



# 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.

## 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 in 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 CIMA and the Accountant General's Office Malaysia, he conducted awareness programme on accrual accounting at 9 Ministries of the Federal Government (2012 - 2013).
- He is a certified facilitator for Business Today Simulation International.

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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.

## ADMINISTRATIVE DETAILS

|                      |   |
|----------------------|---|
| Date                 | 04 February 2025  |
| Platform             | Virtual platform  |
| Time                 | 9.00 am – 5.00 pm   |
| Training Methodology | As above  |
| Fee                  | RM500.00 Standard   |
|                      | RM400.00 Licensed Secretary.<br>Member of MAICSA, MIA, Malaysian Bar,<br>MACS, MICPA, Sabah Law Society &<br>Advocates Assoc. of Sarawak. |
| SSM CPE Points       | 8 points  |

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## HOW TO REGISTER?

### STEP 01

Strictly via online registration at [www.ssm4u.com.my/ecomtrac](http://www.ssm4u.com.my/ecomtrac)

### STEP 02

#### 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 03

- 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

### PROGRAMME FEE

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA.
- Admittance to training programme shall be granted only upon registration and full payment is received.

### PAYMENT MODE

- Registrations and payment for training programmes MUST be made through online at e-COMTRAC (<https://e-comtrac.ssm.com.my>). Upon submitting the registration application, participants are deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

### CLASSROOM TRAINING

- For classroom-based training, a confirmation e-mail will be sent to participants at least 1 working day prior to the programme.
- Participants are required to present Malaysia's identification card (MyKAD/NRIC) and foreign participants are required to present passport at the registration counter for verification and admission to training programme.
- Admittance may be denied upon failure to present identification card / passport.

### WEBINAR ACCESS LINK

- A notification e-mail with the webinar access link will be sent to participants at least 1 working day prior to the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

### CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance. For this purpose, it is imperative to fill in the email address correctly.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme. Please take note that the certificate is available for download up to 30 days from the conclusion of the programme. An administrative fee of RM30.00 per copy is chargeable for downloading the certificate after the 30th day and 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 participants who failed to attend the programme.
- Replacing registered participant is not allowed.

### TRANSFER

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

### 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).

### HUMAN RESOURCES DEVELOPMENT CORPORATION

SSM 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.

### COPYRIGHTS

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### EXCLUSION OF LIABILITY

The speaker(s) or trainer(s) is independent and shall not represent SSM, act as its agent or otherwise represent that their personal views are endorsed by SSM. The assessments and views expressed during the programme are entirely the speakers'/trainers' own. SSM shall not be liable for whatever circumstances arising from any engagement between the speaker(s) or trainer(s) and the participant(s).

### DISCLAIMER

SSM reserves the right to cancel the 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. SSM also reserves the right to make alternative arrangements without prior notice. SSM accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the programme, whatever the cause. SSM shall not be responsible for any costs, damages or losses incurred by participants due to the changes and / or cancellation. SSM is not responsible for the integrity of participants' computer or device, your internet signal bandwidth, or any other consideration outside of the control of SSM.


SSM shall not be responsible for any problems or technical malfunction, including, without limitation, the acts, omissions, problems or malfunctions of any telephone network or lines, computer online systems, servers, computer equipment, software, failure of e-mail, traffic congestion on the internet or at any web or combination thereof.


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

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

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