

Officer Development Program

Program Format

Phase I – Initial Training (approx. 3 months)

The initial training is the most highly structured and managed phase of the program. Topics covered during the first three months include introductory banking and analytical concepts as well as bank-specific administrative training.

All credit analysts are required to complete the Omega Commercial Loans to Business self-study course as part of the initial training. This course is designed to teach the analytical process and decision-making techniques needed to make sound credit decisions. It includes the application of financial accounting, financial statement analysis, cash flow analysis and loan structuring.

In addition to the self study materials, during initial training credit analysts participate in:

- Mock write ups based on case studies
- Weekly discussion sessions to review concepts introduced in the self study materials
- Training to perform credit underwriting according to bank policy
- Introductions to senior management
- Department tours providing an overview of bank operations

Phase II – Rotations

The primary objective of Phase II is on the job training. Credit analysts work closely with bank officers performing comprehensive credit underwriting and preparing loan presentation packages (also known as credit authorizations).

On the job training is accomplished through a structured rotation system. Credit analysts are assigned to specific lending groups for a series of 5 to 7 rotations, each rotation lasting approximately 12 weeks. During these rotations, the credit analyst performs all analytical work required for that particular department.

Specific responsibilities include:

- Preparation of financial statement spreads and credit authorizations
- Participation in loan approval presentations
- Portfolio credit risk review
- Shadowing bank officers in customer/prospect meetings
- Participation in seminars and on-going training sessions

The rotational system offers each credit analyst equal and in-depth exposure to all of the lending groups, which facilitates the placement process and ensures the development of well-rounded bank officers.