



READ, INTERPRET AND ANALYZE FINANCIAL STATEMENTS FOR COMPANY DIRECTORS AND COMPANY SECRETARIES [INTERMEDIATE LEVEL]

COURSE INTRODUCTION

You will contribute more strategically if you apply financial knowledge in the business operations of your organizations. This course is specially designed to develop your skills in using financial tools and techniques. You will learn to extend a keen eye in reading and analyzing financial statements to improve business performance.

COURSE OBJECTIVES

The course aims to enhance the participants' financial and business acumen to lead a small business unit or even run a big corporation. Participants will learn how to prepare and execute an annual budget as well as uncover all the intricacies involved in business planning. Next, participants will learn to analyze financial statements and assess business performance using ratio analysis and other financial tools. Participants will also be better equipped to set policies and goals to better manage any business.

COURSE CONTENTS

- Recognize new challenges in today's business environment.
- Review of financial fundamentals.
- Getting the grips on numbers with corporate financial planning.
- Business evaluation using financial ratios for analysis.
- Review published illustrations and case studies.

LEARNING OUTCOME

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

- Get a firm grip on the numbers side of business.
- Prepare a simple business plan with the accompanying financial statements.
- Interpret and assess business trends using available financial tools.
- Be sharp and spot-on with the right questions and comments.
- Review financial pages in business news bulletins and the mass media.

METHODOLOGY

The methodology for this program constitutes using a combination of interactive discourse and 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. Participants learn to apply the principles to scenarios besides having the opportunity to discuss dilemmas faced at their workplace.

WHO SHOULD ATTEND

This program is for those who are familiar with Financial Statements. This workshop is tailored to the mid- to senior-level nonfinancial decision-maker who wants to attain a greater functional understanding of finance and financial statements. Business owners, managers, executives and mid-career professionals who may wish or need to refresh or enhance their understanding and analysis of published financial statements. People with accounting qualifications may also attend this workshop to enhance their analytical skills.

ABOUT THE TRAINER

S. YOGA THEVAN is a Chartered Global Management Accountant and an associate of CIMA (Chartered Institute of Management Accountants, UK). He also obtained an MBA from the renowned Strathclyde University Graduate School of Business, Europe's largest Business School. He has a wide industry exposure from manufacturing to banking & stock-broking. Since 2004 he is a full-time Learning Facilitator. He is also a regular speaker for PSMB, MIA, SSM, SME Corp, MEF, MIHRM and many corporations, both local and foreign. Yoga is also a founding member of MAPS (Malaysian Association of Professional Speakers) and was President in 2008. In 2012 he was engaged by the Malaysian Government to brief all heads of department and top-ranking officers in various Ministries on the concept and impact of Accrual Accounting to the Government Accounts. What you can expect from Yoga in his programs are thorough, exciting, knowledge enhancing sessions filled with action learning divulged in a simple manner. His diverse background and experience coupled with a variety of delivery mechanisms enriches participants' knowledge and retention of this intricate subject.

DATE	VENUE	EVENT CODE
16 July 2019	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/19/059
Time	9.00 am – 5.00 pm	
Training Methodology	As Above	
Fee	RM500.00 Standard RM400.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	8	

Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials and refreshment.



Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed. Please register me for the below programme:

DATE	EVENT CODE	PROGRAMME

PARTICIPANT DETAILS: *(All details must be completed)*

Name _____

I/C No. _____ Licensed Secretary No. _____

Prescribed Body Name & Membership No. _____

Designation _____

Company _____

Address _____

Office Tel. No. _____ Fax No. _____ Mobile No. _____

Email Address _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)

Tax Invoice to be issued in the name of _____

Name of HR personnel _____ Tel. No. _____

Vegetarian Meal Other Diet _____

Payment by cheque no. _____ amount RM _____

PAYMENT TERMS

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**.
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no./Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

PROGRAMME FEE

Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), training materials, refreshments and lunch (where applicable).

FAX OR EMAIL YOUR REGISTRATION FORM WITH PAYMENT RECEIPT TO:

COMTRAC & Knowledge Management Division, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur
Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: comtrac@ssm.com.my

TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations **MUST** be submitted to SSM accompanied with the full payment five (5) working days before the programme. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.

Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

Replacement Of Certificate

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.

DISCLAIMER

SSM reserves the right to cancel 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. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

PSMB

Suruhanjaya Syarikat Malaysia is registered as a training provider with PSMB under KERAJAAN1846.

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 get 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.