

Comprehensive Course in Mini MBA Business and
Management

Baku (Azerbaijan)

24 March - 4 April 2025

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Code: LM28 From: 24 March - 4 April 2025 City: Baku (Azerbaijan) Fees: 7400 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 board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- 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 knight) in gold and silver, set against a background of concentric circles.

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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 pieces. A large gold king piece is in the foreground on the right, with a silver pawn and a black pawn behind it. The board is a checkered pattern of light and dark squares. In the background, there are concentric white circles on a light gray background.

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