

# READ, INTERPRET AND ANALYZE FINANCIAL STATEMENTS FOR COMPANY DIRECTORS AND COMPANY SECRETARIES (BASIC LEVEL)

## COURSE INTRODUCTION

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 Knowledge and Business Acumen** 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.



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## COURSE OBJECTIVES

This course is designed for directors, company secretaries and business managers 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, 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

- Identify core financial statements and unlock the essentials of finance.
- Comprehend cost & cash-flow.
- Link-up & review financial statements.

## LEARNING OUTCOMES

Participants will develop tremendous business insight and will be able to:

- Identify core financial statements and related jargon.
- Understand financial concepts.
- Read and understand financial reports.
- Distinguish the characteristics of cashflow, profit, net worth and their purpose.
- Understand the limitations of financial statements.
- Learn to ask finance professionals the right questions.

## WHO SHOULD ATTEND

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



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## METHODOLOGY

The process of this course 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** 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.

## ADMINISTRATIVE DETAILS



Date	30 April 2024
Platform	Virtual platform
Time	9.00AM – 5.00PM
Training Methodology	As above.
Fee	RM500.00 Standard
	RM400.00 Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	8 Points



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## HOW TO REGISTER?

### STEP 1

Strictly via online registration at <https://e-comtrac.ssm.com.my> 

### STEP 2

#### NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

#### EXISTING USER

- Key in **USERNAME** and **PASSWORD**
- Click on **SIGN IN**

### STEP 3

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



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## TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

### Payment Mode

- All training programmes registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, participant is deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

### Webinar Access Link

- A notification e-mail with the webinar access link will be sent at least 24 hours before the commencement of the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

### Certificate of Attendance

- Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.
- A participant is allowed to attend ONE programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.
- SSM will charge an administrative fee of RM30.00 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.

### Cancellation / Absent

- No refund will be given to participant who failed to attend the programme.
- Replacing registered participant is not allowed.

### Transfer

- Transfer of registration fee to another training programme is not allowed.

### Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

### 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 obtain 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](mailto:comtrac@ssm.com.my).

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### Disclaimer

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All information contained in the brochure is correct and accurate at the time of publication.

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## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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