Comprehensive Course in Mini MBA Business and Management

7 – 18 February 2027
Manama (Bahrain)



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Introduction

Welcome to the Mini MBA program on Secretarial and Financial Accounting, designed to provide a comprehensive foundation in these two essential business areas. This Mini MBA training equips you with practical skills and advanced knowledge needed for success in modern administrative roles and financial management. Whether you're looking to boost your career with executive-level secretarial skills or deepen your understanding of financial accounting principles, this program offers valuable insights into MBA business management practices. By combining the best of secretarial duties and financial accounting with modern tools and methodologies, this course prepares you for leadership in both administrative and financial functions within any organization.

Course Objectives

- Develop a deep understanding of secretarial responsibilities in today's business management environment.
- Gain advanced knowledge and hands-on experience in financial accounting and business finance.
- Master the latest tools, software, and technologies used in both secretarial and financial accounting roles.
- Learn how to support financial operations and manage administrative tasks efficiently within an organization.
- Strengthen problem-solving and decision-making abilities in secretarial and financial accounting contexts.
- Understand the legal and ethical considerations in accounting and secretarial duties, ensuring compliance with industry standards.
- Build strong communication and interpersonal skills essential for excelling in both administrative and financial roles.

Course Outlines

Day 1: Introduction to Secretarial Duties in the Digital Era

- The evolving role of a modern secretary in a dynamic business environment.
- Mastering time management and organizational skills.
- Leveraging digital tools for efficient task management and communication.
- Integrating secretarial responsibilities into a larger business management framework.



Day 2: Advanced Secretarial Skills

- Mastering document management and record-keeping systems.
- Professional correspondence and email etiquette.
- Event planning and management skills for effective business operations.

Day 3: Introduction to Financial Accounting Principles

- Overview of financial accounting fundamentals.
- Understanding financial statements and their analysis for business decisions.
- Introduction to accounting software and automation techniques.

Day 4: Financial Reporting and Analysis

- Standards and regulations in financial reporting.
- Analyzing financial statements to make informed decisions.
- Techniques in forecasting, budgeting, and financial analysis.

Day 5: Managing Accounts Payable and Receivable

- Principles of managing accounts payable and receivable efficiently.
- Invoice processing, reconciliation, and debt management.
- Building strategies for credit control and cash flow optimization.

Day 6: Cost Accounting and Management

- Understanding cost classification and allocation methods.
- Using cost-volume-profit analysis for budgeting and financial planning.
- Techniques in variance analysis and cost control.

Day 7: Internal Controls and Auditing

- The importance of internal control systems in financial integrity.
- Auditing techniques and fraud detection methods.
- Ensuring compliance in financial accounting practices.

Day 8: Financial Decision-Making

- Capital budgeting and making investment decisions.
- Risk management strategies in financial decision-making.
- Using financial modeling to support business decisions.



Day 9: Legal and Ethical Considerations in Accounting

- Understanding business ethics and professional conduct in financial management.
- Legal compliance in financial accounting and corporate governance.
- Principles of sustainability reporting and corporate transparency.

Day 10: Effective Communication and Interpersonal Skills

- Communication strategies to build strong professional relationships.
- Managing conflicts and overcoming communication barriers.
- Best practices for networking and maintaining professional relationships.

Why Attend this Course: Wins & Losses!

- Obtain a Mini MBA certificate that enhances your career prospects and positions you for leadership roles.
- Gain executive-level secretarial skills and advanced knowledge in financial accounting.
- Learn to integrate MBA business management principles into your daily administrative and financial tasks.
- Master modern tools and software, preparing you for MBA business leadership roles.
- Understand what is a Mini MBA certificate and how it adds value to your professional profile.

Conclusion

This course provides a hybrid approach that integrates key aspects of secretarial duties and financial accounting with advanced business management principles. Whether you are pursuing a Mini MBA or looking to enhance your qualifications with specialized training in secretarial skills and financial accounting, this course offers everything you need to excel. You will leave equipped with the expertise to manage administrative tasks and financial operations effectively while adhering to business ethics and legal standards.

This is the perfect stepping stone for anyone aiming to pursue MBA business courses or advance into MBA business leadership roles.

