

Circular No.: SCA/801/0718/AG

SCAL Academy Workshop

Organised by

**SCAL ACADEMY****20 Jul 2018 (Friday) 9.00am to 5.00pm****INTRODUCTION**

Increasingly, managers in every functional area need to understand the basic principles of accounting and finance to improve the effectiveness of their operations and strategy. Financial data has to be analysed in order to make calculated business decisions. By empowering non-financial managers with a framework of essential financial terminology, concepts and applications taught in this programme, it would enable them to analyse and interpret commonly used financial information in making business decisions and working more effectively with the financial managers of their organizations. This programme is aimed at helping managers with little or no knowledge of finance to grasp the basics. It is also simplified to enable fundamental financial concepts to be learnt and remembered well which will enable communication in finance related matters to be more effectively with an increase in the understanding of the performance metrics of the organization and other managerial accounting aspects

SYNOPSIS

Through this course, participants will come to understand common financial terms and issues - being on the same wavelength goes a long way in lending credibility to proposals.

This one-day course will cover:

- Fundamental accounting concepts
- Statement of Financial Position (Balance Sheet)
- Statement of Financial Performance (Profit and Loss)
- Cash Flow
- Financial Ratios

Upon finishing the course, participants should be able to:

- ✓ Read the Statement of Financial Position (Balance Sheet)
- ✓ Read the Statement of Financial Performance (Profit and Loss)
- ✓ Understand the difference between Accrual accounting vs. Cash accounting,
- ✓ Use Ratio Analysis To Diagnose A Company's Financial Health,

COURSE OUTLINE

- Session 1-1 : Fundamental accounting concepts
- Session 1-2 : Statement of Financial Position (Balance Sheet)
- Session 1-3 : Statement of Financial Performance (Profit and Loss)
- Session 1-4 : Cash Flow and Financial Ratios

WHO SHOULD ATTEND

The course will be useful to directors, managers and any other officers that use financial information in the course of their work and do not have any specialised training in understanding financial information. Prior knowledge of accounting or finance is not required to benefit significantly from this workshop

ABOUT THE TRAINER



Richard Thai

MBA(NUS), B.Sc.(hons), PGDE, MSCS

Richard Thai is a Principal Consultant from Allegro Consulting Pte Ltd. He has worked on projects with companies like Fudo Construction Co. Ltd, Kusan Construction Co. Ltd, Samsung Engineering and Construction Co. Ltd, McConnell Dowell South East Asia Pte Ltd. Projects experience include ground improvements to MRT projects to building projects.

Richard Thai had over 24 years of experience regarding HR matters. He has run companies in the Construction, Manpower service industries. He has been consulted over HR matters with companies from the Construction, M&E, Oil and Gas, Marine, Manufacturing and Hospitality industries He has conducted many seminars and workshops on labour laws and practices for institutes like the Republic Polytechnic and companies. He has been described by many as a motivating and entertaining speaker with the unique ability to engage a wide audience.

He graduated from the National University of Singapore with BSc (Hons) and Master in Business Administration and has Post Graduate Diploma in Education from the Institute of Education (NIE). Currently he is teaching in the institutions like the Republic Polytechnic, SIM University and various business schools. He has designed many courses in areas like Human Resource, IT, operations process, costing, marketing, sales, service management, phonics, team management.

WORKSHOP DETAILS

Date: **20 Jul 2018, Friday**

Time: **9.00am – 5.00pm**

Venue: **The Singapore Contractors Association Ltd
Construction House, 1 Bukit Merah Lane 2
Singapore 159760**

Fee: **\$260 SCAL / SLOTS Members
\$280 CIJC Members
\$300 Non-Members
(*inclusive of 7% GST)**

Registration Form

Please fill in print or type clearly on form below, & return your completed form details with payment to
(Form may be copied for additional participants)



SCAL Academy
150 Neil Road
Singapore 088879



Fax: 6793 4401



Tel: 6793 9020



ange@scal.com.sg /
yensze@scal.com.sg

Attn: Ms Ange / Ms Yen Sze

“Finance For Non-Finance Professionals”

Date: **Friday, 20 Jul 2018**

Time: **9.00am– 5.00pm**

Venue: **The Singapore Contractors Association Ltd @ Construction House, 1 Bukit Merah Lane 2, Singapore 159760**

Please register the following person(s) for the above preview:

Name: _____ NRIC/FIN No: _____ Designation: _____

Name: _____ NRIC/FIN No: _____ Designation: _____

Name of Company: _____ Company Reg No (ROC No): _____

Address of Company: _____ (S) _____

Contact Person: _____ Tel: (Office) _____ (HP) _____

Fax: _____ E-mail: _____

Enclosed is a crossed cheque no: _____ for S\$ _____ (Cheque should be crossed, marked “account payee only”,

made payable to **SCAL Academy Pte Ltd**) being registration fee for _____ person(s).

Fees per participant (please tick accordingly):

- | | | |
|--------------------------|---|---------------|
| <input type="checkbox"/> | SCAL Associate/Ordinary/SLOTS Member | \$ 260 |
| <input type="checkbox"/> | CIJC Member: Please circle – (ACES, IES, REDAS, SIA, SIBL, SISV, SPM) | \$ 280 |
| <input type="checkbox"/> | None of the Above | \$ 300 |

*Inclusive of: GST, refreshment & materials

Agreement & Disclaimers:

By registering for the above preview, I hereby affirm that I understand & abide to the following:

- Seats are limited, registration is on a first-come-first served basis, upon receipt of registration form, unless notified otherwise.
- Walk-in participants will only admitted on the basis of availability & full payment before attending the preview.
- A **Confirmation Letter** will be sent to me via either fax or e-mail. If I do not hear from SCAL Academy 03 days before commencement of preview, I will contact SCAL Academy on Tel: **6793 9020**.
- The full registration fee is payable before **16 Jul 2018**.
- A notice of replacement / postponement together with the full particulars of the new participant (for replacement) must be given to us at least 3 working days before workshop commencement. A charge of S\$50 (replacement) or S\$100 (postponement) will be imposed on such changes.
- A notice of cancellation must be given at least 3 working days before commencement of the workshop and 50% of workshop fee will be charged / returned. If notice is given less than 3 working days before the first day of the workshop, full fees will be charged and there will be no refund.
- “No-show” will not be given a refund nor credit towards a later program (unless there is a documented medical emergency).
- Trainer, topic & venue are correct at the time of printing. SCAL Academy Pte Ltd reserves the right to substitute speaker, cancel or change the content, venue & timing of the preview for reasons beyond its control.

Name/Authorized Signature/Designation

Company Stamp (if applicable)

Date