

Comprehensive Course in Mini MBA Business and  
Management

*Kuala Lumpur (Malaysia)*

*8 - 19 September 2025*

UK Training

**PARTNER**



## Comprehensive Course in Mini MBA Business and Management

Code: LM28 From: 8 - 19 September 2025 City: Kuala Lumpur (Malaysia) Fees: 7100 Pound

### Introduction

Welcome to the Mini MBA-style course on Secretarial and Financial Accounting, designed to provide a comprehensive foundation in both essential business areas. This course equips you with the practical skills and advanced knowledge needed for success in modern administrative roles and financial management. Whether you are looking to boost your career with executive-level secretarial skills or enhance your understanding of financial accounting principles, this program offers valuable insights into modern 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.
- How to integrate 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

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**

- 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.
- How to analyze 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.
- How to ensure 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 building a network and maintaining professional relationships.

#### Conclusion

This course provides a hybrid approach that integrates key aspects of secretarial duties and financial accounting

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles.

UK Training  
**PARTNER**



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.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles.

UK Training  
**PARTNER**

Head Office: +44 7480 775 526  
Email: [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)  
Website: [www.blackbird-training.com](http://www.blackbird-training.com)

## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)  
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### Africa



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training  
**PARTNER**

## Blackbird Training Cities

### Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



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 Elevation

### 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

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

