



28-SEP-17



An ISO 9001:2015 & ISO 29990:2010
Certified Company

An Intensive 2-Week Training Course

Mini MBA: Accounting & Finance

27 Nov - 08 Dec 2017, London

30 Jul - 10 Aug 2018, Geneva

24 Sep - 05 Oct 2018, Rome

19 - 30 Nov 2018, London



The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for re-certification credit.



United Nations
Global Compact



Mini MBA: Accounting & Finance

Why Choose this Training Course?

This finance & accounting training course is designed to cover the role and importance of accounting and finance in today's business world. It will provide an 'MBA level' experience in terms of content, instruction, discussion, and team exercises.

The training course includes a comprehensive illustration of how accounting information is collected, recorded, analysed and presented both internally and externally, to support effective management, control, and decision making. The training course offers insights into the main factors that are essential to the successful financial management of corporations, including the efficient allocation of resources, within the economic, competitive, and physical environment. The training course will also put emphasis on the importance of good quality corporate governance and management of financial risks

This AZTech training course will feature:

- The finance function, and financial and management accounting systems
- The income statement, balance sheet, and cash flow statement
- Using budgets to control the business
- The relevance and importance of finance to the success of your business
- Techniques available to determine the most profitable and worthwhile investments for your business

How will this Training Course be Presented?

This AZTech training course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This will include question and answer and group discussion, to develop, and build a framework of core knowledge of the training course topics, illustrating these with real-world examples. There are also workshops, where individuals and groups can work on problems and exercises, analyzing financial data to control operations, measure performance, and make profitable decisions, under the guidance of the Instructor. Realistic case studies, which will provide the opportunity for teams of delegates to analyse situations, explore options, and propose strategies and solutions.

Who is this Training Course for?

This AZTech training course is suitable for a wide range of professionals, but will greatly benefit:

- Members of the Operational Management Team
- Consultants who provide advice on operations or strategy
- Managers who have responsibility for the control of risk
- Managers who have responsibility for divisional performance
- Senior Staff members of any Department

What are the Goals?

By the end of this AZTech training course, participants will be able to:

- Prepare the income statement, balance sheet, and cash flow statement
- Use accounting techniques to improve profitability and efficiency
- Understand and evaluate corporate financial reports
- Identify and appraise wealth-generating investments
- Recognise, quantify, and control financial risk



THE COURSE CONTENT

MODULE 1: Accounting, Decision Making, & Financial Communication

Day 01: Introduction to Accounting

- The importance of accounting information
- The role of the Finance Function
- The accounting equation and financial accounting systems
- Recording facts and applying judgement
- Preparing the Income Statement and Balance Sheet
- Accounting principles and accounting standards

Day 02: Accounting Reports

- The format and contents of the Income Statement
- The format and contents of the Balance Sheet
- The effect of depreciation and impairment on profit
- Identifying and valuing inventory
- Preparing the Cash flow Statement
- The importance of cash flow in business

Day 03: Management Accounting for Control and Decision-Making

- Collecting and analyzing costs
- The structure of direct and indirect costs
- Dealing with overheads – absorption costing or ABC?
- Cost-Volume-Profit and break even analysis
- Decision making – make or buy
- Decision making – the effect of limiting factors

Day 04: Communicating the Plan Through Budgeting

- Corporate planning and corporate objectives implemented through budgeting
- The budgeting process and timescale
- Sales budget forecasting techniques
- Cascading the budgets across the whole business
- Preparing functional budgets and the cash budget
- Budgeting principles, methodologies and applications

Day 05: Measuring Performance to Inform Decision Making

- Monthly management reporting
- Setting and using standards
- Identifying and calculating variances
- Operating and planning variances – who is responsible?
- Measuring responsibility centre performance, ROI, RI, and EVA
- Non-financial performance – the Balanced Scorecard

The Structure

This comprehensive training course 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
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- Module 2 - Finance, Risk Management & Corporate Governance

THE COURSE CONTENT

MODULE 2: Finance, Risk Management & Corporate Governance

Day 06: Finance and Financial Information

- The meaning and importance of finance in business
- The importance of financial information – internal and external
- The corporate annual report and the financial statements
- Capital employed: long – term assets and working capital
- Analysing financial statements for profitability, liquidity, efficiency & financial structure
- Investment ratios and market data sources

Day 07: Financing the Business and Capital Structure

- Sources and types of long term finance
- Sources and types of short term finance
- Calculating the Cost of Equity – what your shareholders expect
- Calculating the Cost of Debt – it depends on your credit rating
- The weighted average cost of capital (WACC)
- Choosing the best mix of equity and debt

Day 08: CAPEX - Analysis of Investment Decisions

- Growing your business with new investment projects
- Preparing spreadsheet forecasts for investment appraisal
- Basic appraisal techniques: Accounting Rate of Return (ARR) and Payback
- Discounted cash flow appraisal techniques: NPV and IRR
- Capital Rationing and the Profitability Index (PI)
- Dealing with risk in investment appraisal

Day 09: Financial Risk Management

- Risk and uncertainty in business
- How to manage risk – the four Ts
- Financing risk and operating risk
- Foreign currency risk management
- Interest rate risk management
- Role of Internal Audit, Audit Committee, and Chief Risk Officer

Day 10: Corporate Governance

- Recognising the needs of stakeholders
- The origins and development of corporate governance
- Corporate governance codes and regulation
- The role of the Board of Directors
- International corporate governance and the OECD
- Emerging trends in corporate governance

The Certificate

- AZTech Certificate of Completion for delegates who attend and complete the training course



Mini MBA: Accounting & Finance

Date	Venue	Fees(USD)	Book your seat
27 Nov - 08 Dec 2017	London	\$9,900	Register Now
30 Jul - 10 Aug 2018	Geneva	\$9,900	Register Now
24 Sep - 05 Oct 2018	Rome	\$9,900	Register Now
19 - 30 Nov 2018	London	\$9,900	Register Now

This fee is inclusive of Documentation, Lunch and Refreshments

REGISTRATION DETAILS

Family Name: _____ First Name: _____
Position: _____ Company: _____
MailingAddress: _____
Telephone: _____ Mobile: _____ Fax: _____ Email: _____

AUTHORISATION

Authorisedby: _____ Position: _____
Telephone: _____ Fax: _____ Email: _____
PostalAddress: _____

MODE OF PAYMENT

Please invoice my company Please invoice me Please find enclosed a cheque payable to AZTECH

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.



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Module 1 - Accounting, Decision Making, & Financial Communication

Module 2 - Finance, Risk Management & Corporate Governance

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

4 WAYS TO REGISTER

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Visit our website: www.aztechtraining.com

CERTIFICATION

AZTech Certificate of Completion for delegates
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