

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

## COURSE INTRODUCTION

The course aims to enhance the participants' financial and business acumen to lead a small business unit or even run a big corporation. You will learn to extend a keen eye in reading and analyzing financial statements to improve business performance. By applying this financial knowledge, you will be able to contribute more strategically in the business operations of your organization.

## COURSE OBJECTIVES

The course has been specially designed to develop your skills using financial tools and techniques. Participants will learn how to prepare and execute a business plan as well as uncover all the intricacies involved in an annual budgeting exercise. Next, participants will learn to analyze financial statements and assess business performance using ratio analysis and other financial tools. This course also guide participants on setting policies and goals to manage any enterprise.

## COURSE CONTENTS

- Key financial statements review: A financial management perspective.
- Linking budgets with strategy: Budgets as a global management tool for financial stewardship.
- Financial analysis: Introduction to analytical tools for business efficacy.

## LEARNING OUTCOME

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

- Familiarize with business trends and recognize new challenges in today's business environment.
- Prepare a simple business plan with the accompanying financial statements.
- Get the grip on numbers thru hands-on exercises on corporate financial planning.
- Interpret and assess business trends using available financial tools and reports.
- Be sharp and spot-on with the right questions and comments as you review financial pages.

## WHO SHOULD ATTEND

*Pre-requisite: This course is for those who are familiar with financial statements.*

This course is tailored for the middle-to-senior level non-financial decision-makers who want to attain a greater functional understanding of finance and financial statements. It is highly suitable for business owners, managers, executives and mid-career professionals who need to enhance their understanding and ability to analyze published financial statements. Those with accounting qualifications may also attend this course to enhance their analytical skills.

## METHODOLOGY

The methodology for this course consists using a combination of interactive discourse and problem solving through case studies, quizzes, games, prints and digital media. There will be group discussions, self-assessments and presentations, where necessary, to test and reinforce knowledge. Participants will learn to apply the principles to scenarios and discuss dilemmas faced at their workplace.

## ABOUT THE TRAINER

**S. Yoga Thevan** is a much sought-after financial management trainer as he has actively trained directors and company secretaries on financial management. He also designs and delivers highly interactive finance programmes for MIA and SME Corporation Malaysia as well as multinational companies. He has trained over 6,000 directors, business owners and managers in class sizes of 20-30 persons over the past 10 years. He has a MBA with 30 years of experience in finance, business, NGO administration as well as training and facilitation. He is a Certified Facilitator for Business Today Simulation International. Yoga was the President of Malaysian Association of Professional Speakers in 2008 and remains as Advisor for CanSurvive Centre Malaysia (A Non-Profit Cancer Charity) since 2010. For his indomitable community effort, he was bestowed the Social Harmony Award at the International Conference for Peace and Universal Harmony in Goa, India in 2018.

### ADMINISTRATIVE DETAILS

DATE	PLATFORM	EVENT CODE
09 March 2021	Webinar @ Microsoft Teams	028/21/CEP/WEB
06 October 2021	Webinar @ Microsoft Teams	131/21/CEP/WEB
<b>Time</b>	9.00 a.m. - 5.00 p.m.	
<b>Training Methodology</b>	As Above	
<b>Fee</b>	<b>RM500.00</b> <b>RM400.00</b>	Standard Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
<b>CPE points</b>	8	