

## Mini MBA Business and Management

*Zanzibar (Tanzania)*

*10 - 14 February 2025*

UK Training

**PARTNER**



## Mini MBA Business and Management

Code: LM28 From: 10 - 14 February 2025 City: Zanzibar (Tanzania) Fees: 4250 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

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 board is white and black squares. In the background, there are concentric circles radiating from the center.

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## Advanced Secretarial Skills

- Document management and record-keeping
- Professional correspondence and email etiquette
- Event planning and management

## Day 2

### Introduction to Financial Accounting Principles

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

### Financial Reporting and Analysis

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

## Day 3

### Managing Accounts Payable and Receivable

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

### Cost Accounting and Management

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

## Day 4

### Internal Controls and Auditing

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

### Financial Decision-Making

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

## Day 5

### Legal and Ethical Considerations in Accounting

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

### Effective Communication and Interpersonal Skills

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



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