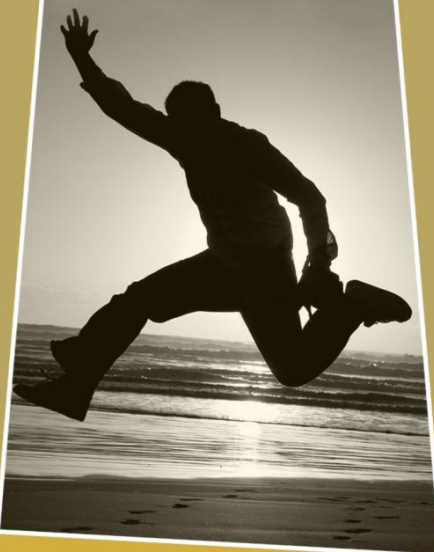


your success...

London SAM



2017

FINANCE & MANAGEMENT TRAINING  
LondonSAM Polska, Autumn 2017

## LONDONSAM POLAND

We are an International company specializing in finance and management training and supplying top education services to many business sectors.

Since our operation began in Poland, we have successfully trained over ten thousand people, including top managers from different business environments and our clients have frequently confirmed the quality of our trainings. We have had a pleasure to work with Hitachi, BNP Paribas Bank, IBM, Motorola, Infosys and Shell, which is a great recommendation for LondonSAM to our prospective clients – Thank you!

Our partners help us supply the best quality tuition, which translates into exceptionally high level of our training services. Here, we would like to mention ACCA (Association of Chartered Certified Accountants) of which we are Tuition Provider, CIPP (Certified Institute of Payroll Professionals), PMI (Project Management Institute) and, as of late, INSEAD The Business School for the World, a France-based highly rated establishment. All that proves that we never stop developing and confirms the high standard of the services rendered by LondonSAM Polska.

## OPEN TRAINING, AUTUMN 2017

The idea of an open training is to increase a knowledge, develop skills and exchange experiences of the participants, under the supervision of carefully selected lecturers and trainers. Responding to the demand of our clients we are pleased to introduce the following training for the Autumn 2017:

- / The art of reading and interpreting financial statements
- / Credit Management
- / US GAAP vs. IFRS
- / IFRS Update
- / International Financial Reporting Standards
- / Diploma in International Financial Reporting - ACCA
- / Project Management Professional
- / English for Business Communication
- / Financial English Crash Course

## THE ART OF READING AND INTERPRETING FINANCIAL STATEMENTS

### Training program

1. Types of business activities
2. Financial Statements – Polish and International regulations IFRS
3. What Financial Statements show and what do not? – how methods of preparing financial statements influence the information received
4. Balance Sheet - quick reading skills
5. Appraisal of credibility based on financial ratio analysis
6. Interpretation of financial result on different activity segments
7. Cash flow – introduction
8. Cash method as a basis for Cash flow preparation
9. Cash flow statement
10. Cash flow analysis as the information about the risk of liquidity
11. Cash Flow Statement – Polish and International regulations
12. Cash flow statement
13. The risk with connection to „creative” accounting
14. Closing & discussion

### Lecturers

#### Roman Sereďyński

Certified Auditor, IFRS lecturer

For a long time he headed an audit division in an International auditing company. Working on the managerial positions, he participated in auditing projects and transformation of financial statements according to the German balance-sheet law and IAS/IFRS, due diligence projects and valuations of companies. Roman has a vast experience in Polish and International Accounting Standards. Currently he manages an auditing company. He is an author of numerous publications and a respected lecturer in the field of accounting.

#### Arkadiusz Lenarcik

The Audit Department’s Director, Certified Auditor, IFRS lecturer

Started his career in international company, where he was responsible for all the work related to the audit of financial statements. Arek has a great experience in the field of auditing financial statements in accordance with the Polish and International Accounting Standards and also in the enterprise valuation. He has participated in the preparation of consolidation packages. An author of numerous publications, and a respected lecturer in the field of accounting.

### Training details

**Duration:** 2 training days

**Date:** 19-20<sup>th</sup> of October

**Language:** Polish

**Place of training:** Krakow, Standard of 4 \* hotel

**Price:** 1 950 PLN + VAT

For registration until 26<sup>th</sup> of September:

/ **15%** - individual discount

/ **20%** - group discount – 2 people or more

## CREDIT MANAGEMENT

### Training program

#### Day 1

1. The role of credit management
2. Concept of working capital
3. Operating cash cycle
4. Vetting credit application
5. Control of "open accounts"
6. Control of payables
7. Evaluating discount for early settlement

#### Day 2

1. Financial Statement Analysis
  - / Common sizing
  - / Horizontal analysis
  - / Ratio analysis
2. Risk assessment
  - / Credit risk
  - / Overtrading risk
  - / Bankruptcy risk
  - / Gearing/leverage
3. Factoring debts
4. Overseas creditor management
  - / Letters of credit
  - / Confirming houses Incoterms

### Lecturer

#### Tony Surridge

FCCA FCMA MIDPM

Tony Surridge has spent many years in the business education industry with particular responsibilities for teaching corporate strategy, marketing strategy and financial management.

Furthermore he is a research consultant, and this work has provided him with extensive experience of business operations in the Americas, Europe, the Middle East and Asia. Tony is also in demand as International lecturer and speaker and has presented seminars in the United Kingdom, Hong Kong, Singapore, Malaysia, Bahrain, Germany, Cyprus and Trinidad.

Among his other achievements Tony has successfully marketed a variety of educational products in a diversity of markets and has contributed articles to book and magazines on business, finance and marketing. Tony is an expert tutor specialized in management accounting area of all ACCA and CIMA exams.

### Training details

**Duration:** 2 training days

**Date:** 16-17<sup>th</sup> of October

**Language:** English

**Place of training:** Krakow, Standard of 4\* hotel

**Price:** 1 950 PLN + VAT

For registration until 26<sup>th</sup> of September:

/ **15%** - individual discount

/ **20%** - group discount – 2 people or more

## US GAAP VS. IFRS

### Training program

#### DAY 1

1. Introduction to the course
2. Scale of International Differences
3. The Regulatory Context of EU Accounting
4. The Regulatory Context of US GAAP
5. The Influence of Tax
6. Overview of the Content of IFRS
7. SEC Requirements
8. The Content of US GAAP
9. Presentation of Financial Statements in IFRS and US GAAP
10. More on Presentation
11. Accounting policies
12. Events after the reporting period

#### DAY 2

1. Revenue Recognition - present rules and practice, proposed reforms, US/IFRS comparisons
2. Tangible Assets (PPE) – inventories, impairment, lease accounting, capitalization of borrowing costs
3. Intangible Assets – R&D, software costs
4. Financial Instruments – presentation and measurement issues, hedge accounting
5. Liabilities - provisions, accruals, prepayments, contingencies
6. More Liabilities and Other Obligations - Employee benefits; post-retirement obligations, share-based payments, deferred tax

### Lecturer

#### David Potts

FCA

David is a qualified UK Chartered Accountant with over 20 years experience of professional training in accountancy and finance. He has taught financial reporting to students preparing for their professional exams to qualify as ACAs, ACCAs and CIMA.

David also has over 15 years experience in providing post-qualification professional training in financial reporting and auditing; and was one of the first trainers in the UK to start training on IFRS (IAS as it then was) conversion in 1994.

Key specialism: UK GAAP, US GAAP, IFRS and IAS, including the key issues for energy companies and financial institutions) International Standards of Auditing.

### Training details

**Duration:** 2 training days

**Dates:** 9-10<sup>th</sup> of November

**Language:** English

**Place of training:** Standard of 4\* Hotel

**Price:** 2 850 PLN + VAT

For registration until 26<sup>th</sup> of October:

/ **15%** - individual discount

/ **20%** - group discount – 2 people or more

## IFRS UPDATE

### Training program

#### 1. IFRS 15 – revenue from contracts with customers

- / How IFRS 15 compares with existing IFRS – the key principles
- / Identifying the key contractual performance obligations
- / How to identify separable performance obligations
- / Valuing revenue at fair value – dealing with contingent and uncertain income
- / Review of areas with additional guidance
  - Acting as agent or as the principal in a transaction
  - Selling intangible asset rights
  - Revenue from software
- / Impact assessment on certain key industries
  - Long term construction work
  - IT and technology
  - Consumer products and retail
- / The new disclosure framework – illustration of the additional demands
- / Transition timetable and options – do you need to restate comparatives?

#### 2. IFRS 16 – leases

- / Scope of the IFRS and exclusions
- / Impact on lessors – assessment of the residual asset
- / Lessee accounting – identifying the lease term
- / How the exclusion for short term leases and leases for assets of low value will work
- / Lease compared with service contracts
- / Reporting leased right of use assets and obligations
- / Impact on the income statement, reported earnings and other required disclosures
- / Transition options

### Lecturer

#### David Potts

FCA

David is a qualified UK Chartered Accountant with over 20 years experience of professional training in accountancy and finance. He has taught financial reporting to students preparing for their professional exams to qualify as ACAs, ACCAs and CIMA.

David also has over 15 years experience in providing post-qualification professional training in financial reporting and auditing; and was one of the first trainers in the UK to start training on IFRS (IAS as it then was) conversion in 1994.

Key specialism: UK GAAP, US GAAP, IFRS and IAS, including the key issues for energy companies and financial institutions) International Standards of Auditing.

### Training details

**Duration:** 1 training day

**Dates:** 8<sup>th</sup> of December

**Language:** English

**Place of training:** Standard of 4\* Hotel

**Price:** 1 120 PLN + VAT

For registration until 17<sup>th</sup> of November:

/ **15%** - individual discount

/ **20%** - group discount – 2 people or more



## INTERNATIONAL FINANCIAL REPORTING STANDARDS

### Training program

#### DAY 1

1. Conceptual Framework for Financial Reporting, Preparation and Presentation of Financial Statements
2. IAS 1 Presentation of Financial Statements and IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors
3. IAS 16 Property, Plant and Equipment
4. IAS 23 Borrowing Costs
5. IAS 10 Events After the End of Reporting Period

#### DAY 2

1. IAS 40 Investment Properties
2. IFRS 5 Non-current Assets Held for Sale and Discontinued Operations
3. IAS 36 Impairment of Assets
4. IAS 17 / IFRS 16 Leases
5. IAS 38 Intangible Assets
6. IAS 12 Income Taxes

#### DAY 3

1. IAS 32, 39 Financial Instruments – presentation, recognition and measurement, IFRS 9 Financial Instruments
2. IFRS 8 Operating Segments
3. IAS 37 Provisions, Contingent Liabilities and Contingent Assets
4. IAS 18 / IFRS 15 Revenue

### Lecturers

#### Roman Seredyński

Certified Auditor, IFRS lecturer

For a long time he headed an audit division in an International auditing company. Working on the managerial positions, he participated in auditing projects and transformation of financial statements according to the German balance-sheet law and IAS/IFRS, due diligence projects and valuations of companies. Roman has a vast experience in Polish and International Accounting Standards. Currently he manages an auditing company. He is an author of numerous publications and a respected lecturer in the field of accounting.

#### Arkadiusz Lenarcik

The Audit Department's Director, Certified Auditor, IFRS lecturer

Started his career in international company, where he was responsible for all the work related to the audit of financial statements. Arek has a great experience in the field of auditing financial statements in accordance with the Polish and International Accounting Standards and also in the enterprise valuation. He has participated in the preparation of consolidation packages. An author of numerous publications, and a respected lecturer in the field of accounting.

### Training details

**Duration:** 3 training days

**Dates:** 13-15<sup>th</sup> of November

**Location:** Krakow, standard of 4\*hotel

**Language:** Polish

**Price:** 2 350 PLN +VAT

For registration until 26<sup>th</sup> of October:

/ **15%** - individual discount

/ **20%** - group discount – 2 people or more

## DIPLOMA IN INTERNATIONAL FINANCIAL REPORTING

### Training program

- / Framework for Financial Reporting
- / International Accounting Standard Board and Regulatory Framework
- / IAS 1 Presentation of Financial Statements
- / IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors
- / IFRS 15 Revenue from contracts with customers
- / IAS 16 Property, Plant and Equipment
- / IAS 23 Borrowing Costs
- / IAS 20 Accounting for government grants and government assistance
- / IAS 40 Investment Property
- / IFRS 5 Non-current Assets Held for Sale and Discontinued Operations
- / IFRS 8 Operating Segments
- / IAS 37 Provisions, Contingent Liabilities and Contingent Assets
- / IAS 10 Events After the End of Reporting Period
- / Consolidated statement of financial position, Comprehensive Income and Consolidation Adjustments
- / IAS 28 Investments in Associates and Joint Ventures
- / IFRS 11 Joint arrangements
- / IAS 38 Intangible Assets
- / IAS 12 Income Taxes
- / IAS 36 Impairment of Assets
- / IAS 17 Leases
- / IFRS 2 Share-Based Payment
- / IAS 2 Inventories
- / IAS 19 Employee Benefits
- / IFRS 9 Financial Instruments, IAS 32 Financial Instruments: Presentation
- / IAS 21 The effects of changes in foreign exchange rates
- / IAS 41 Agriculture
- / IFRS 6 Exploration for and valuation of mineral resources
- / IFRS 13 Fair value measurement
- / IAS 33 Earnings per share
- / IAS 24 Related party disclosures
- / Reporting requirements of small and medium sized entities

### Lecturer

#### Dariusz Bargiet

FCCA, IFRS & ACCA lecturer

Dariusz gained professional experience at Deloitte & Touche where he was a senior auditor. He is a lecturer of all CIMA & ACCA subjects which covers financial reporting. Since 2012 Dariusz is a marker for F7 Financial Reporting, ACCA exam, also he has many years of experience as a tutor of financial trainings for international corporations.

Dariusz presents amazing interpersonal and teaching skills, that have been evaluated many times by attendants of his courses.

### Training details

The course is designed to develop knowledge and understanding of International Financial Reporting Standards. Its aim is to show how to apply IFRS and the concepts and principles which underpin them. Additionally, it is the preparation for the ACCA DipiFR exam.

#### Course structure:

- / Module I - 2 days learning stage
- / Module II - 2 days learning stage
- / Module III - 2 days revision stage

All Modules are classroom based lectures last from 9.00 to 16.00 with a lunch break and coffee breaks during the day.

**Duration:** 6 training days

**Dates:** Module I - 21-22<sup>nd</sup> of September

Module II – 3-4<sup>th</sup> of October

Module III – 21-22<sup>nd</sup> of November

**Language:** English/Polish

**Place of training:** Krakow, Standard of 4\* Hotel

**Price:** Learning: 3 800 PLN + VAT

Revision: 1 950 PLN + VAT

The full training: 4 850 PLN + VAT

For registration until 31<sup>st</sup> of August:

/ **15%** - individual discount

/ **20%** - group discount – 2 people or more



## PROJECT MANAGEMENT PROFESSIONAL

### Training program

#### Module I. Project management based on PMBoK®

1. Project management as a tool to realize organizational aims
2. The structure of project management
3. Project process groups according to PMI®:
  - / Integration management
  - / Scope management
  - / Time management
  - / Cost management
  - / Quality management
  - / Human resource management
  - / Communication management
  - / Risk management
  - / Procurement management
  - / Managing the project stakeholders
4. Initiation of project and Sponsor's role in starting up project
5. Project planning
6. Execution and controlling
7. Closing project
8. Managing a set of projects in organization: main problems
9. Good practice in managing set of projects
10. Tools in project manager's work

#### Module II. Exam Prep® - preparation to Certification in PMP®

### Lecturer

#### Maciej Bodych

(MBA, PMP) Consultant, Trainer

Expert in project and project portfolio management and quality management. Led IT and consulting projects in project management and project portfolio management, project office implementation and organizational maturity model assessment. Since many years experienced specialist in PPM system implementation. Maciej has certificates in Six Sigma, ISO, RUP, IBM Rational. He is experienced trainer, conducting project management courses and workshops. Lectures at numerous conferences and seminars such as Project Management Institute, PMDays, Institute for International Research, GigaCon. Co-author of the book "PMO – Methodology of project management and project portfolio in organization".

### Training details

**Duration:** 5 training days

**Dates:** Module I: 18-20<sup>th</sup> of October  
Module II: 13-14<sup>th</sup> of November

**Location:** Krakow, standard of 4\*hotel

**Language:** Polish/English

**Price:** Module I: 2 850 PLN + VAT

Module II: 1 950 PLN + VAT

The full training: 4 650 PLN + VAT

#### Discounts:

/ **20%** - Until 31<sup>st</sup> of August

/ **10%** - Until 26<sup>th</sup> of September

## ENGLISH FOR BUSINESS COMMUNICATION IN SPEECH AND WRITING

**Training program**

1. Social English in business environment
  - / Greetings and introductions
  - / Welcoming visitors
  - / Small talk
  - / Leaving and saying goodbye
2. English for effective telephoning
  - / Getting connected
  - / Leaving and taking messages
  - / Conference calls
3. Basic e-mail writing
  - / Useful phrases
  - / Exercises
4. Basic report writing
  - / Structure
  - / Useful phrases
5. E-mail and report - analysis of real-life samples

After completing the course, participants will improve their skills to feel more comfortable during phone calls, communicate via e-mail and basic reports preparation.

**Lecturer****Olga Druszkiewicz**

Olga graduated in English Philology from the Jagiellonian University in Krakow. Since 1995, she has been a lecturer at the University of Economics in Cracow. In 2006-2007, she taught there a Business English Course for employees of small and medium-sized enterprises, within a European Union educational program.

Over the years, Olga has provided in-company courses for corporate clients. Since 2006, she has been cooperating with LondonSAM, conducting Business English, Financial English and Report Writing courses.

**Training details**

**Duration:** 13 teaching hours

**Date:** 20<sup>th</sup> of November – 18<sup>th</sup> of December,  
5 selected Mondays

**Time:** from 6 p.m. to 8 p.m.

**Language:** English

**Place of training:** LondonSAM premises, Krakow

**Price:** 555 PLN gross

For registration until 31<sup>st</sup> of October:

/ **15%** - individual discount

/ **20%** - group discount – 2 people or more

## FINANCIAL ENGLISH CRASH COURSE

### Training program

1. Bookkeeping
2. Accounting policies and standards
3. Accounting assumptions and principles
4. Depreciation and amortization
5. Auditing
6. The balance sheet 1
7. The balance sheet 2: assets
8. The balance sheet: liabilities
9. The other financial statements
10. Financial ratios 1
11. Financial ratios 2
12. Cost Accounting
13. Pricing
14. Stocks and shares
15. Shareholders
16. Share prices
17. Financial planning
18. Financial regulation and supervision
19. Taxation

### Lecturer

#### Olga Druszkiewicz

Olga graduated in English Philology from the Jagiellonian University in Krakow. Since 1995, she has been a lecturer at the University of Economics in Cracow. In 2006-2007, she taught there a Business English Course for employees of small and medium-sized enterprises, within a European Union educational program.

Over the years, Olga has provided in-company courses for corporate clients. Since 2006, she has been cooperating with LondonSAM, conducting Business English, Financial English and Report Writing courses.

### Training details

**Duration:** 19 teaching hours

**Date:** 25<sup>th</sup> of September – 6<sup>th</sup> of November,  
7 selected Mondays

**Time:** from 6 p.m. to 8 p.m.

**Language:** English

**Place of training:** LondonSAM premises, Krakow

**Price:** 695 PLN gross

For registration until 31<sup>st</sup> of August:

/ **15%** - individual discount

/ **20%** - group discount – 2 people or more

**COURSE REGISTRATION FORM**

In order to register to a course, please access the online registration form available on our website: <http://londonsam.pl/formularz> or fill the paper version and send a scan to LondonSAM's office: [krakow@londonsam.pl](mailto:krakow@londonsam.pl)

**PARTICIPANT DETAILS**

Name.....

Surname.....

Address.....

E-mail.....

Telephone.....

Course.....

Total price.....

INVOICE FOR COMPANY: YES [ ] NO [ ]

COMPANY'S NAME, ADDRESS, VAT NO.

.....  
 .....

BANK ACCOUNT NO.

Bank Zachodni WBK: 30 1090 1665 0000 0001 0924 2238

TERMS & CONDITIONS

I agree to pay the total course fees at least two weeks prior the commencement of a course. In case of the resign or absence from part/whole of the course paid amount won't be refunded. LondonSAM Polska reserves the right to alter timetables and teaching staff where necessary.

I agree my personal details to be added to LondonSAM customer data base and used by LondonSAM regarding the Polish Data Protection Act (August 29th, 1997) for administration purposes. I agree to receive marketing correspondence from LondonSAM Polska Sp. z o.o. on my e-mail address, regarding the Act of marketing service via internet (July 18th, 2002).

I confirm I read LondonSAM Polska Sp. z o.o. offer and terms and conditions presented at the website: [www.londonsam.pl](http://www.londonsam.pl). I agree to all the term and conditions of enrolment.

[ ] I agree to all the terms and conditions of enrolment above.

**Please, send this form to the following address: [krakow@londonsam.pl](mailto:krakow@londonsam.pl) and we will confirm your registration within 24 hours.**

Name & Surname

Date:

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