

## Mini MBA Business and Management Advanced Course

*Manama*

*29 March - 2 April 2026*

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## Mini MBA Business and Management Advanced Course

Code: LM28 From: 29 March - 2 April 2026 City: Manama Fees: 3700 Pound

### Introduction

Welcome to the Advanced Financial Accounting and Secretarial Functions course, a specialized training program designed to enhance your skills in two pivotal areas of business operations. This course integrates Mini MBA training to equip professionals with the tools and knowledge required to excel in modern business management roles.

Participants will engage with cutting-edge practices, explore the meaning of Mini MBA, and gain hands-on experience with the latest technologies in financial accounting and secretarial functions. By completing this Mini MBA program, you will unlock opportunities for career advancement and earn a Mini MBA certificate, recognized as one of the best Mini MBA courses for business professionals.

This course combines elements of MBA business analytics and MBA business administration to prepare participants for strategic decision-making, effective project management, and leadership in fast-paced business environments.

### Course Objectives

By the end of this course, participants will:

- Gain a deep understanding of modern secretarial responsibilities and their integration with MBA business management principles.
- Acquire advanced skills in financial accounting and learn to apply them in real-world scenarios.
- Master the use of digital tools, software, and technologies essential for secretarial and financial roles.
- Learn how to support financial operations and administrative tasks effectively within an organization.
- Enhance analytical and decision-making skills through the lens of a Mini MBA in business analytics.
- Understand the legal and ethical aspects of financial and administrative practices.
- Develop effective communication and interpersonal skills for professional success.

### Course Outlines

#### Day 1: Introduction to Secretarial Duties in the Digital Era

- The Evolving Role of Secretaries: Explore how modern secretarial roles align with Mini MBA management principles.
- Time Management and Organizational Skills: Master strategies for productivity and efficiency.
- Leveraging Digital Tools: Use technology for communication, task management, and professional correspondence.
- Advanced Secretarial Skills: Learn about document management, record-keeping, and event planning.
- Professional Etiquette: Best practices for email communication and corporate correspondence.

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## Day 2: Introduction to Financial Accounting Principles

- Fundamentals of Financial Accounting: Learn the core principles that underpin MBA business administration.
- Analyzing Financial Statements: Gain insights into interpreting financial data for decision-making.
- Introduction to Accounting Software: Explore the latest tools for automating financial operations.
- Financial Reporting Standards: Understand the regulations and standards guiding financial reporting.
- Forecasting and Budgeting: Develop skills in creating and analyzing financial forecasts.

## Day 3: Managing Accounts Payable and Receivable

- Accounts Payable and Receivable: Principles and techniques for effective financial operations management.
- Cost Accounting and Management: Learn about cost classification, allocation methods, and cost-volume-profit analysis.
- Budgeting Techniques: Master variance analysis and methods for financial planning.
- Credit Control and Debt Management: Strategies for maintaining financial health and minimizing risks.

## Day 4: Internal Controls and Auditing

- Internal Controls: The importance of robust systems in financial operations.
- Auditing Principles: Learn techniques for ensuring accuracy and detecting fraud.
- Financial Risk Management: Develop strategies for mitigating risks using financial modeling tools.
- Investment Analysis: Gain expertise in capital budgeting for sustainable growth.
- Fraud Prevention: Learn how to identify and prevent financial misconduct.

## Day 5: Legal and Ethical Considerations in Accounting

- Business Ethics in Accounting: Understand the ethical standards that govern financial practices.
- Compliance and Corporate Governance: Explore the legal requirements and sustainability reporting.
- Communication Skills: Enhance your ability to present financial data and resolve workplace conflicts.
- Professional Relationships: Build and maintain networks that support Mini MBA in project management goals.
- Final Project: Apply your knowledge to solve practical problems and showcase your expertise in a Mini MBA certificate-aligned project.

## Why Attend this Course: Wins & Losses!

- Earn a Recognized Credential: This course prepares you for a Mini MBA certificate, one of the best Mini MBA programs for professionals in business management and finance.
- Expand Your Expertise: Enhance your skills in financial accounting, administrative efficiency, and MBA business analytics.
- Practical Training: Gain hands-on experience with tools and techniques relevant to modern business operations.
- Career Advancement: A Mini MBA in management positions you for leadership roles and strategic responsibilities.
- Broaden Your Perspective: Learn how Mini MBA benefits align with global business trends and challenges.
- Legal and Ethical Insights: Master compliance and corporate governance, essential for effective financial leadership.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a gold pawn behind it. The board has a checkered pattern.

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## Conclusion

This Advanced Financial Accounting and Secretarial Functions course is your gateway to professional growth and leadership in the world of business administration. By combining advanced training with a focus on Mini MBA management, this program provides participants with the skills and confidence to excel in financial and administrative roles.

The course offers the tools needed to understand what a Mini MBA is, its requirements, and how it integrates with real-world applications in MBA business management. Whether you're pursuing a career in finance, project management, or administration, this program is your opportunity to achieve success with the recognized credibility of a Mini MBA certificate.

Enroll today to unlock the benefits of a Mini MBA, enhance your leadership capabilities, and become a strategic decision-maker in the dynamic landscape of business and finance!



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