

your success...

London SAM



2018

Finance & Management Training  
LondonSAM Polska, Autumn

## 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 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 Autumn 2018:

- / The art of reading and interpreting financial statements
- / IFRS Crash Course
- / Basic Bookkeeping Course
- / Cash Flow
- / Order to Cash Process, OtC
- / Corporate Credit Management
- / Basics of process modeling and BPMN notation
- / Advanced process modeling using BPMN – workshop
- / Project Management Professional, PMP
- / 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:** 10<sup>th</sup> - 11<sup>th</sup> of October

**Language:** Polish

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

**Price:** 1 950 PLN + VAT

For registration until 20<sup>th</sup> of September:

/ **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. IFRS 16 Leases
5. IAS 38 Intangible Assets
6. IAS 12 Income Taxes

#### DAY 3

1. IAS 32 Financial Instruments – presentation, IFRS 9 Financial Instruments
2. IFRS 8 Operating Segments
3. IAS 37 Provisions, Contingent Liabilities and Contingent Assets
4. IFRS 15 Revenue
5. IFRS 13 Fair Value Measurement
6. IFRS 2 Share Based Payments

### 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:** 3 training days

**Date:** 26<sup>th</sup> - 28<sup>th</sup> of November

**Language:** English

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

**Price:** 2 350 PLN + VAT

For registration until 20<sup>th</sup> of October:

/ **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

#### Dak Patel

FCCA FOTHM

Dak Patel has over 20 years of lecturing experience combined with outstanding presentation techniques and a thorough approach to training. He has become well known in the UK and abroad as a professional lecturer of the highest caliber.

He is frequently headhunted by various institutions both here in the UK and overseas and has numerous years of experience in lecturing international clients.

### Training details

**Duration:** 2 training days

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

**Language:** English

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

**Price:** 1 200 PLN + VAT

For registration until 20<sup>th</sup> of July:

/ **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:** 21<sup>st</sup> of November

**Language:** Polish

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

**Price:** 950 PLN + VAT

For registration until 20<sup>th</sup> of October:

/ **15%** - individual discount

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

## ORDER TO CASH PROCESS, OTC

### Training program

#### DAY 1

1. Order-to-Cash in the enterprise
  - / Optimization of the cash cycle as the goal of OtC
  - / Procedures, process maps – why all this
  - / Place and role of AR in business
2. Order Management
  - / Master data management
  - / Order management system
  - / The role of the order
  - / Order and economic operations
3. Corporate Credit Management
  - / Liquidity, credit risk and creditworthiness
  - / The role of modern credit management
  - / Credit risk management policy
  - / Methods for assessing the creditworthiness of customers
  - / The cost of the trade credit
  - / Indicators for monitoring receivables (KPI in OtC) – examples
4. Order fulfillment
  - / Warehouse and inventory management
  - / Inventory accounting or stock accounting
5. Shipping & Transportation
  - / Optimal transport costs
  - / INCOTERMS 2010 & Letter of Credit
6. Treasury & Cash Management w OtC
  - / Cash pooling - the nature of the contract and benefits
  - / Netting - netting settlements & Matching – netting extension

#### DAY 2

1. Billing - sales documentation
  - / Proforma & VAT invoice, credit memo & notes and debit notes
  - / Electronic document flow
  - / Automation of the invoicing process - self-billing and EDI
  - / Recognizing sales on accounts
  - / Reflecting accounts regarding the sales process in statements
2. Accounts Receivable - receivables and sales revenue
  - / Revenue Recognition - special cases
  - / 5-step revenue recognition model
  - / Profitability analysis based on BS and P&L account
3. Receivables write-down
  - / National and international regulations
  - / Tax aspects of the recognition of impairment losses
  - / Recognizing a write-down as a tax deductible cost
4. Financial Statements - impact of OtC on financial statements
  - / Sample financial statements according to IFRS
  - / Discussing the structure of the BS and the P&L account
  - / Impact of revenue recognition
  - / DSO - selected elements of financial analysis

### Lecturer

#### Robert Dyrz (Day 1)

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.

#### Roman Seredyński (Day 2)

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.

### Training details

**Duration:** 2 training days

**Date:** 12<sup>th</sup> - 13<sup>th</sup> of December

**Language:** Polish

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

**Price:** 1 950 PLN + VAT

For registration until 20<sup>th</sup> of November:

/ **15%** - individual discount

/ **20%** - group discount

## 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:** 20<sup>th</sup>-21<sup>st</sup> of November

**Language:** Polish

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

**Price:** 1 950 PLN + VAT

For registration until 20<sup>th</sup> of October:

/ **15%** - individual discount

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



## BASICS OF PROCESS MODELING AND BPMN NOTATION

### Training program

1. Basic information about business processes
  - / Business Process
  - / Procedure
  - / Maps and process models
2. Basic information about Process Management
  - / Process Structure
  - / Resources
  - / Process management and management of the processes
3. Basic information about the processes documentation
  - / Process modeling objectives
  - / Methods of modeling and process analysis
  - / Notations
  - / Other information (RACIs, Measures, Risk)
  - / Managing the documentation
  - / The process of project modeling
  - / Risks associated with modeling
4. Basic information about BPMN
  - / Objectives of BPMN
  - / Token concept
  - / Types of diagrams
  - / Objects in the diagrams
5. BPMN in practice - common modeling of a simple process in BPMN

### Lecturer

#### Piotr Biernacki

Since 1993 Piotr has been working with documentation, simulation and business processes analysis tools. He took part in many varying projects connected to business processes documentation and analysis for telecommunication (TP S.A., Dialog S.A. Netia S.A.), services (e.g. HP, KIR), production (e.g. Oriflame, US Pharmacy, Lentabhalle AB, Bombardier) and public administration (e.g. Ministry of Finance, General Inspectorate of Conveyance, polish National Bank).

He has trained personally over few hundred persons in area of BPMN, simulation and analysis of business processes.

#### Training details

**Duration:** 1 training day

**Dates:** 20<sup>th</sup> of September

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

**Language:** Polish

**Price:** 1 150 PLN + VAT

For registration until 20<sup>th</sup> of August:

/ **15%** - individual discount

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

## ADVANCED PROCESS MODELING USING BPMN

### Training program

1. Advanced information about BPMN
  - / Objectives of BPMN
  - / Token concept
  - / Types of diagrams
  - / Objects in the diagrams
    - Events
    - Activity
    - Gateways
    - Data objects
    - Artifacts
    - Conversation
    - Flows and links
  - / From model to implementation
2. Extended information about the documentation process
  - / Adjusting a way of modeling to process modeling
  - / Methods of modeling and processes identification
  - / Other information (RACIs, Measures, Risk)
  - / Managing the documentation
  - / The project of process modeling
  - / Risks associated with modeling
  - / How to choose tools?
3. Exercises - different process models created together with the lecturer and independently

### Requirement

In order to participate in the course one should have completed basic BPMN course, eg Fundamentals of process modeling and BPMN notation basics or experience in process modeling.

### Lecturer

#### Piotr Biernacki

Since 1993 Piotr has been working with documentation, simulation and business processes analysis tools. He took part in many varying projects connected to business processes documentation and analysis for telecommunication (TP S.A., Dialog S.A. Netia S.A.), services (e.g. HP, KIR), production (e.g. Oriflame, US Pharmacy, Lentabhalle AB, Bombardier) and public administration (e.g. Ministry of Finance, General Inspectorate of Conveyance, polish National Bank).

He has trained personally over few hundred persons in area of BPMN, simulation and analysis of business processes.

### Training details

**Duration:** 2 training days

**Dates:** 10<sup>th</sup> - 11<sup>th</sup> of December

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

**Language:** Polish

**Price:** 1 950 PLN + VAT

For registration until 20<sup>th</sup> of November:

/ **15%** - individual discount

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

## PROJECT MANAGEMENT PROFESSIONAL, PMP

### Training program

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

4. Project management as a tool to realize organizational aims
5. The structure of project management
6. 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
7. Initiation of project and Sponsor's role in starting up project
8. Project planning
9. Execution and controlling
10. Closing project
11. Managing a set of projects in organization: main problems
12. Good practice in managing set of projects
13. 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: 17<sup>th</sup> - 19<sup>th</sup> of October  
Module II: 12<sup>th</sup> - 13<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

For registration until 20<sup>th</sup> of September:

/ **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:** 12<sup>th</sup> of November – 10<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 20<sup>th</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:** 10<sup>th</sup> of September - 22<sup>nd</sup> of October,  
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 20<sup>th</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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