who has recently joined the firm (up to 2 years).

**FOUNDATION FOR VENTURE CAPITAL INVESTMENT PROFESSIONALS**

**Overview:** Junior investment professionals are introduced to best practices during the full investment cycle by industry experts.

**Key topics:** Fund structuring, fund marketing, deals & deal structuring, valuation, exits, firm management, IP rights, corporate venturing.

**Frequency of course:** Twice a year, June and November

**Size:** 15-18

**Audience:** Investment team members who recently joined the firm (up to 1 year).

**FOUNDATION IN FINANCE & ADMINISTRATION**

**Overview:** Middle and back office personnel (fund controllers, accountants) are introduced to key topics of interest.

**Key topics:** Accounting for private equity, fund structuring, valuations, reporting from an investor point of view, performance from an investor point of view, professional standards and AIFMD update.

**Frequency of course:** Once a year, October

**Size:** 15-18

**Audience:** Finance team members who recently joined the firm (up to 2 years)

“Sound expertise and experience of the presenters. Quality participants. Fun atmosphere - sharing spirit. Very professional impression overall. The dinner was a nice and useful initiative.”

**Caroline Bergaud**  
Fundraising course participant

“Very informative, to the point, provides useful and practical knowledge.”

**Begona Aguilera**  
Fundraising course participant



Left to right: [Learning in small groups to feed into the wider programme; Students informally discuss their ideas in an open platform; Teachers are available throughout the day to help.]



“Barry was an engaging speaker. The interactive nature of the course kept it interesting. Geat illustrations and examples. The patient coaching was much appreciated.”

**Georgina Sines**  
Legal & Regulatory course participant

“Yes, very informative and presented in an interesting way. Good mix of talks, discussions and interactive exercises.”

**2016 course participant**  
Legal & Regulatory course participant

### BUILDING & MANAGING BOARDS

**Overview:** A discussion platform for investment professionals where they exchange best practices of building and managing a board of directors.

**Key topics:** Role of the board and key individuals, legal definitions and core legal duties, key legal risks, board processes and performance review, case study on conflict resolution, power and influence, managing cultural differences.

**Frequency of course:** Once a year, May

**Size:** 12-15

**Audience:** Investment managers who sit or are about to sit on a board of directors.

### FINANCIAL MODELING

**Overview:** Best practice in building forecast models from the underlying business drivers and translating them into a fully integrated forecast of income statement, balance sheet and cash flow statement.

**Key topics:** Performing historical financial analysis, strategy and industry analysis, how to structure and build a forecast model, forecasting income statement, forecasting the balance sheet, forecasting the cash flow statement, balancing the balance sheet.

**Frequency of course:** Once a year, April/May

**Size:** 15-18

**Audience:** Professionals involved in building financial models to evaluate investment opportunities, including financial accountants, controllers, CFOs, portfolio managers, investment managers, associates and analysts. The prerequisites of this course are basic excel, finance and accounting skills.

### FUNDRAISING & INVESTOR RELATIONS

**Overview:** A discussion platform for best practices in investor relations and fundraising, including a session on fundraising regulation.

**Key topics:** What is investor relations (IR), managing relations with existing Investors, pre-marketing to potential Investors, messaging teach-in - elevator pitch, pre-marketing presentation, fundraising presentation, the fundraising process, negotiating the PPA, fundraising regulation.

**Frequency of course:** Once a year, May/June

**Size:** 15-18

**Audience:** Investor relations managers, CFOs and Investment managers in charge of this role.

OUR PARTICIPATING MEMBERS ARE LOCATED WORLD-WIDE





[Learning in the class and building friendships outside of it can be an enriching experience for our members.]



### FUND STRUCTURING

**Overview:** A detailed overview of the factors influencing the choice for a specific private equity and venture capital fund structure which is tax neutral, flexible and well-understood by the market.

**Key topics:** Available structures, making the right choice between different vehicles in different jurisdictions, marketing restrictions; regulatory and tax landscape - onshore or offshore, marketing to European LPs, the role of the depositary, rules on remuneration, recent tax changes; legal agreements - key provisions of the LPA, market trends, fundraising steps.

**Frequency of course:** Twice a year, March and September

**Size:** 20-25

**Audience:** Private equity practitioners who wish to expand their knowledge on fund structuring and be updated on recent trends and the regulatory and tax landscape.

### FUND SECONDARY TRANSACTIONS

**Overview:** A detailed overview of the process and legal documentation of a secondary transaction from the buyer's, seller's and GP's point of view.

**Key topics:** Overview of the secondary market and transactions, process and legal documentation, sale and purchase agreement, typical hot topics in negotiations, GP-led transactions.

**Frequency of course:** Once a year, February

**Size:** 15-18

**Audience:** Secondary buyers, secondary sellers, fund managers as they have to manage the transfer process, advisors and other professional service providers who are involved in secondary transactions.

### INTEGRATING RESPONSIBLE INVESTMENT

**Overview:** A discussion platform for integrating responsible investment practices into the operations of the private equity and venture capital firm.

**Key topics:** Conduct of business - GP-level ESG integration and what constitutes a good ESG policy; investment due diligence - environmental, health and safety, social, governance, and litigation risk aspects; fundraising - LP questions and requirements on ESG, marketing documentation and legal agreements, etc; monitoring of portfolio companies on ESG and disclosing ESG information to LPs.

**Frequency of course:** Once a year, October

**Size:** 15-18

**Audience:** GPs and LPs seeking to understand the GP investment processes from the ESG perspective, including investment professionals, COOs, CFOs, GCs, IR professionals, fundraising team and ESG officers.

"Great instructor - very experienced in PE & valuations; very good organisation with the offsite dinner and drinks and training and sightseeing; fun group and great network opportunity."

**Christian Lauterbach**

Financial modelling participant

"The course was good for networking and meeting people; well-organised."

**Lisa Mongle**

Valuation Guidelines participant

"The course provides a good overview and practical examples; very good planning and presentation."

**Cornelia Gänsicke**

Valuation Guidelines participant



Left to right: [Students come from all corners of the world to take our courses; Training courses come with written hand-outs for future reference; Training involves both structured classes and one-on-one discussion.]



“Being new to the industry, I learned a lot in a short period of time. The course was very informative and easy to follow with plenty of interaction between speakers and participants. We were encouraged to think of issues from all angles.”

**Caroline Roderer**  
Foundation for VC professionals participant

### IPEV VALUATION GUIDELINES

**Overview:** Discussion of the IPEV Valuation Guidelines, focusing on valuation case studies in both venture and buyout, followed by a discussion of the Investor Reporting Guidelines from the LP point of view.

**Key topics:** Background to the International Private Equity Valuation Guidelines, industry update, principles of valuations - IPEV methods, case studies, market, economic and practical considerations; rationale, overview and content of the Investor Reporting Guidelines, reporting from an investor point of view.

**Frequency of course:** Once a year, May

**Size:** 15-18

**Audience:** Practitioners involved in valuation and reporting in the private equity and venture capital industry, financial officers from private equity companies, fund of funds or service providers.

### NEGOTIATIONS

**Overview:** Private equity professionals are introduced to key negotiation tactics, how to use them and how to respond to them effectively. The emphasis is on negotiation practice - both solo and in groups.

**Key topics:** Power (learn proven negotiation tactics), Preparation, Practice (one-on-one negotiations in PE, group negotiations in PE, re-enact own case studies)

**Frequency of course:** Once a year, November

**Size:** 12-15

**Audience:** Private equity practitioners who want to build on their negotiation techniques.

### REGULATORY & LEGAL ISSUES

**Overview:** A discussion of the regulatory and legal framework of our industry focusing on the AIFM directive and the Invest Europe Handbook of Professional Standards.

**Key topics:** Regulatory environment - AIFMD scope, authorization and registration process, third country funds and fund managers; fundraising and structuring, guide to marketing in the EEA for third

country AIFs and AIFMs; fund management and portfolio company provisions; ongoing compliance requirements - transparency, capital requirements, depositary, valuation, remuneration; financial crime and responsible investing.

**Frequency of course:** Once a year, March/April

**Size:** 15-18

**Audience:** Private equity practitioners with both operational knowledge and an understanding of the investment process, who want to expand their knowledge of changing European laws and regulations. Non-EU managers seeking to market into Europe will benefit from the regulatory training, especially looking into passporting.