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SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA  
(Agensi di bawah KPDNHEP)

# 2021

- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0
- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0 + CYBER SECURITY AWARENESS
- CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0 + FINANCIAL STATEMENTS 101



# CDTP

**CORPORATE DIRECTORS TRAINING PROGRAMMES**

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY



# CORPORATE DIRECTORS TRAINING PROGRAMME

## FUNDAMENTAL 3.0

### COURSE INTRODUCTION

The corporate scenario of the 21st century is both challenging and exciting, promising numerous opportunities for wealth creation. This is provided the key economic role players in the country are able to navigate the economic landscape. With this in mind, the Companies Commission of Malaysia Training Academy & Knowledge Management Division (CKMD) believes that the directors and key role-players of companies need to be equipped with the fundamental knowledge of their roles and responsibilities under the Companies Act 2016 as well as knowledge on boardroom dynamics and corporate liability in Malaysia. It is hope that with these knowledges gained, it will enable them to manage their companies on a sustainable manner and at the same time remain competitive.

### COURSE OBJECTIVES

The CDTP Fundamental 3.0 is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company and its key role players. The course will also introduce the participants to boardroom dynamics and corporate liability in Malaysia.

### COURSE CONTENTS

- **MODULE 1:** Dynamics of a Company  
Characteristics and key components of a company, incorporation, management and closure of a company.
- **MODULE 2:** Duties and Responsibilities of Directors, Company Secretaries and Auditors  
Descriptions of key duties and responsibilities of directors, company secretaries and auditors.

- **MODULE 3:** Understanding Boardroom Dynamics  
Different facet of boardroom dynamics and why it is becoming increasingly important for companies.
- **MODULE 4:** Introduction of Corporate Liability in Malaysia  
From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.

### LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of boardroom dynamics.
- Develop a good understanding on the corporate liability in Malaysia.

### WHO SHOULD ATTEND

Aspiring directors, newly appointed directors, seasoned directors who wish to unlearn and relearn.

### ABOUT THE TRAINERS

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

### ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
06 January 2021	Webinar @ Microsoft Teams	002/21/CDTPF/WEB
08 April 2021	Webinar @ Microsoft Teams	047/21/CDTPF/WEB
01 July 2021	Webinar @ Microsoft Teams	081/21/CDTPF/WEB
09 September 2021	Webinar @ Microsoft Teams	117/21/CDTPF/WEB
<b>Time</b>	9.00 a.m. - 5.00 p.m.	
<b>Training Methodology</b>	Lecture and Case Discussion	
<b>Fee</b>	<b>RM500.00</b> Standard <b>RM400.00</b> Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
<b>CPE points</b>	8	



# CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0 + CYBER SECURITY AWARENESS

## COURSE INTRODUCTION

The CDTP Fundamental 3.0 + Cyber Security Awareness is a result of fusing the modules from CDTP Fundamental 3.0 with training on cyber security. There have been massive corporate security breach one after another and board directors are feeling the pressure. When an organization suffers a cyber incident, all eyes will naturally be on the directors to see if they were properly exercising their risk oversight. This course recognizes the importance of cyber security awareness in addition to be equipped with fundamental knowledge of dynamics of a company, duties and responsibilities of company directors and introduction of corporate Liability in Malaysia.

## COURSE OBJECTIVES

Day 1 of this course is 'CDTP Fundamental 3.0' which is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company, roles and responsibilities of the key role players, boardroom dynamics and introduction of corporate liability in Malaysia. Day 2 will focus on cyber security awareness which aims to prepare the members of the board and other senior management of an organization to understand, assess and take a proactive posture in cyber security. Members of the board will be introduced to the threats from ransomware, BEC, malwares and social engineering to advanced persistent threats that can decimate an organization. This course will highlight why cyber security is a board level problem and how to mitigate and manage it.

## COURSE CONTENTS

- **MODULE 1: Dynamics of a Company**  
Characteristics and key components of a company, incorporation, management and closure of a company.
- **MODULE 2: Duties and Responsibilities of Directors, Company Secretaries and Auditors**  
Descriptions of key duties and responsibilities of directors, company secretaries and auditors.
- **MODULE 3: Understanding Boardroom Dynamics**  
Different facet of boardroom dynamics and why it is becoming increasingly important for companies.
- **MODULE 4: Introduction of Corporate Liability in Malaysia**  
From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.
- **MODULE 7: Cyber Security Awareness**  
Understand why cyber security is a boardroom activity, security obligations by role, risk management framework and how to handle during and after a breach.





# CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL 3.0 + CYBER SECURITY AWARENESS

## LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of boardroom dynamics.
- Develop a good understanding on corporate liability in Malaysia.
- Understand why cyber security is a board level matter.
- How to be cyber resilient?
- How to respond during and after a breach?

## WHO SHOULD ATTEND

Aspiring directors, newly appointed directors, seasoned directors who wish to unlearn and relearn.

*Note: No IT knowledge required – This course is opened for all who are in e-commerce or involved in electronic transactions in their daily routine.*

## ABOUT THE TRAINERS

### Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

### Day 2

**Clement Arul** is Chief Executive Officer, Cybertronium Sdn. Bhd. He is a National and Regional award-winning Cybersecurity Professional with twenty two years of IT experience in security, ethical hacking, cyber security framework, security risk & governance, systems analysis, big data, IoT, design, development, secure coding, implementation, digital forensics and project management. Clement is a security consultant for many multi-national and leading IT companies in APAC region. A frequent speaker in security events in APAC.

Awards and Recognition:

- IFSEC GLOBAL TOP 20 CYBERSECURITY PROFESSIONALS 2020, IFSECGLOBAL, UK
- APAC Cyber Security Professional of the Year 2020, 2019, and 2017, Global Cybersecurity Excellence Awards.
- Cyber Security Professional of the Year 2017, 2014, National Cyber Security Awards, MOSTI, Govt. of Malaysia.



## ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
25 - 26 August 2021	Webinar @ Microsoft Teams	110/21/CDTPFCS/WEB
29 - 30 November 2021	Webinar @ Microsoft Teams	162/21/CDTPFCS/WEB
<b>Time</b>	9.00 a.m. - 5.00 p.m.	
<b>Training Methodology</b>	Lecture and Case Discussion	
<b>Fee</b>	<b>RM1,000.00</b> Standard <b>RM800.00</b> Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
<b>CPE points</b>	16	



# CORPORATE DIRECTORS TRAINING PROGRAMME

## FUNDAMENTAL 3.0 + FINANCIAL STATEMENTS 101

### COURSE INTRODUCTION

The CDTP Fundamental 3.0 + Financial Statement 101 is a result of fusing the modules from CDTP Fundamental 3.0 with the introduction topic on understanding financial statements for board of directors.

### COURSE OBJECTIVES

The first part of the course on CDTP Fundamental 3.0 is designed to convey basic yet vital information pertaining to the characteristics, anatomy, life-span of a company and its key role players. The course will also introduce the participants to boardroom dynamics and corporate liability in Malaysia.

The second part of the course is on the module on “Financial Statements 101”. This is specially designed for directors 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 to look at the linkages in the financial statements in order to understand their business operations better. This course recognizes that being able to read and interpret financial statements is a vital skill in addition to be equipped with fundamental knowledge of company law and corporate governance. This course is ideal for professionals who have little or no knowledge in accounting.

### COURSE CONTENTS

- **MODULE 1:** Dynamics of a Company  
Characteristics and key components of a company, incorporation, management and closure of a company.
- **MODULE 2:** Duties and Responsibilities of Directors, Company Secretaries and Auditors  
Descriptions of key duties and responsibilities of directors, company secretaries and auditors.
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- **MODULE 4:** Introduction of Corporate Liability in Malaysia  
From 1 June 2020, directors and top management of commercial organisations will be held personally liable for any acts of corruption committed for the benefit of the business. This module enable participants to understand what is corporate liability for corruption offences as introduced by the MACC (Amendment) Act 2018 and how corruption may impact their company.
- **MODULE 5:** Financial Fundamentals  
Learn Financial Fundamentals. Understand basic accounting terms and concepts and discover the significance of the core financial statements.
- **MODULE 6:** Reading and Interpreting Financial Statements  
Link-up, review and interpret Financial Statements. Distinguish the characteristics of Cashflow, Profit, Net Worth and their purposes.





# CORPORATE DIRECTORS TRAINING PROGRAMME

## FUNDAMENTAL 3.0 + FINANCIAL STATEMENTS 101

### LEARNING OUTCOME

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

- Develop a good understanding on the concept, features and significance of a company.
- Outline the roles and responsibilities of directors, company secretaries and auditors.
- Be equipped with the foundational knowledge of boardroom dynamics.
- Develop a good understanding on corporate liability in Malaysia.
- Identify core financial statements and comprehend related jargon.
- Find the links and chinks between cash and profit.
- Gain business acumen and add value by managing business pragmatically.

### WHO SHOULD ATTEND

Aspiring directors, newly appointed directors, seasoned directors who wish to unlearn and relearn.

### ABOUT THE TRAINERS

#### Day 1

Panel trainers from Suruhanjaya Syarikat Malaysia / Associate Speakers.

#### Day 2

**S. Yoga Thevan** has 30 years of finance, business and facilitation experience and works with teams to improve financial literacy and business acumen.

- Actively trains directors and company secretaries on financial management and has designed and delivered Finance Programs for MIA and SME Corp to over 6,000 directors, business owners and managers in class sizes of 20-30 persons over a 10-year period.
- On behalf of CIMA and the Accountant General's Office Malaysia, he conducted awareness programs on accrual accounting at 9 Ministries of the Federal Government (2012-2013).
- He is a certified facilitator for Business Today Simulation International
- In 2018, Yoga was bestowed the Social Harmony Award for his persistent efforts towards a holistic approach for cancer (International Conference for Peace and Universal Harmony, Goa, India).



### ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
23 - 24 February 2021	Webinar @ Microsoft Teams	021/21/CDTPF+FS/WEB
23 - 24 June 2021	Webinar @ Microsoft Teams	078/21/CDTPF+FS/WEB
<b>Time</b>	9.00 a.m. - 5.00 p.m.	
<b>Training Methodology</b>	Lecture and Case Discussion	
<b>Fee</b>	<b>RM1,000.00</b> Standard <b>RM800.00</b> Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
<b>CPE points</b>	16	

The background features a dense pattern of white line-art icons on a dark blue background. The icons represent various fields: education (books, graduation caps, lightbulbs), technology (laptops, smartphones, keyboards), science (E=mc², microscope, brain), and business (gears, charts, trophies). A teal-colored triangular shape is positioned in the top right corner.

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