

Mini MBA Business and Management Advanced Course

Manama (Bahrain)

30 March - 3 April 2025

UK Training

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Mini MBA Business and Management Advanced Course

Code: LM28 From: 30 March - 3 April 2025 City: Manama (Bahrain) Fees: 3700 Pound

Introduction

Welcome to the advanced course on Secretarial and Financial Accounting. This program is designed to provide you with a thorough understanding of two essential areas of business administration: secretarial functions and financial accounting. Throughout this course, you will engage with the latest trends, technologies, and best practices in these fields, equipping you with the necessary skills to thrive in your professional career.

Course Objectives

- Develop a comprehensive understanding of contemporary secretarial responsibilities.
- Equip participants with advanced knowledge and practical skills in financial accounting.
- Familiarize participants with the latest tools, software, and technologies relevant to secretarial and financial accounting roles.
- Enable participants to efficiently handle administrative tasks and support financial operations within an organization.
- Enhance problem-solving and decision-making abilities in both secretarial and financial accounting contexts.
- Provide an overview of legal and ethical considerations in secretarial and financial accounting practices.
- Foster effective communication and interpersonal skills necessary for success in secretarial and financial accounting roles.

Course Outlines

Day 1: Introduction to Secretarial Duties in the Digital Era

- The evolving role and responsibilities of the modern secretary
- Mastering effective time management and organizational skills
- Leveraging digital tools for efficient communication and task management

Advanced Secretarial Skills

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

Day 2: Introduction to Financial Accounting Principles

- Overview of fundamental financial accounting concepts
- Understanding and analyzing financial statements
- Introduction to accounting software and automation tools

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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Financial Reporting and Analysis

- Overview of financial reporting standards and regulations
- Techniques for analyzing financial statements to aid decision-making
- Forecasting and budgeting methodologies

Day 3: Managing Accounts Payable and Receivable

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

Cost Accounting and Management

- Cost classification and allocation methods
- Conducting cost-volume-profit analysis
- Budgeting and variance analysis techniques

Day 4: Internal Controls and Auditing

- Importance of internal control systems
- Principles and techniques of auditing
- Strategies for fraud detection and prevention

Financial Decision-Making

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

Day 5: Legal and Ethical Considerations in Accounting

- Understanding business ethics and professional conduct
- Legal requirements and compliance in financial accounting
- Overview of corporate governance and sustainability reporting

Effective Communication and Interpersonal Skills

- Strategies for effective communication in a professional environment
- Techniques for managing conflicts and difficult situations
- Building and maintaining professional relationships.

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