

FUNDAMENTAL FINANCIAL AND ACCOUNTING SKILLS

FOR PLANTATION MANAGERS /EXECUTIVES

DATE: 26 – 27 NOVEMBER 2018

SPEAKER: KENNETH KK TAN, MBA (UK),

VENUE: KINGWOOD HOTEL

FCPA (AUS.), CPFA (UK), CPA (M)

12, LORONG LANANG 4, PEKAN SIBU, 96000 SIBU, SARAWAK



ORGANISED BY ISP
MANAGEMENT (M) SDN BHD AND
ISP CENTRAL SARAWAK BRANCH

OVERVIEW

- This programme will increase participants' ability to listen and comprehend the intention/message behind the words used by their financial colleagues who are trained in finance & accounting, such as the financial controllers, finance managers, accountants, etc.
- Plantation managers will be able to identify ways to talk the financial language with finance managers/ accountants
- The topics covered in this programme are to help plantation managers develop the necessary skills to overcome fear of finance/accounting and learn the financial impact of their operational processes/decisions
- To become an accomplished negotiator and communicate better during budgets, costings and performance reviews

HOW YOU WILL BENEFIT?

- Finance for plantation managers; it is a topic you must understand especially during challenging economic times when financial acumen is expected at every organizational level
- You need to know how to justify a request, quantify your contributions to the company and spot profit drains immediately
- Whether you are a wizard of finance or a non-financial manager, performance is measured the same way – in dollars and cents!
- Offering an accessible overview of finance for plantation, this seminar features exactly what you need to further your career and build your future. From accruals to write-offs to receivables and payables, this workshop shows plantation managers the concepts, tools and techniques that can help make each decision pay off – on the job and on the bottom line
- Ability to read and comprehend financial statements/reports
- Appreciate the components of production cost
- Insight on project financial viability and feasibility

TARGET AUDIENCE

- This programme is designed for plantation managers in every functional area of responsibility in plantation environment
- This programme is suitable for:
 - General Managers/Controllers
 - Senior Estate Managers
 - Estate Managers
 - Senior Assistant Managers
 - Assistant Managers
 - Accounts/Administrative Executives

REGISTRATION FEES

ISP MEMBER:	RM 500
NON-MEMBER:	RM 550

SUMMARY

- You will get a firm grasp of the numbers side of your job
- You will gain greater confidence with a working knowledge of business financials
- You will learn how to “think finance” and translate performance into financial terms
- You will cultivate proactive working relationships with finance professionals and enhance your value to the organization
- You will understand the business dynamics of dollars and cents – take initiatives that meet your short- and long-term goals
- You will take the guesswork out of your decision making and deliver a better bottom line
- You will expand your professional expertise – and your career opportunities

METHODOLOGY

Lecture, workshop and discussion

WHAT YOU WILL COVER?

DAY	MORNING SESSION (9.00 AM – 12.30 PM)	AFTERNOON SESSION (1.30 PM – 5.00 PM)	DAY	MORNING SESSION (9.00 AM – 12.30 PM)	AFTERNOON SESSION (1.30 PM – 5.00 PM)
1	<ol style="list-style-type: none"> 1. Understanding the Language of Finance 2. Basic Accounting Concepts and Financial Statements 3. Generally Accepted Accounting Principles (GAAP) 4. Cash vs. Accrual-Basis Accounting 5. Capital Expenditure vs. Revenue Expenditure 6. Applying different methods of evaluating capital expenditures 	<ol style="list-style-type: none"> 1. New Planting vs. Replanting 2. Terminology associated with Financial Statements 3. The key components of an Annual Report 4. Case Study: <ul style="list-style-type: none"> • Typical estate transactions in a day • Carl Interior Design – Financial Report 2016 & suggested solutions • Gopend Berhad 5. Evaluating an Annual Report and Calculating Financial Ratios 	2	<ol style="list-style-type: none"> 1. Costing Principles: <ul style="list-style-type: none"> • Cost Accounting • Production Costs (Assignment) • Planning & Controls • Costing of Inventory/Stock Controls • Standard Costing 2. Cost-Volume-Profit (CVP) Analysis 3. Break-Even Analysis 	<ol style="list-style-type: none"> 1. Capital Expenditure Budgets and Operating Budgets 2. Basic Project Analysis: <ul style="list-style-type: none"> • Coconut Plantation Pilot Project • Why Project Analysis is needed? 3. Methods use for Analysis: <ul style="list-style-type: none"> • ROCE (covered in Day 1 – Afternoon Session) • Cash Flow • Payback Period • Net Present Value (NPV)/Internal Rate of Return (IRR) • Weighted Average Costs of Capital (WACC)

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REGISTRATION FORM

BILLING DETAILS

Company Name: _____
Person In Charge: _____
Telephone: _____
Email: _____
Address: _____

Signature

Name: _____
Designation: _____

Company's Stamp

PARTICIPANT(S)' DETAILS

1. Name: _____
I/C No.: _____ Member (Membership No.: _____) Non-Member
2. Name: _____
I/C No.: _____ Member (Membership No.: _____) Non-Member
3. Name: _____
I/C No.: _____ Member (Membership No.: _____) Non-Member
4. Name: _____
I/C No.: _____ Member (Membership No.: _____) Non-Member
5. Name: _____
I/C No.: _____ Member (Membership No.: _____) Non-Member

PAYMENT METHOD

Cash Online Transfer ATM Transfer
 Cheque/Bank Draft (Cheque/Bank Draft No.: _____)

Amount: RM _____

Payment can be made to **ISP MANAGEMENT (M) SDN BHD** bank account **AMBANK ISLAMIC BERHAD 888-101-596-8511**

**Please return the registration form and provide proof of payment to emails below

TERMS AND CONDITIONS

- Request for cancellation must be made in writing.
- 100% refund will be made for written cancellation received before the day of the Seminar. Refund will be issued after the Seminar.
- No refund will be given for cancellation received after the Seminar. However, replacement is acceptable; please forward the replacement name to emails below.
- The registration form serves as the official invoice.
- All membership subscription should be paid before the day of the Seminar to entitle for members' rate, or else, non-members' rate will be applied.
- Registration must be done by faxing/emailing the registration form to the following:

<u>CONTACT PERSON</u>			
For REGISTRATION :	Ms. Izyan	Tel: 03-7955 5561	Email: izyan@isp.org.my
CC to:	Mr. Ling Chia Yi	Tel: 012-5305892	Email: chiayi.ling@tpb.com.my
	Mr. Mark Adrian Jayasekara	Tel: 019-5406838	Email: mark.jayasekara@tpb.com.my
For enquiries:	Mr. Rajindran	Tel: 012-316 1280	Email: rajindran@isp.org.my

DEADLINE:
16 NOVEMBER 2018