

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



 Cape Rachado Lighthouse, Port Dickson

COURSE INTRODUCTION

According to the W.E.F. (World Economic Forum), technological developments, green transition, macroeconomic as well as geoeconomic shifts and demographic changes are driving transformation in the global labor market, reshaping jobs and required skills. 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.

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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, interpret and analyze financial reports in line with the Future of Jobs report 2025 by W.E.F. where employers have ranked Analytical Thinking as the core number 1 skill for their workforce; **Basic financial skills** empower the workforce to develop a **more productive relationship with vendors and customers** plus build their confidence to work with finance professionals and top management to enhance organizational value for business sustainability.

(This course is ideal for professionals who have little or no knowledge in accounting)

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.

METHODOLOGY

The process of this course constitutes using a combination of quizzes, games, print and digital media, group discussions, self-assessment as well as interactive discourse & problem solving through case studies 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.

COURSE CONTENTS

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

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 conducts highly interactive sessions with **games, custom-made case studies and comprehensively designed course manuals**.

- He actively trains directors and company secretaries in financial management and has delivered numerous Finance Programs for **SSM, MIA** and **MEF**.
- On behalf **CIMA** and **JANM** (Jabatan Akauntan Negara Malaysia), he conducted awareness programs on accrual accounting at 9 Ministries of the Federal Government (2013).
- Qualified with an **MBA** from a leading U.K. business school, he skillfully inaugurates teams with **Business and Financial Acumen**.
- He is a certified facilitator for Business Today Simulation International.

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Live Webinar

ADMINISTRATIVE DETAILS

Date	05 February 2026	
Venue	Virtual platform	
Time	09.00 am – 05.00 pm	
Training Methodology	As above	
Fee	RM550.00	Standard
	RM450.00	Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Society & Advocates Assoc. of Sarawak.
SSM CPE Points	8 Points	

HOW TO REGISTER?

STEP 1

Strictly via online registration at www.ssm4u.com.my/ecomtrac

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 TRAINING PROGRAMMES

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 (www.ssm4u.com.my/ecomtrac). 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 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.

LIVE WEBINAR TRAINING

- 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.

E-LEARNING TRAINING

- Upon successful registration, an email will be sent containing the access link to the pre-recorded webinar and accompanying material will be sent on the start date of the programme.
- Access will be available for a fixed duration of seven (7) days starting from the session's commencement date. After this period, the link will expire, and access to the webinar and materials will no longer be available.

CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme or in seven (7) working days for conference / symposium. 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. 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 will incur a fee of RM30.00 for reissuance.

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.

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.

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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.

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

