

EFFECTIVE PERFORMANCE COACHING FOR FINANCE MANAGERS/ACCOUNTANTS/ACCOUNTS EXECUTIVES

Discover How to RAISE YOUR PERFORMANCE AND PERFORM MORE EFFECTIVELY in managing your finance department, subordinates and your finance role in your business organization.

In this new world in which we operate, where the emphasis is on making BETTER PERFORMANCE on your job, BETTER MANAGING your finance/account department and subordinates, and BETTER PERFORMANCE IN TEAMWORK with all the other departments in the company and/or business organization. This type of HIGH AND PEAK PERFORMANCE is now no more **an option anymore, but a necessity, and a requirement.**

This course has been specially designed for Finance Managers, Accountants and Accounts Executives who have full responsibilities in managing their own finance/accounts department and subordinates; and reporting effectively to the CEO/GM/Finance Directors and towards working in harmony with other department heads in achieving the Company and/or Business Goals and Objectives.

Their responsibilities also involve and include the following:

- Managing business operations
- Making finance performance presentations at meetings
- Performing decision making
- Making investments decisions
- Having accountability for the profitability of the business, sales growth etc
- Managing credit review, project planning, budgeting and forecasting
- Going into, business start-ups, acquisition of business
- Selling their business effectively to their buyer
- Negotiation with Suppliers, Banks, Customers, Debtors
- Negotiation with their bosses to obtain approval on their budgets, projects etc
- Supervising and training subordinates

Participants will develop these **9 Key Skills**:

1. **Time management** – Managing your time, Activity Logs, Action plans, To Do List, Personal Goal setting, and Time Scheduling etc.
2. **Leadership Skills** – Leadership Motivation Assessment, Leadership Motivation Skills, Information gathering, Task allocation, Leadership style, Conflict resolution, Mission statements, Success delegation etc.

3. **Problems Solving Techniques** – Appreciation, Drill down, Cause and Effects analysis, Flow Charts, Process Flows, Decision Trees, SWOT analysis, Cash flow, Risk Assessment, Understanding the Big picture, Understanding the forces, Value, Unique selling proposition etc.
4. **Decision Making** – Pareto Analysis, Comparison, Matrix analysis, Decision Tree, Weighing, Force analysis, Costs/Benefits.
5. **Communication Skills** – Making a first great impression and maintaining, Johari Window, Public speaking and presentation, Writing skills , Effective emails, Active Listening, Running meetings, Managing Ice breakers, Speaking to an audience, Presentation planning checklist.
6. **Project Management** – Project management and management skills, Estimating time accurately, Gantt Charts, Critical Path Analysis, Planning process, Stakeholders Analysis, Stakeholder management.
7. **Practical creativity** – *Creativity techniques, Reversals, Attribute Listing, Scamper, Brainstorming, Reframing Matrix, Concept Fan, Random Input, Provocation, Do It, Simplex.*
8. **Stress Management** – Stress Diaries, Job Analysis, Performance planning, Imagery, Physical Technique, Thought Awareness, Anger Management, Burnout self test,
9. **Stress management** - *How to manage your stress*

10 KEY BENEFITS OF ATTENDING

1. Develop skill on how to be a good leader and manager.
2. Develop skill to look at the “Big Picture” and be a team player.
3. Implement **effective decision making skills** to increase performance.
4. Develop skill to run the finance department effectively and efficiently.
5. Develop skill to make good **financial support to** business performance.
6. Understanding that effective financial reporting and decisions will have good impact on the business and increase **profitability**.

7. Increase company cash flow and **competitive** business position.
8. Develop skills to **resolve** financial problems effectively.
9. Ensure company to grow on **productivity, profitability** and **performance**.
10. Be a respected and **dynamic** financial Professional

WHO SHOULD ATTEND

Finance Managers, Accountants and those in Finance/Accounts who have responsibilities of supervision and managing finance for the businesses, operations, profit and loss centers and financial reporting to the Directors, CEO, GM and Senior Management.

COURSE SCHEDULE

Note: This schedule is a guide and may be modified depending on the group dynamics and the needs of the participants.

Day 1

Morning Session (9.00am-12.30pm)

Part A – EFFECTIVE PERFORMANCE COACHING FOR FINANCE MANAGERS/ACCOUNTANTS/ACCOUNTS EXECUTIVES

- A1. What is performance and how to measure performance? What are the performance checklists? How top companies measure performances. Case studies and discussions/recommendations
- A2. What are the role of a Finance Manager/Accountant/Accounts Executives and the role of a supervisor? What are the expectations? Case studies and discussions/recommendations.

Coffee Break (10.30-10.45am)

Part B – EFFECTIVE PERFORMANCE SKILL DEVELOPMENT PROCESS

B1. Time management –

The importance of time management. How to manage your time effectively and techniques to stop time stealers. What are Activity Logs and how to use it, How to prepare Action plans and stick to it. How to summarize a To Do List and to monitor its performance. Methods of Personal Goal Setting and how to manage it. How to apply Time Scheduling and get effective results.

Lunch Break (12.30-1.30pm)

B2. Leadership Skills – How to prepare a Leadership Motivation Assessment and understand the process. What are Leadership Motivation Skills and how to use and apply them effectively? What are Information gathering and how to do it. How to perform Task allocation and get results. What are Leadership styles and its application How to perform Conflict resolution the right way? How to write and apply Mission statements. What is Success delegation and how to do it?

Tea Break (3.00-3.15pm)

B3. Problems Solving Techniques – How to read, understand and appreciate problem (s). Technique of Drill down and its usefulness. Understand the Cause and Effects analysis and how to apply. How to use Flow Charts, Process Flows, Decision Trees, SWOT analysis, Cash flow, Risk Assessment for your managing. How to understand the Big picture and share it with your team. How to develop to understand the forces, Value, Unique selling proposition and related factors.

Day 2

Morning Session (9.00am-12.30pm)

B4. Decision Making – Making effective decision making with tools such as Pareto Analysis, Comparison, Matrix analysis, Decision Tree, Weighing, Force analysis, Costs/Benefits.

Coffee Break (10.30-10.45am)

B5. Communication Skills – How to make a first great impression and maintaining it. What is Johari Window and how to use it to your advantage? How to develop good Public speaking and presentation, How to improve your writing skills. Why are Effective emails so necessary in meeting your goals? How to become an Active Listener. How

to run meeting effectively and timely. Techniques to use as Ice breakers. How to speak to an audience effectively. Tools on how to prepare a Presentation planning checklist.

B6. Project Management – Why are Project management so important and how to handle it effectively. What type of management skills required and how to acquire it? How to Estimating time accurately. How to use Gantt Charts, Critical Path Analysis, and Planning process to your advantage. How to understand Stakeholders and Stakeholders management.

Lunch Break (12.30-1.30pm)

B7. Practical creativity – When and how to use *Creativity techniques, Reversals, Attribute Listing, Scamper, Brainstorming, Reframing Matrix, Concept Fan, Random Input, Provocation, Do It, Simplex.*

Tea Break (3.00-3.15pm)

B8. Stress Management – How to perform better with Stress Diaries, Job Analysis, Performance planning, Imagery, Physical Technique, Thought Awareness, Anger Management and Burnout self test,

B9. DISCUSSIONS, CASE STUDIES, EXERCISES AND PROBLEM SOLVING

Throughout the course, participants will be given exercises and case studies to sharpen and improve their financial and communications skills.

YOUR EXPERT COURSE LEADER

Anthony Wong is a Certified Public Accountant of Singapore since 1984. He has worked in senior management positions such as Deputy Managing Director, Finance Director and Regional Financial Controller for Asia Pacific region with Multi-national companies in Singapore particularly in the Electronics and Manufacturing industries. He was the **Regional Financial Controller** for Asia Pacific Region **with Motorola** in Singapore for eight years.

Anthony has extensive experience in *Maximizing Shareholder Value, Streamlining the business, Risk Management and Business start-ups*. Being the **best in class** in *Financial Strategy, Investment Management, Treasury Management, Financial Operations and Performance Management* has given him additional leverage in his career.

He is a **Business and Career Coach** and provides coaching to Business owners, Entrepreneurs, CEOs and Corporate executives. He manages his own company, Success Coaching and Consultancy Pte Ltd and is also the **CEO** of M I E Destiny Vibrations Creation Pte Ltd in Singapore.

Anthony is also a **Business and Financial Consultant** to Small and Medium Enterprises and has lectured on Finance and Accounting for Singapore Accountants Academy, Nanyang Polytechnic, University of Southern Queensland, Curtin University and La Trobe University

He **conducts workshops on finance, accounting and management accounting; and Letter of credit and credit management for MNCs** such as *SINGTEL* and *Nagase* in Singapore.

He also conducts such workshops in Malaysia under Asia Pacific Institute for Management Development since 2004. Companies include SBB Mutual Berhad, International Islamic College, and Hotel Armada of Petaling Jaya, The Golf Club, Datai Bay, Goodyear Rubber Industries Sdn. Bhd, TNT Malaysia, Exxon-Mobil Malaysia, Dunlop Malaysia, Bank Negara and also The Central Bank of Philippines (from Philippines).

He holds an *Associated Certified Meta-Coach (ACMC)* certification from the *International Society of Neuro-Semantics (ISNS)* and Certified Master Coach from *Behavioral Coaching Institute, Australia*.

Anthony is a member of the *Association of Chartered Certified Accountants (U.K.)* and holds a MBA from the distinguished *Cranfield School of Management, United Kingdom*. He also holds an Advanced Postgraduate Diploma in Management Consultancy from the distinguished *Henley Management College* in United Kingdom. He has a Diploma in Business Law from the National University of Singapore

COURSE FEES

K Lumpur – **RM1,495** per person

TEAM DISCOUNT (For organizations sending 3 or more participants)

K Lumpur – **RM1,295** per person

REGISTRATION DEADLINE

CLICK HERE TO REGISTER

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