

Course Catalog



Cultivating High-Output Performance™

Why We Exist

Cultivating talent is a common challenge faced by M&A firms, deal teams, and individual deal professionals. Developing and scaling deal professionals involves the interplay of three core competencies: Technical Skills, Soft Skills, and Efficiency Skills. **High-output performance resides at the intersection of these three core competencies.**

Fueling Growth

Private Equity Primer's learning and development programs are designed to **fuel your team's professional growth** across all three critical areas. We offer learning experiences ranging from **focused half-day seminars to intensive weeklong bootcamps**. Our seasoned M&A practitioners develop and deliver our curriculum using **real transaction examples**.

Well Rounded Professionals

By addressing **Technical Skills, Soft Skills, and Efficiency Skills** in tandem, we help develop well-rounded M&A professionals and teams capable of high-output performance. Whether you are looking to sharpen specific skills or overhaul your team's capabilities, we have a solution. Explore our offerings or connect with us to tailor a program that aligns with your firm's talent strategy and professional development goals.

Delivered Where You Need It

We prioritize practical, hands-on learning with a flexible approach to meet learners when and where they are by offering onsite, public, and digital trainings.



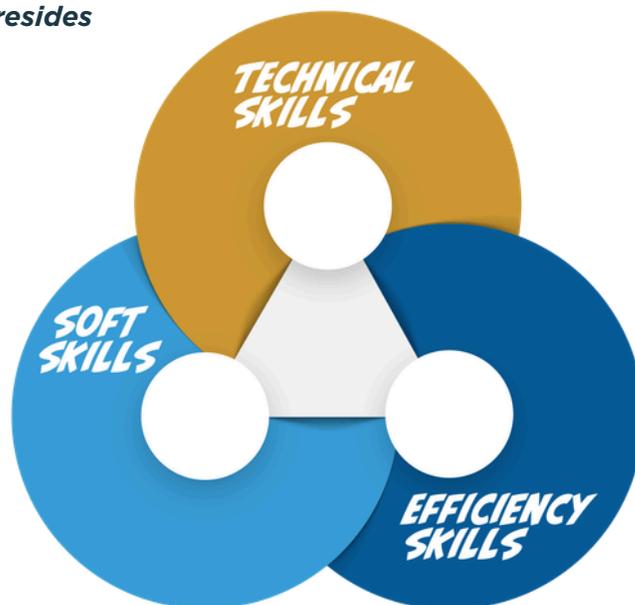
Onsite



Public Training



Digital



TECHNICAL SKILLS

- Financial Analysis
- QofE, NWC, DDL
- Valuation & Modeling
- Analytics, Excel, etc.
- Purchase Agreements
- Other

SOFT SKILLS

- Habits That Create Value[®]
- Essential Business Skills
- Communication Skills
- Decision Making
- Time Management

EFFICIENCY SKILLS

- Best Practices & Checklists
- Outlook, OneNote, etc.
- Excel & PowerPoint
- Other Tools and Practices



Exploring Core Competencies

Competencies	Overview	Select Courses
<h2>Technical Skills</h2> 	<p>Technical includes the ability to systematically analyze business models, perform financial and data analysis, value businesses, set net working capital pegs, and negotiate purchase agreements.</p> <p>To some degree, acquisition and development of these skills are table stakes for deal professionals looking to advance in their careers. Based on career level, these various skills represent the minimum requirements of the job.</p>	<ul style="list-style-type: none"> • FDD Bootcamp • Mastering NWC Mechanisms • Navigating Purchase Agreements
<h2>Soft Skills</h2> 	<p>Soft Skills includes knowing your job and your role on the team, being proactive, the consistent use of strong communication techniques, learning to ask good questions, the ability to build rapport, prioritization and time management, among other Habits That Create Value.</p> <p>Soft skills stand to make you more effective and easier to work with. Strong soft skills can amplify the impact or even make up for shortcomings in one's technical skills. People with strong soft skills are more commonly selected for new assignments, new roles, and promotions.</p>	<ul style="list-style-type: none"> • Communicative Teamwork • FDD Capstone • M&A Bootcamp • M&A Leadership Essentials
<h2>Efficiency Skills</h2> 	<p>Efficiency Skills goes well beyond Excel shortcuts, Power BI hacks, and PowerPoint efficiency tips. Efficiency skills also include learning best practices, establishing processes, adhering to SOPs, using checklists, developing strong project management capabilities, and leveraging technology.</p> <p>Learning to work efficiently reduces rework, minimizes errors, creates more leverage for deal teams, lowers the risk of burnout, and frees up time for more value-added activities.</p>	<ul style="list-style-type: none"> • FDD Bootcamp • FDD Capstone • M&A Bootcamp



Who We Are

Our Deal Guides leverage their decades of transaction experience to upskill your deal teams. Collectively, Private Equity Primer's Deal Guides have worked in commercial due diligence, corporate development, financial due diligence, FP&A, forensic accounting, investment banking, leveraged lending, M&A law, and private equity, where they have scaled deal teams and led countless transactions.



Richard Grosshandler
Deal Guide

Over 20 years of deal experience

Work History: Investment Banking, Private Equity, and Commercial & Financial Diligence

Loves: Michael Lewis books & decision frameworks



Bob Church
Deal Guide

Nearly two decades of deal experience

Work History: Forensic Accounting, Private Equity, Corporate Development, FP&A, and Commercial & Financial Diligence

Loves: Coffee & Power BI hacks



Molly Twigg
Deal Guide

Over a decade of deal experience

Work History: Financial Due Diligence and Audit

Loves: Soft serve ice cream toppings and NWC adjustments



Jessica Brecker
Deal Guide

Over a decade of deal experience

Work History: Investment Banking, Private Equity, and Corporate Finance

Loves: Tennis and well formatted spreadsheets



Jacob Grosshandler
Deal Guide

Over a decade of deal experience

Work History: Equity Research, Policy Fellow, Commercial & Financial Diligence, and Executive Coach

Loves: Wood fired pizza & competitive analysis



Christine O'Connor
Deal Guide

Owner of The Law Office of Christine M. O'Connor

Work History: 17+ years in corporate law, specializing in M&A. Formerly a partner at Harter Secrest & Emery LLP and PE associate attorney at Jones Day

Loves: Meteors and closing checklists



Will Henry
Deal Guide

Partner in Corporate M&A at Thompson Hine

Work History: 17+ years M&A legal advisor experience. Formerly advised private equity clients at Jones Day

Loves: Armchair psychology and documenting NWC mechanisms



Mary Cutright
Operations Lead & Content Creator

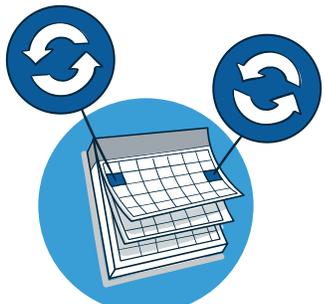
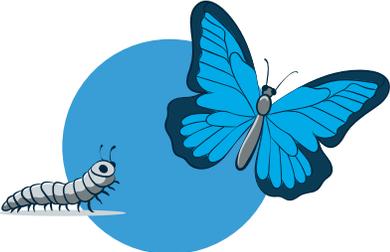
Course designer, content creator, and operations specialist

Work History: Commercial & Financial Diligence, Physician Practice Management, MFA in Creative Writing, and MS in Library Science

Loves: Cats & project management software

Where We Help

Private Equity Primer works with M&A firms on an as needed, recurring, and transformative basis. Explore what works best for your firm's professional development journey.

Firm Professional Development Needs	Firm Profile	PE Primer Offerings
<p>As Needed</p> 	<ul style="list-style-type: none"> • Your firm is dipping a toe into training. • Your firm's hiring needs are intermittent. • Your firm has too few people needing training to commit to your own dedicated sessions. 	<ul style="list-style-type: none"> • Half/Full Day Courses • Weeklong Bootcamps • City-Based Training Open to the Public • Self-Paced Digital Courses
<p>Recurring</p> 	<ul style="list-style-type: none"> • Your firm has a well-defined annual training program. • Your firm wants to develop a regular training program. • Your firm is looking for training to help meet CPE requirements. 	<ul style="list-style-type: none"> • Half/Full Day Courses • Weeklong Bootcamps for Emerging Deal Professionals • Courses Designed to Assist Managers Grow in Their Skill and Confidence
<p>Transformative</p> 	<ul style="list-style-type: none"> • Your firm is looking to get your mid-career and senior deal professionals 100% focused on transaction work, undistracted by running internal trainings. • Your firm is looking to develop or redesign learning paths to develop talent and improve retention. • Your firm is looking to create specialized training aimed at filling a knowledge gap on an evolving basis. 	<ul style="list-style-type: none"> • Work with Private Equity Primer to build a training program that maps to your firm's goals. • Implement recurring professional development sessions to upskill your staff. • Private Equity Primer tracks progress and provides recurring support to help the learning stick beyond the training room.

Client Impact

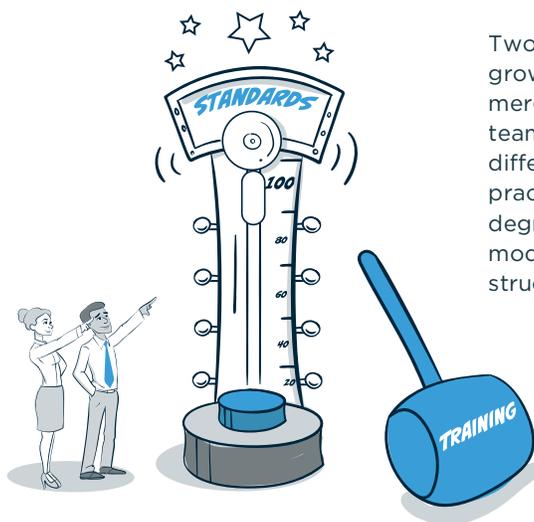
As Needed Training

Explore the impact Private Equity Primer has on clients' professional development objectives.



Setting Standards & Expanding Critical Skills

Bridging Practices, Building Expertise: Unifying Teams for Seamless Execution



Two corporate venture and growth equity funds were merging. The two deal teams had different SOPs, different underwriting practices, and varying degrees of comfort modeling waterfalls in structured investments.

Private Equity Primer hosted a one-day training focused on diligence practices at each stage of the investment continuum, modeling waterfall scenarios, and helping to create new SOPs around Excel-based work and investment memos. The seasoned team took to the topics rapidly and dug in on what was important from a process and outcomes perspective as the two teams merged into one.

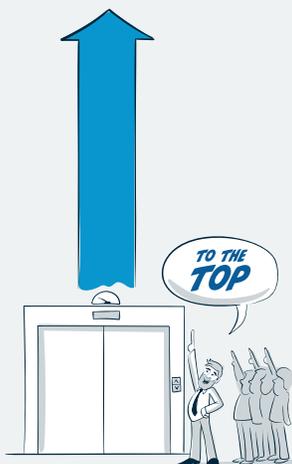
Elevating an Underperformer

Turn Potential into Performance with Targeted Training

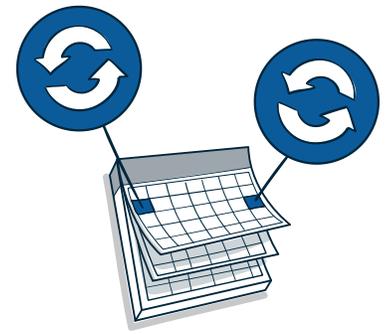
A fast-growing boutique investment banking firm had an underperformer on their team. With a non-business degree, a single internship under their belt, and a clear desire to contribute, the young analyst was out of their depth and underperforming. The staffer tasked with mentoring the analysts had limited time and limited results in providing various trainings via YouTube or the firm's in-house library.

The analyst needed to quickly get grounded in the M&A process, how PE investors think and operate, and identify key habits and rituals of successful deal professionals. The staffer leveraged the digital subscription to M&A Bootcamp to fill these knowledge gaps and tied it to a bi-monthly meeting in which they had to answer questions and track their progress.

The analyst got a clearer picture of what the job was and how they could add value. The staffer freed up time needed to execute client work. The firm managed a positive outcome with a narrow training budget.



Client Impact



Recurring Training

Explore the impact Private Equity Primer has on clients' professional development objectives.

Addressing Continuing Education Needs



M&A Training that Meets CPE Compliance and Boosts Performance

A national public accounting firm with an FDD practice, a broader set of transaction advisory and consulting services, and an investment banking group flies their deal professionals to the same city once per a year for a couple of days of continuing education training. The firm was looking for more applied M&A-specific courses relevant to their multiple service lines applicable for junior and mid-level professionals.

Private Equity Primer worked with the client to identify courses to address the needs of the various service lines and experience levels. Private Equity Primer sends teams of trainers to this annual event, conducting several half-day and full-day courses, covering topics such as the M&A process, diligence best practices, net working capital mechanisms, quality of earnings adjustments, how PE works, financial

modeling / forecasting, valuation, and purchase agreements.

Each year, participants get much of their continuing education requirements fulfilled while covering topics that are relevant to their service lines and experience levels that can immediately be applied on the job.

Reducing Rework & Improving Business Storytelling

Enhance Business Writing, Reduce Rework, and Deliver Better CIMs

An investment bank was struggling with drafting quality CIMs and other marketing documents. Senior bankers were having to spend too much time marking up and often rewriting CIMs that were poorly drafted. The level of rework and firmwide frustration was compounding.

To level set everyone, the investment bank engaged Private Equity Primer to train the entire firm on

Foundational Questions[©] and help with change management to implement this practice firmwide. The bank has each new incoming analyst class go through Private Equity Primer's M&A Bootcamp to get a broader understanding of the M&A process from day one, the tools to think critically about business models, and frameworks to think more like an investor. Every other year, Private Equity Primer trains the firm's existing associates and analysts on a

business writing course customized for bankers in drafting CIMs and related marketing documents.

While senior bankers still occasionally heavily redline CIM drafts, they report marked improvement on the quality of business storytelling, company positioning, and reduction in rework and turning documents as many times.

**ONCE UPON
A TIME...**



Client Impact



Transformative Training



Explore the impact Private Equity Primer has on clients' professional development objectives.

Scaling Emerging M&A Professionals

Accelerate Onboarding, Boost Confidence, and Empower Senior Talent

The FDD practice for a leading international public accounting firm was looking to revamp their training program. The firm had managed trainings by taking talented and valuable directors off the line and having them train new hires. In a busy market, it was increasingly critical for them to bring those revenue producing, seasoned professionals back into a client facing execution role. Recognizing their deal professionals are not professional trainers, they were also looking to improve the training impact on new FDD associates / senior associates and have them ramp up quicker on the job.

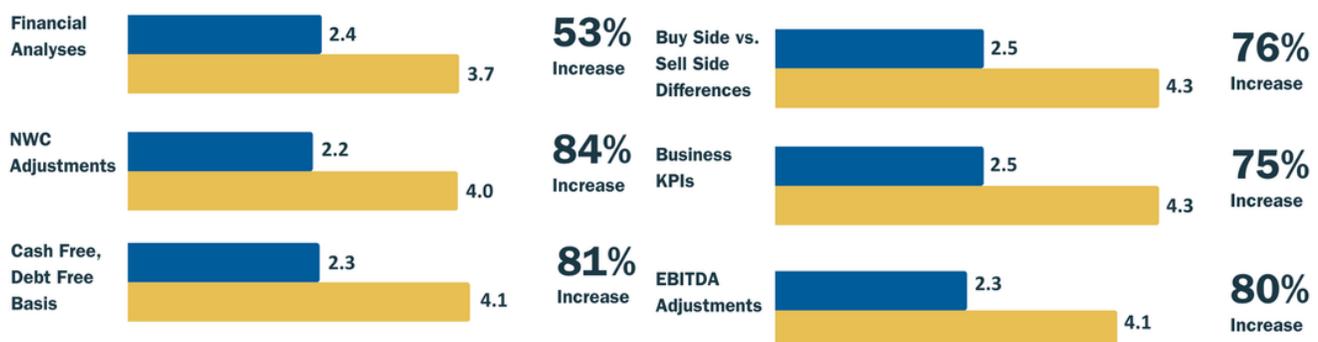
Private Equity Primer partnered with the firm to help take over the first week of new hire training, creating a course designed to deliver the knowledge and skills that would have the greatest impact on preparing new associates and senior associates to contribute to their deal teams. Associate and senior associate confidence grew, and the firm got much needed senior talent out of the classroom and back to serving clients.

The firm got an engaging, sustainable, and scalable training practice for hundreds of new FDD associates and senior associates annually.

Building on the initial onboarding training to cap off the first-year new hire experience, Private Equity Primer designed a simulated deal engagement in what became the FDD Capstone course. This was designed for FDD professionals on the job at least a year, allowing them to gain the necessary deal reps to then be able to manage and lead a simulated client engagement from project kick-off to read-out call.

The FDD Capstone allows junior deal team members to get firsthand experience managing the process and stepping into more of a client facing / client management role. This experience allows them to better align their workflows to support the job of managers, directors, and partners having seen what their job entails.

Participants Report Increased Confidence



(1) Confidence level scored on a 1 - 5 basis (1 = no confidence and 5 = high confidence) across the following trained topics both before and after PE Primer's training. Based on client sample of several hundred M&A professionals trained in a 12-month period.

Client Impact

Transformative Training



Explore the impact Private Equity Primer has on clients' professional development objectives.

Setting a Standard & Improving Recruiting



Building Consistency and Attracting Talent with Focused Development

A regional accounting firm had grown a FDD practice from scratch to several dozen employees. The FDD team all came from varying backgrounds and firms. Some moved over from audit, some had years of valuation experience, and others were lateral hires from other FDD practices.

Looking to close knowledge gaps, set a standard for new hires going forward, and identify a training partner who could help deploy new development courses as they grow, they engaged Private Equity Primer. We launched an FDD Fundamentals course, ensuring everyone had the same technical knowledge and skills moving forward.

The firm gained a resource with a growing set of digital trainings they can tap as they bring on off-cycle hires. Senior leaders also found it helpful in demonstrating to prospective hires their commitment to professional development in their relatively young and growing practice group.

Course Offerings

PARTIAL DAY TRAININGS

Communicative Teamwork



1.5 Hours | Onsite

Effective communication reduces errors, minimizes unnecessary rework, and magnifies the impact deal teams have on a transaction. Communicative Teamwork offers essential frameworks to run effective meetings, ensure clear deliverables with deadlines are consistently assigned, and troubleshoot problems using active listening skills.

Decoding Private Equity



4 Hours | Onsite | 4.5 CPE

Pull back the curtain to reveal the inner workings on how institutional private equity operates. Participants explore the motivations, tendencies, and trends of private equity professionals, so they can better advise, sell to, operate within, and negotiate with or against private equity firms.

Mastering NWC Mechanisms



4 Hours | Onsite | 4.5 CPE

Equip yourself with the knowledge to effectively analyze, negotiate, and document net working capital mechanisms to gain or preserve incremental deal economics. Participants learn how the accounting, financial, and legal considerations relate to effectuate a beneficial outcome.

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development

Experience Level



Emerging M&A Pros



Mid-Career M&A Pros

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence;

Experience Level



Emerging M&A Pros



Mid-Career M&A Pros

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development

Experience Level



Emerging M&A Pros



Mid-Career M&A Pros



M&A Leaders

Course Offerings

FULL DAY TRAININGS

M&A Bootcamp



1 Day | Onsite | 9 CPE

Gain a 360-degree view of the overall M&A process, so you can anticipate next steps and be more effective managing the deal process. Participants leverage case studies and frameworks to understand how different diligence workflows fit together, identify patterns, and begin to think more like an investor.

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development

Experience Level



Diligence Interviewing Playbook



1 Day | Onsite

The Diligence Interview Playbook gives M&A professionals a repeatable way to plan and lead high-stakes conversations. You'll learn how to structure sessions, sequence topics, build trust without getting "handled," and adapt in real time when answers get vague, defensive, or inconsistent. The result: interviews that generate usable deal intelligence.

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development; M&A Deal Attorneys

Experience Level



Navigating Purchase Agreements



1 Day | Onsite

Cut through the formality and legalese found in purchase agreements to build intuition and understanding of common provisions and concepts found in these core transaction documents. Participants learn to efficiently navigate, incisively interpret, pointedly question, and successfully negotiate purchase agreements.

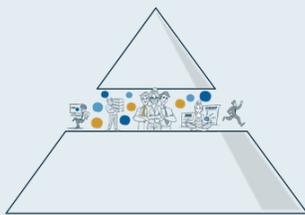
M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Corporate Development

Experience Level



M&A Leadership Essentials



1 Day | Onsite

M&A Leadership Essentials builds the core mechanics of deal leadership: role clarity, standards, delegation, coaching, feedback, and stakeholder management across the deal ecosystem. Participants leave with a practical operating system for running deal teams, supported by a "Work With Me" document that aligns the team on how the work gets done.

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development

Experience Level



Course Offerings

BOOTCAMPS, CAPSTONES, & MULTI-DAY WORKSHOPS

FDD Bootcamp



4.5 days | Onsite | 40.5 CPE

Combine the 360-degree view of the overall M&A process from M&A Bootcamp with a detailed understanding of FDD Fundamentals to create a powerful FDD foundation for newer FDD professionals.

M&A Professions

Financial Due Diligence; Universities

Experience Level



Emerging M&A Pros

FDD Associate Capstone



4.5 days | Onsite

Elevate your understanding and thinking by assuming responsibilities beyond your day-to-day role through a real deal simulation, where participants lead and execute a buy side FDD engagement.

M&A Professions

Financial Due Diligence

Experience Level



Emerging M&A Pros

FDD Manager & Director Capstone



3 days | Onsite

Enhance your ability to effectively lead FDD deal teams and client engagements by gaining reps in a real deal simulation. Participants manage the deal team, process, and client interactions; they lead diligence sessions with Target management, evaluate staff work product, and present their findings to the client in a 30-minute read-out call.

M&A Professions

Financial Due Diligence

Experience Level



Mid-Career M&A Pros

Course Offerings

DIGITAL ASYNCHRONOUS COURSES

M&A Bootcamp



10-12 Hours | Online | 13 CPE

Combine the 360-degree view of the overall M&A process and be more effective managing the deal process. Participants leverage case studies and frameworks to understand how different diligence workflows fit together, identify patterns, and begin to think more like an investor.

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development

Experience Level



Emerging M&A Pros

Decoding Private Equity



5.5 Hours | Online | 6 CPE

Pull back the curtain to reveal the inner workings on how institutional private equity operates. Participants explore the motivations, tendencies, and trends of private equity professionals so they can better advise, sell to, operate within, and negotiate with or against private equity firms.

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development

Experience Level



Emerging M&A Pros

Mid-Career M&A Pros

M&A Leaders

Foundational Questions



1.5 Hours | Online | 2.5 CPE

Start Every Engagement Right - Use our ten Foundational Questions © to clarify goals, align your team, and minimize rework for faster, smoother execution.

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development

Experience Level



Emerging M&A Pros

Mid-Career M&A Pros

M&A Leaders

Habits That Create Value



2 Hours | Online

Technical skills get you hired - repeatable habits get you noticed. This program, built by seasoned deal pros and an executive coach, delivers 15 habits that drive value and fast-track your growth. With self-guided coaching, real-world exercises, and expert videos, you'll learn how top performers think, work, and deliver value to their team.

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development

Experience Level



Emerging M&A Pros

Course Offerings

DIGITAL ASYNCHRONOUS COURSES

M&A Excel Essentials



7-9.5 Hours | Online | 10 CPE

M&A Excel Essentials is built for interns and new hires entering the M&A world who need to feel confident using Excel quickly. This course focuses on core tools – from navigation basics and data cleaning to powerful lookup and aggregation functions – so that novices can become efficient in accurate, streamlined M&A analysis.

Mastering NWC Mechanisms



5-7.5 Hours | Online | 8.5 CPE

Equip your deal team with the knowledge to effectively analyze, negotiate, and document net working capital mechanisms to preserve or gain incremental deal economics. Participants learn how the accounting, financial, and legal considerations relate to effectuate a beneficial outcome.

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Commercial Due Diligence; Corporate Development

Experience Level



Emerging M&A Pros

M&A Professions

Financial Due Diligence; Investment Banking; Leveraged Lending; Private Equity; Corporate Development

Experience Level



Emerging M&A Pros



Mid-Career M&A Pros



M&A Leaders



Empower Your Team.

Schedule Your Training

Talk to us about your training needs. We will work with you to develop a program that fits your organization. Our solutions empower your team and drive high-performance. Let's collaborate to create impactful training to deliver measurable results.

 sales@pe-primer.com

 pe-primer.com