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your  
success

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**London SAM**



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From the very beginning, our mission and the main goal in serving our customers has been the success of our students at work, in exams and in their social life. That is why you can find the phrase "your success" again and again in our material.

Since our operation began in Poland we have successfully trained over five thousand people, including top managers from varied business environments. The quality of our training has been confirmed many times by our clients. We have had the pleasure of working with such companies as 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 to supply the best quality tuition. Here we would like to mention ACCA (Association of Chartered Certified Accountants), of which we are tuition provider, PMI (Project Management Institute), CIPP (Certified Institute of Payroll Professionals) and, finally, our recent partnership with INSEAD The Business School for the World, a highly rated France-based school. This testifies that at LondonSAM Poland we render services of the highest quality and that we develop our offer continuously.

Lastly, I would like to mention our lecturers and administration staff, who are carefully trained, with a customer-oriented attitude, extremely helpful and professional in everything they do for you. Tutors and trainers are specialists in their fields, with years of professional experience. They are the 99% of your success... We believe that is what it is all about. Would you like to believe it, too?

Sincerely  
Michał Kaczura  
Managing Director of LondonSAM

**London SAM**





# Qualifications



## ACCA Association of Chartered Certified Accountants

Association of Chartered Certified Accountants is the global body for professional accountants with 147,000 members and 424,000 students in over 170 countries. It also has a network of 83 offices and centres across the world, including Warsaw, Poland.

The ACCA's reputation has been confirmed by over 100 years of providing accounting and financial qualifications. The United Nations accredited the ACCA Qualification as the standard programme for international accountancy.

## ACCA Qualification – Your way to success in finance...

The programme is designed for those who have never studied finance or accounting before, as well as for those who have already gained experience in professional accountancy. The ACCA Organisation also welcomes individuals who are motivated to become financial managers.

ACCA is known as the global body for professional accountants and the qualification is available around the world. It means you can study and work wherever you wish your career path to take you.

## How to become an ACCA member

To achieve the ACCA Qualification you will need to complete 14 exams in English, take the online course called Professional Ethics Module and have proven three-year relevant practical experience in Finance.

### ACCA Qualification – EXAMS

#### \ Fundamentals Level – 9 exams under the following headings:

##### Knowledge Module

- \ F1 Accountant in Business
- \ F2 Management Accounting
- \ F3 Financial Accounting

##### Skills Module

- \ F4 Corporate and Business Law
- \ F5 Performance Management
- \ F6 Taxation
- \ F7 Financial Reporting
- \ F8 Audit and Assurance
- \ F9 Financial Management

#### \ Professional Level – 5 exams divided into:

##### Essentials

- \ P1 Governance, Risk and Ethics
- \ P2 Corporate Reporting
- \ P3 Business Analysis

##### Options (choice 2 out of 4)

- \ P4 Advanced Financial Management
- \ P5 Advanced Performance Management
- \ P6 Advanced Taxation
- \ P7 Advanced Audit & Assurance

## FIA – Foundation in Accountancy

Foundations in Accountancy is a new product introduced by ACCA, which opens the door to a career in accountancy for those who are beginning their adventure with Accountancy and Finance.

The programme consists of a suite of awards. You can start at any level depending on your needs and your knowledge background. These flexible awards focus on the core skills of financial accounting and management accounting and on the wider role of the accountant in business at higher levels.

### INTRODUCTORY CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING

- \ Recording Financial Transactions
- \ Management Information

### INTERMEDIATE CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING

- \ Maintaining Financial Records
- \ Managing Cost and Finance

### DIPLOMA IN ACCOUNTING AND BUSINESS

- \ Accountant in Business
- \ Management Accounting
- \ Financial Accounting

### CERTIFIED ACCOUNTING TECHNICIAN

Diploma in Accounting and Business plus 2 exams to choose from among the three listed below:

- \ Foundation in Taxation
- \ Foundation in Audit
- \ Foundation in Financial Management



# Qualifications

## Registration with the ACCA organisation

The first step to start the FIA or ACCA Qualification is the on-line registration with the ACCA organisation at [www.accaglobal.com](http://www.accaglobal.com), available throughout the year.

Examination sessions are held twice a year, in June and December, in special centres around the world. In Poland, they are organized in Cracow and Warsaw. You have 10 years to complete all the ACCA qualification exams, though on average it takes 3 to 4 years. You can take a maximum of 4 exams per exam session.

At the FIA level, all the exams can be taken in the computer version at a LondonSAM's office any time during the year. It takes on average 3 to 6 months to obtain a Certificate or Diploma.

## LondonSAM - ACCA Tuition Provider

Since 2006, LondonSAM has been preparing Polish students for ACCA exams, employing top professional tutors from England and other parts of the world.

While designing our courses, we have taken great care to cater for your needs and to offer flexible study options, from full time class based tuition to part time programs, with self-track and on-line options. Courses are run twice a year, starting in September and March. The quality of LondonSAM's class based lecturers has been evaluated and confirmed by the ACCA organisation many times.

## Project Management Institute (PMI)

PMI is one of the world's largest not-for-profit membership associations for the project management profession. The association was set up in 1969 in Philadelphia. PMI professional resources and research empower more than 700,000 members, credential holders and volunteers in nearly every country in the world to enhance their careers, improve their organisation's success and further develop the profession. In Poland, PMI has been present since 2003, with its headquarters in Warsaw and local offices in Kraków, Gdańsk, Wrocław, Poznań and Łódź.

## Project Management Professional (PMP)

PMI's Project Management Professional (PMP)® credential is the most important industry-recognised certification for project managers. Globally recognised and demanded, the PMP® demonstrates that you have the experience, education and competency to lead and direct projects.

The PMP recognizes demonstrated competence in leading and directing project teams. If you are an experienced project manager looking to solidify your skills, stand out against others and maximize your earning potential, the PMP credential is the right choice for you.

PMBoK – Project Management Body of Knowledge - is a guide which presents a set of standard terminology and guidelines for project management, created by PMI and approved by the American National Standards Institute. This book contains the knowledge you need to have and standards you need to understand to pass the exam and obtain the PMP or CAPM certification.

## Certified Associate in Project Management (CAPM)

This is a valuable entry-level certification for project practitioners. Designed for those with little or no project experience, the CAPM® demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management. Whether you are a student, new to project management, changing careers, or already serving as a subject matter expert on project teams, the CAPM can set your career on the right path or take it to the next level.

## How to apply and prepare for the exam

To apply for the PMP or CAPM exam, you have to register at the PMI website. To take the PMP exam, you need to have at least three years of project management experience and 35 hours of project management education. For the CAPM exam, no experience in project management is required and you need to have only 23 hours of project management education.

The PMP or CAPM exam is offered as a computer-based test through the global network of Prometric testing centres. In Poland you can sit the exam in Warsaw at any time during the year. The PMP and CAPM exams consist of 200 and 150 multiple choice questions respectively.

LondonSAM offers a PMP and CAPM exam preparation course which takes 6 days. The course is designed and conducted by experts in Project Management, who support you in preparing for the exam. Workshops are usually run 3 times a year, in March, June and October.









# Finance and Accounting Training

## Association of Chartered Certified Accountants ACCA QUALIFICATION

### Participant Profile

The qualification has been designed for people who would like to acquire professional knowledge in accounting, auditing and taxation and also be recognised worldwide as finance professionals. Depending on your previous education, you can start studying ACCA at the foundation or professional qualification level.

### Program outline

- \ Knowledge module – financial and management accounting.
- \ Skills module – law, taxation, audit, management & financial accounting.
- \ Professional Level – ethics, corporate governance, business analysis, advanced tax, audit and advanced financial & management accounting.

### Benefits

- After the training the participants will:
- \ have deeper understanding and knowledge of financial & management accounting, audit procedures and taxation,
  - \ have skills necessary to manage people,
  - \ be able to manage day to day financial operations and give advice on financial matters to a variety of interested parties.

Length: 3 – 4 years (average)

## Certificate in International Financial Reporting Standards IFRS

### Participant Profile

Finance professionals, accountants, leaders and managers who have started working or intend to work in the environment where financial statements must be prepared in line with IFRS.

### Program outline

- \ Introduction to the IFRS approach.
- \ Consolidated financial statements.
- \ Analysis of the most important standards.
- \ Revenue, Non Current Assets, Leases, Financial Instruments, Deferred Tax, Provisions and other.

### Benefits

- After the training the participants will:
- \ be able to advise on the application of IFRS,
  - \ know how to prepare basic consolidated financial statements,
  - \ be able to interpret IFRS standards and apply them in a specific work environment,
  - \ have the ability to develop themselves further in the complex area of international accounting.

Length: 6 days

## Generally Accepted Accounting Principles in United States US GAAP

### Participant Profile

Finance professionals, accountants, leaders and managers, who either intend to or already prepare financial statements in line with American accounting standards.

### Program outline

- \ Main differences between IFRS & US GAAP.
- \ Presentation of financial statements under US GAAP.
- \ The influence of tax, revenue recognition, tangible and intangible assets, financial instruments, liabilities and more.
- \ Announced changes to US GAAP.

### Benefits

- After the training the participants will:
- \ be able to advise on the application of US GAAP,
  - \ be able to interpret US GAAP standards and apply them in a specific work environment,
  - \ know how to prepare financial statements under US GAAP reporting rules,
  - \ understand the US GAAP system and how it is designed compared to IFRS.

Length: 3 days





# Finance and Accounting Training

\* LondonSAM creates and supplies training courses in response to special and unique demand from our clients.

Examples of specific workshops we have designed and supplied in the area of Finance are:

Taxation and Pension Schemes in the UK,  
Spanish Accounting Principles,  
Belgian Accounting Principles,  
Czech Accounting Rules,  
Tax Rules in America,  
Cash Flow,  
Deferred Tax,  
Financial French, English,  
German, Spanish,  
Financial Analysis,  
Risk Management Training.

Therefore, do contact us if you would like to have a unique training project developed for your organisation. We will do our best to come up with the most suitable training solutions to meet your expectations and requirements.

## International Financial Accounting Course

### Participant Profile

The course has been designed for accountants who, regardless of their academic background in accounting, would like to get a bigger picture of IFRS-based accounting processes.

### Program outline

- \ Double entry bookkeeping, balance sheet and income statement, accruals & prepayments.
- \ Non-current assets, bad debts, sales tax.
- \ Control account & bank reconciliation.
- \ Incomplete records, suspense accounts, discounts.

### Benefits

- After the training the participants will:
- \ understand the most important concepts of accounting,
  - \ be able to deal with day-to-day accounting matters,
  - \ know how to prepare a basic balance sheet and income statement,
  - \ have a broader view of accounting processes and of how they influence the company.

Length: 3 days

## Treasury & Credit Management

### Participant Profile

Professionals working in banks and global companies and responsible for management of cash and investments, as well as for those who would like to get acquainted with the area of trading in currencies and the risk associated with it.

### Program outline

- \ The role of Credit & Treasury Management.
- \ Financial statement analysis.
- \ Risk assessment, overseas creditor management, factoring debts.
- \ Trading in currencies, hedging, risk exposure money market instruments.

### Benefits

- After the training the participants will:
- \ have the knowledge of different credit management policies,
  - \ be able to manage cash effectively,
  - \ know how to prevent the company from losing its liquidity,
  - \ have the skills necessary to understand financial market operations and be able to apply its instruments in the workplace.

Length: 2 days

## Finance for the Non-Financial Manager

### Participant Profile

This seminar is designed for non-financial managers in every functional area of responsibility in all industries. It is also very suitable for executives who handle financial matters, administrative assistants and other administrative professionals working with managers.

### Program outline

- \ Profit and loss statement & balance sheet.
- \ Budget control & standard costing.
- \ Investment decision & selection.
- \ Cash flow and interpretation of financial statements.

### Benefits

- After the training the participants will:
- \ understand any financial statement and be able to discuss day-to-day financial issues confidently with those inside and outside their organisation,
  - \ be able to present their plans and ideas in financial terms,
  - \ be able to identify early-on critical indicators that can mean future trouble,
  - \ know how to plan realistic budgets.

Length: 2 days



# Academy of International Taxation

## The Idea

Working close with many outsourcing companies and catering to their specific needs, we have created and successfully supplied workshops on taxes and taxation law in European countries, which proved to be very prosperous.

Following that, LondonSAM Polska has created the International Taxation Academy which we are pleased to introduce. The project consists of workshops on tax issues of the countries such as Germany, Great Britain, Italy, Spain, the Netherlands, Belgium, Czech Republic, Poland and others.

The workshops are prepared by tax experts from different countries, which guarantees the most current knowledge acquired in a professional manner.

## Reasons to participate in the Taxation Academy

- \ A unique project – one of its kind in Europe.
- \ Analysis of the participants' needs before the workshops.
- \ All of the countries in Krakow in one place and time scale.
- \ Perfect localization, affordable prices, group discounts.
- \ Flexible study options – classroom based & live webinar.

## Participant Profile

The Taxation Academy has been designed for accountants working in international companies, who would like to gain tax knowledge in order to comply with tax rules and serve clients from different countries with the best quality.

## Program outline

Each training is divided in two parts - CIT and VAT. Every part covers specific topics, for example:

- \ the most important tax principles and rules,
- \ deductibility rules, transfer pricing,
- \ case studies based on the participants' experience,
- \ overseas transaction: goods and services,
- \ how to deal with CIT & VAT declarations,
- \ what to expect from tax audits.

## Benefits

- After the training the participants will:
- \ gain a first-hand knowledge from overseas tax experts,
  - \ be able to comply with an up-to-date tax law,
  - \ know how to use and interpret tax rules,
  - \ understand specific tax requirements of each country.





# Management Training

## Project Management Professional (PMP)

### Participant Profile

The course is designed for project managers and project leaders with at least 3 years of professional experience in leading projects, who would like to take the professional PMP exam. It is also for those who work in project teams and would like to be equipped with professional project management standards set by Project Management Institute PMI.

### Program outline

- \ Areas of Project Management according to PMI® methodology – management of time, costs, risk, quality, people, orders, communication, range.
- \ The process of initiating, planning, implementing, controlling, closing and monitoring the project.
- \ Multiple project management.
- \ PMP Exam-focused module with exam overview.

### Benefits

- After the training the participants will:
- \ have the knowledge and skills necessary to manage projects in line with PMI methodology,
  - \ be prepared to take the professional PMP exam,
  - \ understand the need to manage projects and know how to structure the work,
  - \ be able to communicate effectively and display high work standards within international project teams.

Length: 6 days

## Business Process Modeling and Analysis

### Participant Profile

The course is aimed at leaders responsible for designing, monitoring and improving existing processes and also at other professionals how would like to improve their work efficiency.

### Program outline

- \ Identification and structure of a business process.
- \ Modeling, mapping and monitoring a process.
- \ Business process model and notation (BPMN).
- \ Workshop and analysis of participants' work.

### Benefits

- After the training the participants will:
- \ be able to identify processes in their own organisations,
  - \ know how to implement the acquired knowledge in their work-specific processes,
  - \ have the tools necessary to model and map processes,
  - \ be prepared to start working in teams which are responsible for evaluation of existing processes and designing new process in order to improve work effectiveness and efficiency.

Length: 3 days

## Leadership Academy

### Participant Profile

The training is addressed to team leaders beginning their career in team management and to managers who feel the need to improve their skills in managing their employees.

### Program outline

- \ Interpersonal skills of an effective leader.
- \ An assessment conversation with employees.
- \ Effective communication with employees.
- \ Methods helpful to motivate staff.

### Benefits

- After the training the participants will:
- \ know the most effective styles of employee management,
  - \ be able to apply the right methods and tools to build their authority among employees,
  - \ improve assertive communication with employees,
  - \ understand the rules and tools of effective employee motivation and be able to apply them.

Length: 6 days



# Management Training

## Change Management

### Participant Profile

The course has been developed for employees at all levels of the organisation who want to expand their knowledge and skills in the area of coping with changes.

### Program outline

- \ Change & motivation for change.
- \ Facilitating the process of change.
- \ Managing the emotional aspects of change.
- \ Communication in the organisation in the process of change.

### Benefits

After the training the participants will:

- \ have the knowledge necessary to effectively plan and implement process changes,
- \ understand the change process and know techniques of effective communication & employee motivation,
- \ be able to deal with resistance to changes,
- \ know how to effectively engage employees in the process of implementing changes.

Length: 2 days

## Time Management

### Participant Profile

The training is addressed to all employees who want to improve the skills needed to effectively plan daily work activities, to set objectives and prioritize.

### Program outline

- \ The most important principles of time management and effective work planning.
- \ Self-motivation – how to motivate oneself to act consistently, in accordance with the agreed plan.
- \ Elimination of factors which reduce work effectiveness.

### Benefits

After the training the employees will:

- \ be able to plan their activities and put those plans into action,
- \ know how to motivate themselves to act consistently, in accordance with the agreed plan,
- \ be familiar with ways to plan their leisure so as to improve rather than lower their efficiency.

Length: 2 days

\* LondonSAM creates and supplies training courses in a management area in response to special and unique demand from our clients. Therefore, do contact us if you would like to have a unique training project developed for your organisation. We will do our best to come up with the most suitable training solutions to meet your expectations and requirements.







# Soft Skills Training

## International Communication

### Participant Profile

The training is for all employees who work in the international environment and want to understand the issue of relationships in the context of cultural differences.

### Program outline

- \ Cultural differences in organisations.
- \ Improving skills in interpersonal communication where cultural differences are involved.
- \ Assertive behavior and international differences.
- \ Key principles for e-mail and phone communication.

### Benefits

After the training the employees will:

- \ understand important rules of business etiquette,
- \ be able to apply proper communication,
- \ know how to relate to representatives of different nations,
- \ learn how to communicate smoothly and to achieve desired aims more quickly and efficiently.

Length: 2 days

## Effective Business Presentation

### Participant Profile

The training is aimed at all employees who are responsible for preparing and delivering business presentations.

### Program outline

- \ Preparing and giving a presentation and a public speech.
- \ Conducting a presentation with the use of multimedia tools.
- \ Improving competence in verbal transmission.
- \ Non-verbal communication – what your body says and how to read body language.

### Benefits

After the training the participants will:

- \ know how to prepare and deliver an effective presentation,
- \ notice improvement in their persuasive skills,
- \ deal with stress more effectively,
- \ be able to apply stress prevention.

Length: 2 days

## Stress Management

### Participant Profile

The training is designed for all employees who would like to learn how to deal with stressful situations and find out about the tools and techniques necessary to relieve stress quickly.

### Program outline

- \ Faces of stress – from alarm to exhaustion.
- \ Reactions and susceptibility to stress – auto-diagnosis.
- \ Effective dealing with stress at each stage of stress reaction.
- \ Occupational burnout – diagnosis and remedy.

### Benefits

After the training employees will:

- \ react to stress more quickly and constructively,
- \ be able to apply anti-stress prevention,
- \ know how to deal with stress by adjusting their technique to stage of the stress development,
- \ manage negative emotions more effectively.

Length: 2 days





# Soft Skills Training

## Train the Trainers

### Participant Profile

The training is addressed to professionals who start their career in lecturing, as well as to specialists who pass their knowledge on to their workmates and would like the training process to be more effective and interesting.

### Program outline

- \ Psychological aspects of adult learning and teaching.
- \ Training methods: lectures and presentation, group discussion, working in small groups, games with role plays and simulations.
- \ Improving competence in self-presentation and public speaking.
- \ Building authority and learning methods helpful in dealing with difficult training situations.

### Benefits

- After the training the participants will:
- \ know the tools and techniques to prepare and conduct business presentations,
  - \ be able to prepare and run training sessions using effective methods and tools,
  - \ understand how adults learn and be able to apply the knowledge gained to meet their specific training needs,
  - \ know how to deal with difficult situations and stress during training sessions.

Length: 2 days

## Customer Service

### Participant Profile

The training is for those responsible for customer service in a company who would like to gain skills enabling them to serve customers in a very efficient and professional way.

### Program outline

- \ Vital rules of professional customer service.
- \ Communication with customers.
- \ Business savoir-vivre in the context of cultural differences.
- \ Coping with difficult situations.

### Benefits

- After the training the participants will:
- \ know how to improve their communication,
  - \ be well-equipped to practice their communication skills,
  - \ be able to apply the techniques learnt in dealing with difficult customers,
  - \ understand correlation between compromise and customer satisfaction.

Length: 2 days

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## Negotiation Techniques

### Participant Profile

The training is addressed to employees who are responsible for dealing with customers and business partners and would like to get better understanding of negotiation process.

### Program outline

- \ Effective communication as a way to success.
- \ Stages of negotiation process.
- \ Types of negotiators - how to recognise them and deal with them.
- \ Most common negotiation devices and techniques.

### Benefits

- After the training the participants will:
- \ be prepared to recognise different negotiation games,
  - \ be able to talk with assertiveness,
  - \ know how to behave in difficult situations,
  - \ understand the nature of negotiation and learn how to negotiate so as not to lose the customer.

Length: 2 days