



A 2-day program on

Developing ***NEW EMERGING FINANCIAL LEADERS***

14-15 DECEMBER 2009

CROWN PLAZA MUTIARA HOTEL
KUALA LUMPUR

FOCUSING 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

WHY YOU CAN'T MISS THIS PROGRAM

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 empower yourselves to better address new workplace challenges and stay competitive.

AFTER ATTENDING THIS PROGRAM, PARTICIPANTS WILL BE ABLE TO :

- Better understand your team members and their needs
- Develop and inspire your team to excellence
- Change existing mind-set and empower yourself and your team
- Lead your team more effectively
- Become a Master presenter
- Develop problem solving and decision making ability

METHODOLOGY

Interactive lectures, group discussions, case studies, Q & A session

Day One Monday, 14th December 2009

- 9:00 **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

10:30 Morning Coffee

- 10:45 **DEVELOPING YOUR PEOPLE**
- Improving your Team's Skills
 - Nurturing your Department's Talent
 - Encouraging Management Potential
 - Motivating your Department
 - Improving Departmental Performance

1:00 Lunch

- 2:00 **INSPIRING EXCELLENCE IN YOUR PEOPLE**
- Establishing Departmental and Personal Visions
 - Generating Ideas
 - Managing Openly
 - Boosting your Department's Performance
 - Motivating Others

3:30 Afternoon Tea

- 3:45 **LEADING YOUR DEPARTMENT**
- Preparing Yourself for Leadership
 - Building your Team
 - Exercising your Authority
 - Delegating Effectively
 - Communicating Clearly
 - Dynamizing Your Team

5:00 End of Day One

Day Two Tuesday, 15th December 2009

- 9:00 **BUSINESS PRESENTATION (1)**
- Becoming an Effective Speaker
 - How to Define the Central Message
 - Getting to Know your Listeners
 - Energy for Effectiveness
 - Eye Contact Communication

10:30 Morning Coffee

- 10:45 **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

1:00 Lunch

- 2:00 **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

3:30 Afternoon Tea

3:45 **PROBLEM - SOLVING AND DECISION-MAKING**

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

5:00 End of Program

THE PROGRAM WILL BENEFIT

- 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

PROGRAM FACILITATOR

MR. T. SEELAN, C.A.(M), FCCA, 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 accountance and financial advisors in Vietnam, Brunei 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 Sibul, Lembaga Urusan Tabung Haji, Tenaga Cable Industries, Yeo Hiap Seng, Kobe Precision, Eon Finance, International Islamic University, PetroliaM 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 and the Institute of Business Administration.

DEVELOPING NEW EMERGING FINANCIAL LEADERS

14-15 DECEMBER 2009 | KUALA LUMPUR

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NO. WP 0722

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Preparing Financial Proposals

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Financial Analysis For Non-Finance Managers

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HOW TO REGISTER

ONLINE: www.cmtevents.com
EMAIL: adminkl@cmtp.com.sg
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POST TO: Lot 7.03, 7th Floor, North Block,
The Ampwalk, 218 Jalan Ampang,
50450 Kuala Lumpur

FEES

The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

1 Person	Group fee per person for 3 or more* (from the same company)
RM1995	RM1595 (MIN SAVINGS OF RM1200)

* Terms and conditions apply.

Cancellations, Refunds & Transfers: A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

PAYMENT

By Telegraphic Transfer

ACCOUNT NAME:

Centre for Management Technology Sdn Bhd

A/C No: **3 - 0903390 - 12**

BANK: Public Bank Berhad

BRANCH: Grd Floor, Menara Public Bank
Jalan Ampang

SWIFT CODE: PBBEMYKL

TT must include additional RM75 for Beneficiary's Bank charges. Delegates must bear all bank charges and local taxes (if applicable). Fees must be NETT of ALL charges.

CHEQUES: Crossed & payable to

"Centre for Management Technology Sdn Bhd"

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each course. This serves as evidence of your personal and professional commitment to your career.

COURSE TIMING

Registration: 8.30 am, Course Begins: 9.00 am,
Morning Coffee: 10.30 am,
Lunch: 1.00 pm to 2.00 pm,
Tea Break: 3:30 pm, Course Ends: 5.00 pm

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