

NEW EMERGING FINANCIAL LEADERS

TRANSFORMING FINANCIAL PERSONNEL'S TO PERFORM

24TH & 25TH JUNE 2013

THE GARDENS HOTEL, MIDVALLEY CITY, KUALA LUMPUR

Accredited by:

INTERNATIONAL ASSOCIATION
OF ACCOUNTING PROFESSIONALS

IAAP

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This program is designed to transform financial personnel from being numbers driven to being a leader armed with a combination of skills that will help to enhance the performance of the accounting and finance department.

FOCUSSING ON:

- Understanding Behaviour in Your Department
- Improving Departmental Performance
- Departmental & Personal Visions
- Leading & Dynamizing Your Team
- Conducting Effective Business Presentation
- Planning Your Meetings Strategically
- The Art of Facilitation
- Problem Solving & Decision-Making

WHO SHOULD ATTEND

Accountants / Finance Managers / Assistant Accountants / Junior Accountants / Assistant Finance and Accounts Managers / New Finance Managers / Finance Executives & Supervisors / Those being prepared to lead accounting and finance departments and units

Axsel Management International Sdn Bhd (879857-T)
(HRDF Reg.No: 2987)

No.19, 1st Floor, Jalan 1/21, 46000 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Tel: +603 – 7783 3333 Fax : +603 – 7781 3333

Web: www.axsel.com.my Email: info@axsel.com.my

Objectives

This program is designed to transform financial personnel from being numbers driven to being a leader armed with a combination of skills that will help to enhance the performance of the accounting and finance department.

It is aimed at you identifying the crucial characteristics needed to develop yourself and your team; to change existing mindsets and empowered yourselves to better address new workplace challenges and stay competitive.

Learning Outcome

Upon completion of the course, participants should be able to:

- Understanding Behaviour in Your Department
- Improving Departmental Performance
- Departmental & Personal Visions
- Leading & Dynamizing Your Team
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- The Art of Facilitation
- Problem Solving & Decision-Making

Who should attend:

- Accountants
- Finance Managers
- Assistant Accountants
- Junior Accountants
- Assistant Finance and Accounts Managers
- New Finance Managers
- Finance Executives & Supervisors
- Those being prepared to lead accounting and finance departments and units

COURSE CONTENT

DEVELOPING PEOPLE SKILLS

- Understanding Behaviour in your Department
- Understanding People's Needs
- Building Confidence
- Gaining Trust and Commitments from your Subordinates
- Adjusting your People Approach

DEVELOPING YOUR PEOPLE

- Improving your Team's Skills
- Nurturing your Department's Talent
- Encouraging Management Potential
- Motivating your Department
- Improving Departmental Performance

INSPIRING EXCELLENCE IN YOUR PEOPLE

- Establishing Departmental and Personal Visions
- Generating Ideas
- Managing Openly
- Boosting your Department's Performance
- Motivating Others

LEADING YOUR DEPARTMENT

- Preparing Yourself for Leadership
- Building your Team
- Exercising your Authority
- Delegating Effectively
- Communicating Clearly
- Dynamizing Your Team

EFFECTIVE BUSINESS PRESENTATION (1)

- Becoming an Effective Speaker
- How to Define the Central Message
- Getting to Know your Listeners
- Energy for Effectiveness
- Eye Contact Communication

EFFECTIVE BUSINESS PRESENTATION (2)

- Gathering and Organising your Material
- Create Successful Presentation
- Interacting with Your Audiences
- Handling Question and Answers
- Banish those Butterflies and Present with Ease

CONDUCTING EFFECTIVE MEETINGS

- The Basics of Effective Meetings
- Types Of Meetings
- Planning Your Meetings Strategically
- The Importance of Environment
- The Mechanics and Art of Facilitation
- Meeting Outcomes and Follow-Up

PROBLEM- SOLVING AND DECISION- MAKING

- All are Smarter than One
- Problem - solving Overview
- Problem – solving Tools
- Decision Methods and Implementation

TRAINER PROFILE

MR. T. SEELAN, C.A.(M), FCCA, FFA, ACIA

Mr. Seelan specialises in designing and setting up of accounting, internal control and operational systems as well as in performing operational audits. His clients include those in the hospitality, education, manufacturing and service-based industries.

His working experience includes years at several public accounting firms, a leading hotel in Langkawi and an established manufacturing organisation. He was also attached to a large tax firm for three years. He also acts as a consultant for a number of groups on financial issues.

Mr. Seelan is also actively involved in the development and implementation of financial and management training programs for various organizations. He has trained accountants and financial advisors in **Vietnam, Brunei, Rwanda and Uganda**. These programs have produced excellent feedback.

He has trained personnel from numerous companies and the public sector, including, Majlis Bandaraya Shah Alam, Permodalan Nasional Berhad, Institut Jantung Negara, Tradewind Hotel Group, Bintulu Development Authority, Ritz Carlton Hotel, Putrajaya IOI Resort, Majlis Perbadanan Sibu, Lembaga Urusan Tabung Haji, Tenaga Cable Industries, Yeo Hiap Seng, Kobe Precision, Eon Finance, International Islamic University, Petroliaam Nasional Bhd, Progressive Insurance Bhd, Subang Jaya Medical Centre, The MINT Hotel, KLIA Pan Pacific Hotel, Bank Rakyat, Toshiba Electronics, UDA Holdings Bhd, Komag USA, Bank Industri & Teknologi (M) Bhd, PPB Group and TH Plantations to name a few.

He is a Member of the Malaysian Institute of Accountants, Fellow member of the Chartered Association of Certified Accountants, the Institute of Financial Accountants and Member of the Institute of Commercial Accountants

THE COMPANY

Axsel Management International Sdn Bhd was incorporated for the purpose of conducting quality Human Capital Development programs in contribution towards Self Development and Nation Building.

Experienced trainers and educationists who have successfully taken up administrative and management roles in various reputable higher private education institutions for the past 20 years, provide the vision for the company while a young, dynamic and enthusiastic team executes the companies mission.

We are dedicated to develop high performance individuals and organizations to achieve higher growth while meeting the aspirations and challenges towards Self Development and ultimately Nation Building.

At Axsel, we are committed to enhance client's resources and potentials through innovative, strategic, research driven and value added consulting and training & development.

REGISTRATION FORM – FILL UP & FAX TO US TODAY!

PARTICIPANTS' DETAILS

FULL NAME AS PER I/C (Dato/Datin/Dr/Mr/Mrs/Ms):

DESIGNATION:

ORGANIZATION DETAILS

ORGANIZATION:

INDUSTRY:

ADDRESS:

EMAIL:

TEL:

FAX:

SIGNATURE & COMPANY STAMP

PAYMENT DETAILS

☐ PAYMENT BY CHEQUE

BANK & CHEQUE NO:

AMOUNT (RM):

☐ PAYMENT BY CREDIT CARD (tick whichever applicable)

☐ VISA

CARD EXPIRY DATE:

☐ MASTER

CARDHOLDER NAME:

CARD NO:

I AUTHORISE PAYMENT OF RM:

DATE:

SIGNATURE:

PROGRAMME REGISTERED FOR

EMERGING FINANCIAL LEADERS
– TRANSFORM TO PERFORM

☐ 24 & 25 June 2013
The Gardens Hotel, Mid
Valley, Kuala Lumpur.

FEE: RM 1300 per pax

REGISTRATION / ENQUIRY

Call: Fazli / Siti / Gopala

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Fax: 03 – 7781 3333

Email: info@axsel.com.my

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TERMS & CONDITIONS

COURSE FEE

Fee is payable to:

**AXSEL Management International
Sdn Bhd**

Fee is inclusive of certificate of attendance issued, refreshment and lunch. To reduce its carbon footprint and in support for a more sustainable environment, participants will be provided with a compact disc pre-loaded with seminar materials in place of printed notes. Axsel reserves the right to vary or cancel the scheduled training date or venue.

Where this is exercised, the registrants will be duly informed and the registration fees will be refunded upon request of the participants. The speaker(s) identified may be subject to change without prior notice. Where this is exercised, there shall be no refund.

Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.



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