

# FUNDAMENTAL FINANCIAL AND ACCOUNTING SKILLS

FOR PLANTATION MANAGERS /EXECUTIVES (SECOND SERIES)

**DATE:** 30 – 31 OCTOBER 2018      **SPEAKER:** KENNETH KK TAN, MBA (UK),  
**VENUE:** ISP HEADQUARTERS      **FCPA (AUS.), CPFA (UK), CPA (M)**  
**SUITE 3A01, LEVEL 3A, PJ TOWER, AMCORP TRADE CENTRE**  
**18 PERSIARAN BARAT, 46050 PETALING JAYA, SELANGOR**



ORGANISED BY ISP MANAGEMENT  
(M) SDN BHD AND ISP SELANGOR/  
W. PERSEKUTUAN 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"> <li>1. Understanding the Language of Finance</li> <li>2. Basic Accounting Concepts and Financial Statements</li> <li>3. Generally Accepted Accounting Principles (GAAP)</li> <li>4. Cash vs. Accrual-Basis Accounting</li> <li>5. Capital Expenditure vs. Revenue Expenditure</li> <li>6. Applying different methods of evaluating capital expenditures</li> </ol>		<ol style="list-style-type: none"> <li>1. New Planting vs. Replanting</li> <li>2. Terminology associated with Financial Statements</li> <li>3. The key components of an Annual Report</li> <li>4. Case Study:                             <ul style="list-style-type: none"> <li>• Typical estate transactions in a day</li> <li>• Carl Interior Design – Financial Report 2016 &amp; suggested solutions</li> <li>• Gopend Berhad</li> </ul> </li> <li>5. Evaluating an Annual Report and Calculating Financial Ratios</li> </ol>	2

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**30 – 31 OCTOBER 2018**  
**ISP HEADQUARTERS: SUITE 3A01, LEVEL 3A, PJ TOWER, AMCORP TRADE CENTRE**  
**NO. 18 PERSIARAN BARAT, 46050 PETALING JAYA, SELANGOR**  
**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:

CONTACT PERSON					
For <b>REGISTRATION:</b>	Ms. Izyan	Tel. No.:	03-7955 5561	Email:	izyan@isp.org.my
CC to:	Mr. Bill Tay Boon Leong	Tel. No.:	019-3328489	Email:	billtay@wastech.com.my
	Mr. Syameel Rohani	Tel. No.:	011-12377411	Email:	rsyameel@gmail.com
	Mr. Chang Ah Kow	Tel. No.:	019-2068756	Email:	changahkow@yahoo.com
For enquiries:	Mr. Rajindran	Tel. No.:	012-316 1280	Email:	rajindran@isp.org.my

**DEADLINE:**  
**26 OCTOBER 2018**