

Course No. 1490

Institutional Asset Management & Fund Operations Training Course

INVESTMENT & ASSET MANAGEMENT
FINANCE, INVESTMENT & BANKING

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Institutional Asset Management & Fund Operations Training Course provides a comprehensive professional framework for understanding and managing the lifecycle of institutional assets and investments, with a strong focus on governance, portfolio management, fund operations, controls, risk management, settlement, reconciliation, and reporting. The course enables participants to understand the relationship between investment decisions and the operational processes that support them, helping organizations improve asset management efficiency, strengthen controls, and maintain alignment between investment strategies and institutional objectives.

The course covers the core components of institutional asset management, including investment policy development, asset allocation, investment selection, performance monitoring, liquidity management, and risk management. It also examines the operating structure of investment funds and the investment transaction lifecycle, including the roles and responsibilities of asset managers, fund managers, custodians, fund administrators, investment committees, and service providers.

Particular attention is given to day-to-day fund operations, including investment order processing, trade settlement, reconciliation, net asset value calculation, cash flow management, fee and expense administration, corporate actions, and operational and financial reporting. Participants will gain a practical understanding of key control points that can reduce operational errors, improve data quality, and support accurate information for management, investment committees, investors, and regulatory stakeholders.

Through practical exercises, case studies, operational assessments, and workshops, participants will develop the ability to evaluate investment operations, identify operational risks, improve reconciliation and settlement processes, strengthen controls, and connect investment performance with operational efficiency. The course is relevant to financial institutions, investment funds, institutional investors, government entities, public-sector organizations, and large corporations seeking stronger and more disciplined asset management and fund operating practices.

Objectives

- Analyze the core components of institutional asset management and fund operations and connect them with investment and operational objectives during the first day of the course.
- Develop a practical framework for asset management policies and asset allocation that aligns

with institutional objectives and defined risk parameters by the end of the program.

- Evaluate institutional portfolio structures and determine the suitability of asset allocation in relation to liabilities, liquidity requirements, and long-term objectives through practical exercises.
- Apply practical methods for monitoring investment performance, measuring returns and risks, and analyzing performance deviations during course activities.
- Evaluate the fund operating lifecycle from transaction execution through settlement, reconciliation, and reporting, identifying key operational control points.
- Design practical procedures for improving liquidity and cash flow management while reducing operational risks associated with fund activities.
- Assess net asset value calculation, fees, expenses, and related operational processes while verifying the accuracy of supporting data.
- Evaluate the roles and responsibilities of asset managers, fund managers, custodians, administrators, investment committees, and external service providers.
- Develop operational controls for managing reconciliation, settlement, data quality, operational risks, and compliance with investment policies.
- Design an improvement plan for operational efficiency, governance, and control across institutional asset management and fund operations through the final workshop.

Who Should Attend

The Institutional Asset Management & Fund Operations Training Course is designed for professionals working in asset management, portfolio management, institutional investment, fund management, treasury, investment operations, and financial services operations. It is also suitable for professionals involved in fund administration, trade settlement, reconciliation, cash and liquidity management, operational control, investment reporting, risk management, compliance, and investment accounting.

The course is particularly relevant to asset managers, portfolio managers, fund managers, heads of investment operations, treasury managers, risk managers, finance managers, investment committee members, internal control professionals, and internal auditors. It is also suitable for executives and decision makers working in banks, financial institutions, asset management companies, investment firms, pension funds, investment funds, government entities, public-sector organizations, and large corporations responsible for managing institutional assets and investment portfolios.

Learning Outcomes

- Explain the integrated structure of institutional asset management and the relationship between investment strategy, operational processes, governance, and risk management.
- Evaluate investment policies and asset allocation decisions according to institutional objectives, liabilities, liquidity requirements, and risk parameters.
- Analyze institutional portfolio structures and assess investment performance, returns, risks, and deviations from relevant benchmarks.
- Manage and monitor the key stages of the investment transaction lifecycle from order execution through settlement and reconciliation.
- Evaluate net asset value calculation processes and assess the accuracy and integrity of supporting investment and operational data.
- Analyze cash flows and liquidity requirements and identify operational risks associated with institutional investment activities.
- Assess fund fees, expenses, cash movements, and operational transactions and identify potential processing and control issues.
- Identify operational risks and control weaknesses within asset management and fund operations and recommend appropriate corrective controls.
- Clarify the roles and responsibilities of asset managers, fund managers, custodians, administrators, investment committees, and service providers.
- Develop a practical framework for improving operational efficiency, controls, data quality, and reporting within institutional asset management environments.

Course Outline

DAY 01

Institutional Asset Management Foundations and Investment Governance

- Principles and objectives of institutional asset management
- Institutional investors, asset structures, and investment portfolios
- Investment policy development and governance frameworks
- Roles of investment committees, asset managers, and portfolio managers
- Alignment between investment objectives, liabilities, liquidity, and risk

DAY 01 — CONTINUED

PRACTICAL APPLICATION

Assessing an institutional investment policy and identifying improvement opportunities

DAY 02

Asset Allocation, Portfolio Management and Performance Measurement

- Strategic and tactical asset allocation principles
- Portfolio construction, diversification, and concentration management
- Risk and return management in institutional portfolios
- Benchmark selection and investment performance monitoring
- Return measurement, performance analysis, and attribution of deviations
- Liquidity monitoring, cash flow management, and investment requirements

PRACTICAL APPLICATION

Developing an asset allocation model and analyzing institutional portfolio performance

DAY 03

Fund Operations and Investment Transaction Lifecycle

- Fund operating structures and responsibilities of key stakeholders
- Investment transaction lifecycle from order initiation to execution and settlement
- Trade reconciliation, settlement controls, and exception management
- Cash management and fund-related cash accounts
- Net asset value calculation and investment valuation
- Fund fees, expenses, and operational transaction processing
- Corporate actions and their impact on investment assets

PRACTICAL APPLICATION

Mapping an investment transaction lifecycle and identifying key control points

DAY 04

Risk Management, Operational Controls and Reporting

- Operational risks in asset management and fund operations
- Operational controls, reconciliation, and exception management
- Counterparty, custodian, administrator, and service provider risk
- Investment and operational data quality management
- Investment, financial, operational, and management reporting
- Monitoring compliance with investment policies, limits, and controls
- Operational performance indicators and fund efficiency measurement

PRACTICAL APPLICATION

Assessing an operational control framework and developing corrective actions

DAY 05

Operational Improvement and Future Asset Management Strategy

- Assessing the efficiency of asset management and fund operating models
- Workflow improvement, error reduction, and operational efficiency
- Strengthening integration between investment, operations, finance, risk, and compliance functions
- Governance, control frameworks, and service provider management
- Using data and modern technologies to improve operational efficiency and reporting quality
- Developing performance indicators for asset management and fund operations

FINAL WORKSHOP

Developing an institutional asset management and fund operations improvement plan

- Presentation, review, prioritization, and implementation planning



Register or Request More Information

Course page: <https://quest-training.com/courses/institutional-asset-management-fund-operations-training-course>

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