

your success...

London SAM



2018

Finance & Management Training
LondonSAM Polska, Spring 2018

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, SPRING 2018

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 Spring 2018:

- / The art of reading and interpreting financial statements
- / Corporate Credit Management
- / US GAAP vs. IFRS
- / New IFRS Standards – Revenue & Leases
- / IFRS Crash Course
- / Basic Bookkeeping Course
- / Deferred Tax
- / Cash Flow
- / Project Management Professional
- / Modern tools and practices in project management
- / 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

Lecturer

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 is the Managing Partner at UHY ECA S.A. He is an author of numerous publications and a respected lecturer in the field of accounting.

Training details

Duration: 2 training days

Date: 12-13th of March

Language: Polish

Place of training: Krakow, Standard of 4 * hotel

Price: 1 950 PLN + VAT

For registration until 20th of February:

/ **15%** - individual discount

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

CORPORATE CREDIT MANAGEMENT

Training program

Day 1

1. Corporate credit risk - basic concepts
 - / Estimating credit risk and measuring credit decisions
 - / Credit risk management
 - / Payment credibility and creditworthiness
2. Credit assessment methodology – introduction
 - / First and periodic creditworthiness assessment
 - / 5C / 6C, CAMPARI (ICE), 5P, LAPP, FAPE concepts
 - / Credit rating models - basic concepts and classification
3. Credit risk signals and credit events
 - / Internal and external causes of increased credit risk
 - / Credit events
4. The role and tasks of corporate credit management in an enterprise
 - / Why do we estimate credit risk?
 - / Credit policy
5. Cooperation with external entities
 - / Credit bureau, rating agencies and other sources of credit information
 - / Credit risk mitigation: receivables management and security instruments

Day 2

1. Necessary information in credit risk management
 - / Quantitative factors in the credit analysis
 - / Qualitative factors in the credit analysis
 - / Sources of microeconomic information
 - / Sources of macroeconomic information
2. Credit risk modeling
 - / Discriminative models
 - / Scoring models
 - / How rating agencies do it?
3. Importance of industry and regional specificity in credit analysis
4. Appropriate approach to credit risk assessment
 - / Internal credit assessment system
5. Techniques for establishing credit limits

Lecturer

Robert Dyrzc

Founder of Polish Institute of Credit Management, Chairman of the Board

Robert has a wide experience in credit risk management gained in international corporations. Between 2006 and 2008 he worked for Philip Morris as Credit Analyst and was responsible for international duty free zones trade. Subsequently, between 2008 and 2015 he was a Credit Manager in Motorola, being a part of various international projects and working with finance, sales and supply chain organizations in Europe, Asia, Middle East, Latin America and United States.

Earlier, between 2000 and 2004, Robert was a treasurer in French automotive parts maker, Valeo. He was dealing with all the complexity of cash flow management for one of the main company's factory in Poland. Further, in the same company, he had a two-year journey as a buyer, responsible for main suppliers' family. He was responsible for price negotiations, production transfers management, new suppliers searching and production quality assurance.

Training details

Duration: 2 training days

Date: 20th-21st of March

Language: Polish

Place of training: Krakow, Standard of 4* hotel

Price: 1 950 PLN + VAT

For registration until 20th of February:

/ **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

Date: 15-16th of March

Language: English

Place of training: Krakow, Standard of 4* Hotel

Price: 2 850 PLN + VAT

For registration until 20th of February:

/ **15%** - individual discount

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

NEW IFRS STANDARDS – REVENUE & LEASES

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

Date: 19th of March

Language: English

Place of training: Krakow, Standard of 4* Hotel

Price: 1 120 PLN + VAT

For registration until 20th of February:

/ **15%** - individual discount

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

IFRS CRASH COURSE

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

Lecturer

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 is the Managing Partner at UHY ECA S.A. 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

Date: 18-20th of April

Language: Polish

Place of training: Krakow, Standard of 4* Hotel

Price: 2 350 PLN + VAT

For registration until 20th of March:

/ **15%** - individual discount

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

BASIC BOOKKEEPING COURSE

Training program

DAY 1

1. Introduction to a financial accounting including basic rules and principles underlying the accounting i.e. an accrual concept, a going concern, an accounting equation
2. A statement of financial position (balance sheet) – description of a statement itself, discussion about its components
3. A statement of comprehensive income (income statement) – description of a statement itself, discussion about its components
4. Development of a practical skills to prepare both the balance sheet and the income statement from a trial balance

DAY 2

1. Double entry bookkeeping principles
2. Ledger accounting (comprehensive example showing the whole process from a recording of financial information to preparation of financial statements)
3. Accruals, prepayments, deferred income, accrued income (practical application of the accrual concept)
4. Dealing with fixed assets – depreciation, disposing fixed assets

Lecturer

Dariusz Bargiel

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

Duration: 2 training days

Date: 13-14th of March

Language: English

Place of training: Krakow, Standard of 4* Hotel

Price: 1 200 PLN + VAT

For registration until 20th of February:

/ **15%** - individual discount

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

DEFERRED TAX

Training program

1. Introduction
2. Definitions of basic terms
3. Theoretical premises for assets' disclosure and deferred tax liabilities
4. Methods of calculating deferred tax
5. Prudence principle in the Accounting Act and the Corporate Income Tax Act
6. The guidelines of the National Accounting Standard no. 2
7. Arrangements set in the International Financial Reporting Standards
8. Selected deferred tax issues on examples
9. Examples of valuation and presentation of deferred tax (case study)
10. Discussion

Lecturer

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 is the Managing Partner at UHY ECA S.A. He is an author of numerous publications and a respected lecturer in the field of accounting.

Training details

Duration: 1 training day

Date: 22nd of March

Language: Polish

Place of training: Krakow, Standard of 4* Hotel

Price: 950 PLN + VAT

For registration until 20th of February:

/ **15%** - individual discount

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

CASH FLOW

Training program

1. Introduction
2. Essence and origins of the cash flow calculation
3. Cash basis as a fundamental of cash flow
4. Cash flow report
5. Financial analysis based on cash flow – risk forecasting
6. Cash flow calculation in Poland based on NAS no. 1
7. Cash flow according to International Financial Reporting Standards – IAS 7
8. Selected issues and their presentation in the cash flow statement
9. Consolidated cash flow statement
10. Example of the cash flow statement

Lecturer

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 is the Managing Partner at UHY ECA S.A. He is an author of numerous publications and a respected lecturer in the field of accounting.

Training details

Duration: 1 training day

Date: 23rd of March

Language: Polish

Place of training: Krakow, Standard of 4* Hotel

Price: 950 PLN + VAT

For registration until 20th of February:

/ **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: 9-11th of April

Module II: 8-9th of May

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

For registration until 20th of March:

/ **15%** - individual discount

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

MODERN TOOLS AND PRACTICES IN PROJECT MANAGEMENT

Training program

DAY 1

1. Project and project management, what the definition says, what is important and worth remembering
2. Project Management Triple Constraint theory. Usage of the theory in project's specifics understanding, planning and negotiations
3. Tradeoff Matrix
4. Basic division of project methodologies, a brief historical outline
5. Pricing models in projects. Pricing models vs. triple constraint
6. Roles in the project
7. Communication in the project - a matrix of communication and responsibility
8. Classical methodology - project life cycle
9. Agility, Manifest Agile
10. Scrum – project life cycle, role of responsibility
11. Other agile methodologies

DAY 2

1. Management spheres in the project
2. Risk and scope management – introduction
3. Progress monitoring
4. Planning and adopted implementation methodology – techniques
5. Project Approach Questionare
6. MoSCoW technique
7. Prioritization techniques
8. Planning and plans management – tools (Critical path method – CPM, network techniques – CPM and PERT + MS Project)
9. Simulation game supporting planning
10. Addition - teambuilding, Mcgregor's Theory X and Theory Y

Lecturer

Maciej Nikiel

PM, Scrum Master, Professional Scrum Product Owner, Agile PM Foundation

Maciej graduated in Economics from the Cracow University of Economics. He has great interpersonal skills. Maciek worked for international companies and gained a wide experience in the field of project management over the last 8 years. He has been working for over 5 years as Project Manager for Unity Group. English language proficiency allows him to conduct professional trainings in this language as well.

Recommendations from Maciek's associates:

/ Oktawia Kyc

Project Manager at Bank BGŻ BNP Paribas

“Maciej has great knowledge of project management processes. His abilities to analysis highly complex problems and control over crisis situations are amazing...”

/ Michał Krztoń

Senior UX Designer at ABB

“Maciej is very determined and target-oriented person. He has outstanding ability to solve very complicated problems. Maciej's dictionary does not contain such words as: impossible, undoable and complicated. I would recommend him as PM for either big or small and fast projects”

Training details

Duration: 2 training days

Date: 12-13th of April

Language: Polish

Place of training: Krakow, Standard of 4* Hotel

Price: 1 950 PLN + VAT

For registration until 20th of March:

/ **15%** - individual discount

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

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: 12th of March – 16th of April,
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 17th of February:

/ **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: 7th of May – 18th of June,
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 21st of April:

/ **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

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. 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 and we will confirm your registration within 24 hours.

Name & Surname

Date:

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