



Developing and Writing Bank Compliance and Regulatory Training

July 27, 2017 ▪ 9:00am - 4:00pm
The Bankers Center, Baton Rouge

First you will learn how to strip a regulation and its components into a word document. Second take the parts and make chapters and subject matter sections. Third learn how to develop flow charts and section by section analysis. Fourth develop a power point presentation. Fifth, you will then be asked to develop testing for your students. We will look at how these trainings can be recorded for your attendees. You will learn from an instructor who has developed compliance training for 28 years.

We will use Regulation E and Regulation DD for our curriculum development.

What you will learn:

- How to find regulations, commentary and frequently asked questions
- Taking a regulation from the computer to a manual
- Develop flow charts and questions and tools for your frontline
- Work with actual regulations so you can take home some ready to go training pieces
- Work with training peers to take away the mystery of compliance based training
- Develop PowerPoints and learn how to develop online training

What you should bring

Please bring to class a laptop with Microsoft Word and PowerPoint

Who Will Benefit

Auditors, IRA Administrators, Compliance Officers and other IRA, HSA coordinators and staff

Workshop Instructor

Deborah Crawford is the President of gettechnical, inc. a Baton Rouge-based firm, specializing in the education of banks and credit unions across the nation. Her 27+ years of banking and teaching experience began at Hibernia National Bank in New Orleans. She graduated from Louisiana State University with both her bachelor's and master's degrees. Deborah's specialty is in the deposit side of the financial institution where she teaches seminars on regulations, documentation, insurance and Individual Retirement Accounts.





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Registration Form

Registrant 1

Mr./Mrs./Ms. _____
 Bank _____
 Email Address _____
 Branch Street Address _____
 City, State, Zip _____
 Phone _____
 Fax _____

Registrant 2

Mr./Mrs./Ms. _____
 Bank _____
 Email Address _____
 Branch Street Address _____
 City, State, Zip _____
 Phone _____
 Fax _____

Payment Options

- Check (Made payable to the Louisiana Bankers Association)
 Visa MasterCard American Express

Card # _____ Expiration Date _____
 Credit Card Billing address _____
 Name on Card (Please Print) _____
 Signature _____ Amount to be Charged on Card \$ _____

- I am unable to attend. Please send me _____ copies of the manual for :
 \$250 (member fee) \$550 (non-member fee)
 (includes shipping and handling)
***Manuals will be shipped after the seminar.**

Registration Fee

\$399, per LBA member
 \$599, per non-member

This training will be covered under SBET (Small Business Employee Training Program). Please provide an email address on the line below to receive the necessary documentation for reimbursement:

*** Please Note: Manuals not eligible for SBET funding.**

Location

The Bankers Center
 5555 Bankers Avenue
 Baton Rouge, LA 70808
 225-387-3282

Agenda

8:45 a.m. Registration
 9:00 a.m. Program Begins
 12:00 p.m. Lunch
 4:00 p.m. Program Adjourns

Registration Fee

\$399, per LBA member
 \$599, per non-member

Cancellation Policy

Due to commitments we must make to secure a class, we need your help. If you must cancel your registration, please do so at least 3 business days prior to the seminar date to avoid a \$200 cancellation fee. Any registrant who does not cancel will be billed the full registration fee and sent the manual. Substitutions are welcome at no additional charge.

Hotel Information

Residence Inn by Marriott - Towne Center at Cedar Lodge
 7061 Commerce Circle, Baton Rouge, LA 70809
 For reservations, call **(225) 925-9100** and ask for the "Louisiana Bankers Association special room rate of **\$122.**"

Submit registration and view rosters in the Education Section of LBA's Website, www.lba.org.