

# 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.



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## 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 OUTCOMES

By attending this course, 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.



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## 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** 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



Classroom

Date	23 July 2024
Venue	Menara SSM@Sentral, Kuala Lumpur
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

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.

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

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