

FINANCIAL ESSENTIALS FOR COMPANY SECRETARIES AND DIRECTORS

COURSE INTRODUCTION

Globalization.....

The term globalization has been in increasing use since the mid-1980s. In 2000, the International Monetary Fund (IMF) identified four basic aspects of globalization: trade and transactions, capital and investment movements, migration and movement of people and the dissemination of knowledge. The onset of globalization saw a huge shift and movement of multinational companies based in United States, Europe and Japan to Southeast Asia, China and Latin America seeking lower cost and promising new markets.

The Current Dilemma.....

Now, there is a new era of global business competition emerging that is called globality. Globality is not an activity so much as it is an environment, a state of being. It is mainly fueled by a set of business competitors that are based both in the developed world and in the emerging economies. In this challenging new global environment, all organizations discover themselves dealing with a range of new management issues - concerning costs, human resources, supply chains, innovation, and more.

The Key Challenges.....

Globality presents both threats and opportunities to all players. Long established players face tough new challenges, but these can be met and turned to advantage. New global players stand at the brink of huge opportunities but still face barriers to seizing them. Possibly the most critical success factor today is to make sure every employee is cost-conscious and understands basic finance to help their organization to progress smoothly and achieve good profitability levels. Financial and Business Knowledge has to be enhanced at all levels of management to ensure not just survival, but also the long-term success of corporations as well as the public sector in the new millennium.

COURSE OBJECTIVES

This workshop is designed for Company Secretaries and Directors from diverse industries to get a firm grasp on the numbers side of business. The primary goal is to help them develop sound financial knowledge to read and understand financial reports; helping them lead their organization successfully in a highly competitive globalized business arena. Business Managers need to look at the linkages in the financial statements to understand its operations better. Hence, this course is designed to empower participants to develop a more productive relationship with vendors and customers plus build the confidence to work with finance professionals and top management. This progresses into a healthy cross-functional working relationship that enhances organizational value. (This course is ideal for professionals who have little or no knowledge in accounting)

COURSE CONTENTS

- Identifying the key financial statements and its purpose.
- Revenue is vanity... Margin is sanity... Cash is king.
- Learning financial concepts and the accrual basis via a card game.
- Apply knowledge via case-studies to evaluate financial statements.
- Review financial pages in business news bulletins.

LEARNING OUTCOME

By attending this programme, the participants will be able to:

- Understand financial concepts and identify core financial statements, their content and links.
- Read, understand and interpret financial reports.
- Distinguish the characteristics of cashflow, profit, net worth and their purpose.
- Understand the limitations of financial statements.
- Ask finance professionals the right questions.

METHODOLOGY

The process of this program constitutes using a combination of interactive discourse & problem solving through case studies, quiz, games, print and digital media as well as group discussions, self-assessment and presentations where necessary to test and entrench the knowledge of participants. They learn to apply the principles to scenarios provided besides having the opportunity to discuss dilemmas faced at their workplace.

ABOUT THE TRAINER

S. Yoga Thevan is a Chartered Global Management Accountant and an associate of CIMA (Chartered Institute of Management Accountants, UK). He also obtained an MBA from the renowned Strathclyde University Graduate School of Business, Europe's largest Business School. He has a wide industry exposure from manufacturing to banking & stock-broking. Since 2004 he is a full-time Learning Facilitator. He is also a regular speaker for PSMB, MIA, SSM, SME Corp, MEF, MIHRM and many corporations, both local and foreign. Yoga is also a founding member of MAPS (Malaysian Association of Professional Speakers) and was President in 2008. In 2012 he was engaged by the Malaysian Government to brief all heads of department and top-ranking officers in various Ministries on the concept and impact of Accrual Accounting to the Government Accounts. What you can expect from Yoga in his programs are thorough, exciting, knowledge enhancing sessions filled with action learning divulged in a simple manner. His diverse background and experience coupled with a variety of delivery mechanisms enriches participants' knowledge and retention of this intricate subject.

WHO SHOULD ATTEND

Company secretaries, board members and 'C' level executives, directors, general managers, heads of department and senior officers who want to comprehend financial statements, terminology and underlying concepts.

DATE	VENUE	EVENT CODE
08 March 2018	Promenade Hotel, Kota Kinabalu	CEP/KK/18/021
Time	9.00 am – 5.00 pm	
Training Methodology	Lecture and Case Discussion	
Fee (inclusive of 6% GST)	RM530.00 Standard RM424.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials and refreshment.

Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed.

Please register me for the below programme:

DATE	PROGRAMME

PARTICIPANT DETAILS: *(All details must be completed)*

Name _____

I/C No. _____ Licensed Secretary No. _____

Prescribed Body Name & Membership No. _____

Designation _____

Company _____

Address _____

Office Tel. No. _____ Fax No. _____ Mobile No. _____

Email Address _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)

Tax Invoice to be issued in the name of _____

Name of HR personnel _____ Tel. No. _____

Vegetarian Meal Other Diet _____

Payment by cheque no. _____ amount RM _____

PAYMENT

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no. / Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

PROGRAMME FEE

COMTRAC's training and administration fees are subjected to 6% GST under the GST Act 2014. Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), a pre-loaded CD containing training materials, refreshments and lunch (where applicable).

FAX YOUR REGISTRATION FORM AND SEND YOUR PAYMENT TO:

COMTRAC, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur
 Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: comtrac@ssm.com.my

TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations MUST be submitted to SSM accompanied with the **full payment five (5) working days before the programme**. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment or letter of guarantee is received.

Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

Replacement Of Certificate

SSM will charge an administrative fee of RM30.00 (inclusive of 6% GST) per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc.

DISCLAIMER

SSM reserves the right to cancel programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

PSMB

Suruhanjaya Syarikat Malaysia is registered as a training provider with **PSMB** under **KERAJAAN1846**.

PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC / SSM as a reference in future to communicate with you on our training programmes/ events. In line with the Personal Data Protection Act 2010, we wish to get your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my