

Mini MBA Business and Management

Dubai (UAE)

4 - 2025 May 2025

UK Training

PARTNER

Mini MBA Business and Management

Code: LM28 From: 4 - 2025 May 2025 City: Dubai (UAE) Fees: 7000 Pound

Introduction

Welcome to the modern and advanced course on Secretarial and Financial Accounting. This course is designed to provide you with comprehensive knowledge and practical skills in two crucial areas of business administration: secretarial duties and financial accounting. Throughout this course, you will be exposed to the latest trends, technologies, and best practices in these fields, equipping you with the necessary tools to excel in your professional career.

Objectives

- To develop a deep understanding of secretarial responsibilities in a contemporary business environment.
- To equip participants with advanced knowledge and practical skills in financial accounting.
- To familiarize participants with the latest tools, software, and technologies used in secretarial and financial accounting roles.
- To enable participants to effectively handle administrative tasks and support financial operations within an organization.
- To enhance participants' problem-solving and decision-making abilities in secretarial and financial accounting contexts.
- To provide participants with an overview of relevant legal and ethical considerations in secretarial and financial accounting practices.
- To foster effective communication and interpersonal skills required in secretarial and financial accounting roles.

Course Outline

Day 1

Introduction to Secretarial Duties in the Digital Era

- Role and responsibilities of a modern secretary
- Effective time management and organizational skills
- Utilizing digital tools for efficient communication and task management

Day 2

Advanced Secretarial Skills

- Document management and record-keeping

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- Professional correspondence and email etiquette
- Event planning and management

Day 3

Introduction to Financial Accounting Principles

- Overview of financial accounting fundamentals
- Understanding financial statements and their analysis
- Introduction to accounting software and automation

Day 4

Financial Reporting and Analysis

- Financial reporting standards and regulations
- Analyzing financial statements for decision-making
- Forecasting and budgeting techniques

Day 5

Managing Accounts Payable and Receivable

- Principles of accounts payable and receivable management
- Invoice processing and reconciliation
- Credit control and debt management

Day 6

Cost Accounting and Management

- Cost classification and allocation methods
- Cost-volume-profit analysis
- Budgeting and variance analysis

Day 7

Internal Controls and Auditing

- Internal control systems and their significance
- Auditing principles and techniques
- Fraud detection and prevention

Day 8

Financial Decision-Making

- Capital budgeting and investment analysis
- Financial risk management
- Financial modeling and decision support tools

UK Training

PARTNER



Day 9

Legal and Ethical Considerations in Accounting

- Business ethics and professional conduct
- Legal requirements and compliance in financial accounting
- Corporate governance and sustainability reporting

Day 10

Effective Communication and Interpersonal Skills

- Effective communication strategies in a professional setting
- Managing conflicts and difficult situations
- Building and maintaining professional relationships

UK Training
PARTNER



Blackbird Training Cities

Europe



Zurich (Switzerland)



Stockholm (Sweden)



Lyon (France)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland)



Malaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)
(Switzerland)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)



Milan (Italy)

USA & Canada



Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



Washington (USA)



Miami(USA)



New York (USA)



Toronto (Canada)



Blackbird Training Cities

Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia)



Bangkok (Thailand)



Beijing (China)



Moscow (Russia)
(Malaysia)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Jakarta (Indonesia)

Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

- Professional Skills
- Finance, Accounting, Budgeting
- Media & Public Relations
- Project Management
- Human Resources
- Audit & Quality Assurance
- Marketing, Sales, Customer Service
- Secretary & Admin
- Supply Chain & Logistics
- Management & Leadership
- Agile and Refinement

Technical Courses

- Hospital Management
- Public Sector
- Special Workshops
- Oil & Gas Engineering
- Telecom Engineering
- IT & IT Engineering
- Health & Safety
- Law and Contract Management
- Customs & Safety
- Aviation
- C-Suite Training



International House 185 Tower Bridge
Road London SE1 2UF United Kingdom



+44 7401 1773 35
+44 7480 775526



training@blackbird-training.com



www.blackbird-training.com

UK Training

PARTNER

