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AN INTENSIVE 10 DAY PROGRAMME

Mini MBA: Accounting & Finance

14 - 25 March 2011, Kuala Lumpur

11 - 22 July 2011, Geneva

10 - 21 October 2011, Amsterdam

05 - 16 December 2011, London

This course will help you learn how to:

- ◆ Specify the exact nature and scope of corporate financial reporting
- ◆ Identify and criticize specific concepts, rules, and procedures are in place for corporate financial reporting
- ◆ Understand multiple interpretations of financial statements via IFRS, FAS, SEC, etc
- ◆ Integrate risk management and corporate governance
- ◆ Understand the content of and relationships between financial statements (income statement, balance sheet, and statement of cash flows)

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■ The Course

This course offers an in-depth overview of the accounting and finance world. Part 1 emphasized the internal workings of the finance/control function as it communicates with external and internal constituencies to provide information for decision making under uncertainty. Part 2 emphasizes the capital markets impact on corporate finance, risk, and governance

No preparation is necessary except to bring an open mind and a budget document or other financial documents of interest.

By combining techniques with analysis, problems and examples with real case studies, and supporting theories the course provides delegates with key finance terminology and practice. This course not only presents the key financial tools generally used, but also explains the broader context of how and where they are applied to obtain meaningful answers. It provides a conceptual backdrop both for the financial/economic dimensions of strategic business management and for understanding the nature of financial statements, analyzing data, planning and controlling.

The course is targeted at providing a university-quality 'MBA' overview of finance/accounting, planning/control, risk management, and corporate governance. Participants are expected to be high-potential learners seeking the next level of learning. Additional bibliographies, readings, and spreadsheets will be provided as takeaways.

■ THE STRUCTURE

This comprehensive programme consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

Module 1 - Accounting, Decision Making, & Financial Communication

Module 2 - Finance, Risk Management & Corporate Governance

■ The Goals

This course will help you learn how to:

- ◆ Specify the exact nature and scope of corporate financial reporting
- ◆ Identify and criticize specific concepts, rules, and procedures are in place for corporate financial reporting
- ◆ Understand multiple interpretations of financial statements via IFRS, FAS, SEC, etc
- ◆ Integrate risk management and corporate governance
- ◆ Understand the content of and relationships between financial statements (income statement, balance sheet, and statement of cash flows)
- ◆ Understand how to use financial statements to evaluate the financial performance of an organization
- ◆ Understand discounted cash flow (DCF) techniques and their application to financial decision making
- ◆ Understand the budgeting process, including performance evaluation
- ◆ Understand cost behavior and its impact on management decisions
- ◆ Learn how to communicate and to question financial information effectively

■ The Delegates

Attendees are expected to be intellectually curious with a commitment to learning that requires significant personal effort. The nature of the course and of the materials dictate that interaction, commitment, and debate are the core components of the learning process. While no particular level of prior knowledge is needed, there is an assumption that the attendees are committed to immersing themselves in a learning situation.

■ The Process

This workshop will be highly participatory and your seminar leader will present, guide and facilitate learning, using a range of methods including discussions, case studies and exercises. Where appropriate, these will include real issues brought to the workshop by delegates.

Lessons learned from the seminar will be applied to your own organization. Key performance indicators (KPIs) for the critical success factors (CSFs) will focus attention on high priority action plans for taking back to your organization.

■ The Benefits

- ◆ Improved appreciation for the finance/accounting/governance approach
- ◆ Better integration of business plans and strategic intent
- ◆ Reduced inter-functional territorial battles
- ◆ Improvements in communications between staff and line management
- ◆ Higher productivity during the decision making process
- ◆ Increased skill set in all phases of finance/accounting/governance
- ◆ Greater ability to participate in and to lead the finance/accounting process
- ◆ Recognizing the increased professionalism to deal with the current and future topics
- ◆ Increased recognition by the organization of their learning and professional commitment
- ◆ Challenging themselves in an immersive learning environment

■ The Core Competencies

Attendees will gain in the following competencies as a result of the program:

- ◆ Using financial information for guiding decisions
- ◆ Clarifying KPIs across different functions
- ◆ Building strategic thinking and implementation orientation into their professional lives
- ◆ Challenging the status quo of finance/accounting, budgeting, and decision making
- ◆ Recognizing the value of external standards, governance requirements, and measurements of qualitative elements
- ◆ Identifying Value Creation principles as the driving force for decision making

THE PROGRAMME CONTENT

Part 1 - Accounting, Decision Making & Financial Communication

DAY 1

Accounting: An Introduction

- What is accounting?
- What forms can accounting take
- Definition and importance of profit
- Decision scenarios explored
- Funding business operations
- Cash vs. Accrual accounting

DAY 2

Financial Statements, Accounting Policies & Reporting Standards

- Income statement – basic components
 - Revenues & the questions
 - Direct/variable/product costs
 - The difference between profit and cash
- Balance sheet
 - Assets & Liabilities – current & long term
 - Equity – components
- Cash flow statement

DAY 3

Making And Communicating Decisions Using Budgets

- The master budget
- The budgeting as a planning tool, a control mechanism, a communications device & value creation
- Budgeting Sales to “drive” the correct budget
- Operating budget components
- Financial, Cash & Capital Budgets
- Interrelationship of Financial Projections
- Flexible vs. traditional budgets – the pros & cons
- Variance analysis as a tool for improvement & communications

DAY 4

Financial Vs. Management Accounting: Differences & Similarities

- Objectives of Managerial Accounting
- Role of the Managerial Accountant
- Financial accounting: what we show to the public
- Role of financial accountant
- Cost terminology: variable, fixed, controllable, non-controllable, incremental, sunk, opportunity, and relevant
- Breakeven and targeted net income scenarios

DAY 5

Ultimatum Goal Of Planning – Valuation, Business Performance & Decision Making

- Definitions of Value
- Responsibility centers: cost, profit, and investment
- Measuring responsibility center performance
- Segment reporting internally and externally
- Business Valuation from multiple perspectives
- Managing for Shareholder Value
- Shareholder Value Creation in Perspective

Part 2 - Finance, Risk Management & Corporate Governance

DAY 6

What Is Finance & Working Capital – Liquidity Or Bankruptcy

- Finance is a numbers game
- Yet finance is more than the numbers
- The three major components of finance
- Working capital (WC) defined
- Relationship to current ratio
- Components of WC

DAY 7

Capital Structure – What It Is & Why It Is Important

- Equity & Debt capital - what it is
- Weighted Cost of Capital (WACC) – why it is so important
- Calculating your WACC
- Leverage: two-edged sword - defined
- Operating & Financial leverage - calculated
- Combined leverage – Wow! Look at the impact

DAY 8

Capex -Analysis Of Investment Decisions With What-If Risks

- Cash Flows and the Time Value of Money
- Discuss the capital project evaluation process
- Ideas for the future with a multiple time periods horizon
- Estimating cash flows within the business system
- Defining the approval criteria and review process
- Post-implementation audits of capital projects
- Refinements of Investment Analysis
- Cost of Capital and Return Standards
- Benchmarking Discount & Hurdle rates

DAY 9

Risk Management As An Integral Part Of Corporate Governance

- Understanding uncertainty and risk/opportunity
- Identifying strategic financial risks
- Identifying operational risks
- Identifying functional financial risks
- Assessing financial risks in each perspective
- Finding our personal risk profile (appetite for risk)
- Quantitative and qualitative risks
- Developing FRM/ERM strategy – do we need a CRO?

DAY 10

Corporate Governance

- What is Corporate Governance?
- Relevance of Corporate Governance
- Perspectives on Corporate Governance
- Corporate Governance models
- Structure & practices
- Emerging trends in Corporate Governance
- Principal-Agent theory and applications
- Independence in fact versus appearance

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Please register me on the course(s)

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Complete & send by fax / mail to address given below

PERSONAL DETAILS

First Name (Mr./Ms) :
 Family Name :
 Designation:.....
 Company:.....
 Mailing Address:.....

 Telephone:
 Fax :
 Email :

SPONSOR

We wish to register this delegate for the course mentioned above and undertake to pay his/her fee.

Name :
 Designation :
 Company :
 Mailing Address:

 Telephone :
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TYPE OF PAYMENT

- Please find enclosed a cheque made payable to AZTECH
- Please invoice me
- Please invoice my company (Sponsor)



Telephone: +971 4 367 8288
to provisionally reserve your place.



Fax your completed registration form to: +971 4 366 1042



E-mail us :
info@aztech.ae



Complete and return the booking form with cheque to:
AZTECH
P.O. Box: 89522, Dubai, U.A.E.

www.aztech.ae

FEES

US\$ 8,900/- per delegate
The fee for the seminar includes instruction materials, documentation, lunch and refreshments.

DOCUMENTATION

High quality material has been prepared by the Seminar Leader for distribution to delegates

CERTIFICATES

A Certificate of Attendance will be issued to those who attend and complete the programme.

HOTEL ACCOMMODATION

AZTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

CANCELLATION POLICY

Request for seminar cancellation must be made in writing & received at AZTech three weeks prior to the seminar date. A **US\$ 250/-** processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

DISCLAIMER

AZTech reserves the right to amend the course content, location of the Seminar, or replace the speaker.

OTHER RELATED SEMINARS

- Budgeting: Planning, Forecasting, What-if Analysis & Reporting
08 - 12 May 2011, Cairo
- Financial Skills for HR Professionals
16 - 20 May 2011, Kuala Lumpur
- Managerial Accounting for Non-Financial Professionals
23 - 27 May 2011, Geneva
- Spreadsheet Skills for Planning, Forecasting & Budgeting
30 May - 03 June 2011, Kuala Lumpur