

TerraBiz

Training | Conferences | Exhibitions



| Finance Skills for | HR Professionals

| 24 January 2011 | Pearl Continental Hotel, Lahore

| 27 January 2011 | Sheraton Karachi Hotel

| 9:00 am to 5:00 pm



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Finance Skills for HR Professionals



Nigel Cumberland

MA(Hons) Cambridge, FCMA

Nigel brings a perfect combination of financial management and HR industry experience to this workshop: he is both an experienced financial management executive having held multinational CFO roles and he is also an experienced trainer and coach in the HR field. Nigel runs a regional Leadership and Talent Management Practice, called the STG Group (www.stghk.com), regionally providing various talent management and leadership related services to clients such as Talisman Energy and Macquarie Bank. He is a truly inspirational speaker whose breadth of experience, clarity of thinking and positive outlook on life leaves his audiences with impactful and memorable messages.

Nigel is an experienced regional entrepreneur and is also a co-founder & board member of businesses in the fields of 'broadband through power-line' in Indonesia, educational robotics in SE Asia, and recruitment software solutions in Hong Kong. Previously Nigel founded, ran and sold an awarding-winning Greater China executive search firm. Before entering the HR and Training fields, Nigel had been a regional Finance Director with the UK FTSE100 multinational Coats plc, working with them all over the world. In his last position he was Finance Director for Coats plc's US\$100m Chinese operations and in this role Nigel led a finance and accounting team of over 50 staff located throughout China and in Hong Kong.

Nigel was educated at Cambridge University in the UK, obtaining both BA (Hons) & MA (Hons) degrees in Economics. He is also a Fellow of the UK's Chartered Institute of Management Accountants and is qualified to carry out psychometric & behavioral assessments and as an executive coach. He wrote the book, *Your Job-Hunt Ltd.*

Course Overview

Today HR is being increasingly challenged to meet the ever increasing expectations of its stakeholders and partners. These expectations include the need for HR to be an effective business partner, be seen to be adding visible and measurable value, and to be proactively contributing to the growth of the business' bottom line.

In order to meet this challenge, HR professionals must have a strong and thorough understanding of financial fundamentals, be comfortable in using financial language and be able to present convincing business cases in support of any HR initiatives that must be in alignment with the business' financial, budgetary and strategic goals.

Today all managers have to play increasingly key roles in helping their organizations to develop and implement strategy and to achieve a range of financial goals. HR professionals increasingly need to get more involved in all aspects of their businesses and need to master the fundamentals of all parts of management and business.

Strengthen your role in your organization by learning how to truly understand all the important financial issues impacting both your role in HR as well as your entire organization.

By completing this workshop you will be able to truly elevate both your own role as well as HR within your organization. This workshop covers general finance and accounting knowledge which all HR professionals need to understand. The workshop also focuses on how to understand and use financial information that is critical to your own HR roles such as the growing need to develop business driven HR or Workforce metrics in your organization.

After attending this course you will be able to:

- Be more conversant when in financial discussions with colleagues.
- Identify and analyse the key financial components of your company's financial statements, budgets and annual reports.
- Understand and describe the importance of cash flow, balance sheet items as well as profitability to your stakeholders, partners and team.
- Focus on the measures and processes used to assess companies' financial health and to ensure your company's financial success.
- Understand and recognize those measures and financial issues that are affected directly or indirectly by the HR function.
- Have a deeper understanding of the financial aspects of HR and Workforce Scorecards.
- Participate more effectively in your organisation's budgeting process.
- Strengthen your financial skills and comprehension of concepts such as the budgeting cycle, business financial cycle, Capex, Ebit and other financial key performance indicators and ratios.
- Successfully engage in a comprehensive financial analysis based on a real company's accounts.
- Appreciate how businesses are valued and how they are financed and how these impact upon the HR function.
- Have a stronger control and more convincing say over your own budgets.

The workshop is very interactive, assumes no prior finance or accounting knowledge and aims to help you learn in a fun and exciting way involving many exercises, case studies and brainstorming to enable you to return to your organizations as very numbers-savvy HR professionals

Course Outline

Why Accounting and Finance is key to your HR roles

- What do you need to learn today?
- Your role as business partners
- HR Contribution Factors
- Evolving HR competencies

The Ground Rules of Finance and Accounting

- The Business cycle and how money flows
- Accounting and Auditing cycles
- Accounting rules and reporting requirements
- Double entry bookkeeping
- The different financial statements

Accounting & Finance Talent

- Roles of Accountants and Financial professionals today
- How can HR support Finance & Accounting colleagues?
- Communicating with Finance & Accounting
- Hiring & Retaining Finance Talent in your Organisations

Tea/Coffee Break

The Profit & Loss Statement

- Pricing & Margins – which are your higher most profitable sales?
- Costing & Cost Control – which are your key HR costs (both indirect and direct)
- Employee costs and their impact on your organization
- Types of Profits – is your business truly profitable?
- Looking at Profit Statements & financial performance indicators

The Balance Sheet

- What are different Assets and Liabilities?
- Working Capital Control, Cash control
- How to read a balance sheet and the key balance sheet performance ratios
- Off-balance sheet items
- How to check a company's health from a balance sheet

An organisation's cashflow

- Understanding the Cashflow statement
- Financing an organisation
- What is bankruptcy?

Lunch & Prayer Break

How to optimally Budget

- Linking budgets and forecasts to strategy and business objectives
- Different budgeting models, processes and timeframes
- Ensuring HR produces optimal budgets and contributes to the overall budgeting process

Let's practice evaluating a business' performance

- Understanding the different stakeholders' viewpoints and needs
- How do investors evaluate how successful a business is today
- How well it will succeed in the future
- What parts could HR make in improving an organisation's financial success?

Tea/Coffee Break

Justifying new projects and investment proposals

- Risk Analysis & Breakeven Analysis – how to maximize chance of success?
- Business Valuations – understand how much something is worth.
- How to justify the cost of new HR initiatives (such as a training program) or systems such as a new software)?

Wrap-up and conclusions

- What do you need to learn more, practice and/or implement?

Testimonials from some of Nigel's work:

"Nigel is a truly innovative leader who focuses on responding to what the customer needs, not merely following what others in the business sector are doing."

Concord Camera HK Ltd

"Nigel has a strong ability to strategically manage a search business by incorporating team development at the same time as growing the business and opening new offices regionally as well as by actively marketing and being client focused."

Asia, Hays Plc

"Nigel's class is really helpful. He not only shared his extensive experience with the participants, but also got all the participants involved to share with each other the good experience and lessons learnt."

Jane, HR Head of a CACT (A China-based Chevro, Eni and Cnooc oil & gas JV)

"Nigel is a very knowledgeable business leader who provides a straightforward, incisive service delivering intelligent solutions and great value"

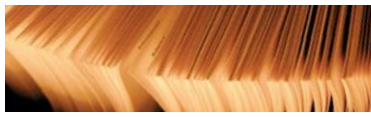
Spectris Plc, UK

"His approach is customer-oriented, focused and efficient...Demonstrated his professionalism"

Siemens, Greater China

"He has an enquiring mind with penetrating insight into what makes other people tick and great coaching skills used in delivering that element of his work."

IDDAS, UK



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SAVE TIME AND MONEY WITH IN-HOUSE TRAINING

In-house training is an efficient and cost effective way to ensure that your employees are equipped with the knowledge and skills needed to make a real impact in your organisation.

Training can be arranged for anything from small groups to entire divisions and will take place at a time chosen by and convenient to you. For onsite customized programs by **Nigel Cumberland** Please contact **Muhammad Faheem**
Email: muhammad.faheem@terrabilzgroup.com
Phone: +92 21 3455 0431 | Cell: +92 343 206 6050

Workshop Investment:

Rs. 32,500/- Per Participant

*Early Bird Discount: (Before 10th Jan 2011)

Rs. 30,500/- Per Participant

*Every 4th Participant from the same organisation is **FREE!**

Includes course ware, Terrabilz certificate, lunch, refreshments and business networking.

Terrabilz Upcoming Programs, Book your place TODAY!

"Cost Control & Management"
by Alan Fell, UK
17-18 January 2011, Karachi

"Bank Strategic Management"
by Clive Wykes, UK
15-17 February 2011, Karachi

"Anti Money Laundering"
by Fazal Ghafoor FCA, FCMA
18 January 2011, Lahore
20 January 2011, Karachi

"Enhancing The Leadership Qualities of the Sales Manager"
by GK Lim, Malaysia
March 2011, Karachi
March 2011, Lahore

"Finance For Non-Finance Executives"
by Abdul Rahim Suriya, FCA, FCMA
15-16 February 2011, Karachi
21-22 February 2011, Lahore

"DON'T KICK THE CAT"
Executive Stress Management
by GK Lim, Malaysia
March 2011, Karachi
March 2011, Lahore

Send your cheque in favor of "TerraBiz"
to **Murad Hassan**

Suite # 403, Shahwar Trade Center, Above Standard Chartered Bank, Allama Iqbal Road branch, P.E.C.H.S., Block 2, Karachi, Pakistan.
Phone: +92 21 3455 0431 & +92 21 3455 319
Cell: +92 300 922 0647 & +92 321 278 1000

For Registration

Contact **Tanvir Hussain**

Cell: +92 321 232 2486 & +92 300 213 3849
Phone: +92 21 3455 0431 & +92 21 3455 319
Facsimile: +92 21 3455 7264
Email: tanvir.hussain@terrabilzgroup.com
register@terrabilzgroup.com

We are a business information firm, having managed and organized events of various calibers during the last 3 years of our operations. Among our more recent event are the Entrepreneurship 2010 – Changing the Mindset conference with MPF, 2nd Women in Business & Leadership Conference WIBCON 2010, in April 2010 which we managed for PSTD. ICAP in collaboration with TerraBiz organized a highly successful CFO Conference 'Rising CFO' in March 2010 which was attended by 600 delegates. MIT Entrepreneurship Forum Pakistan, TerraBiz and OPEN jointly organized a conference on Corporate Innovation and Entrepreneurship'09, Karachi in November 2009. We also managed the MAP Conference in November 2009, Lahore with high appreciation from all over the country.

TerraBiz Human Capital Management Conferences which were held in Karachi and Lahore in April09 and July09 respectively, and the Compensation & Benefits Day in June '09 also received a very good feedback from the HR professionals in the country.

We also organized the first ever conference on Digital Marketing in Pakistan titled Marketing 2.0 which saw the confluence of the top three names in the world of digital marketing - Google, Yahoo and Microsoft, represented by their senior executives from abroad. Global Head of Mobile Marketing P&G was also one of the speakers. TerraBiz has also organized some events with Google Pakistan.

TerraBiz was responsible for producing a series of highly successful road shows on the promotion of investment in Pakistani capital markets in different cities for its client the Central Depository Company.

As part of our operations, we also regularly facilitate international trainers to conduct public workshops in Pakistan. A few of them were 'Six Thinking Hats' with Dr. Sunil Gupta, Life Time Master Trainer of Edward de Bono Tools, Nick Blasdale Introductory Management Skills, Advanced Presentation Skills and Media Relations by Simon Bucknall, HR Balanced Scorecard with Alan Fell; Employer Branding with Dr. Olga Kampaxi, and many others.

Our recent training workshop participants list includes SSGC, OGDCL, KESC, KAPCO, Pak-Arab Refinery Limited (PARCO), Oil and Gas Development Limited (OGDCL), Total Atlas Lubricants Pakistan (Pvt) Limited, Shell Pakistan Limited, Byco Petroleum Pakistan Limited, National Refinery Limited (NRL), Pak Arab Refinery Company Limited, Pakistan Petroleum Limited, BOC Pakistan Limited, BP Pakistan Exploration and Production Inc, Attock Refinery Limited (ARL), Pakistan Security Printing Corporation, State Bank, National Bank, MCB Bank, RBS, HSBC Bank, Allied Bank, NIB Bank, Mobilink, Ufone, Zong, Wateen Telecom, Telenor, Siemens, Haleeb Foods, National Foods, Cadbury, Getz Pharma, Sanofi Aventis, Novartis Pharma, GSK, PharmEvo, Macter Pharma, Sight Savers, Syngenta, Engro Corp, Coca Cola Beverages, CDC, HUBCO, and Aga Khan University et al.