

# PROFESSIONAL DEVELOPMENT FOR EAs & PAs

## SEPARATELY BOOKABLE SEMINARS

### Essential Finance Skills for EAs, PAs & Administrators

24th and 25th March 2011, Auckland  
23rd and 24th February 2011, Wellington

#### Key Learning Objectives:

- Understand core financial systems and processes, including financial reporting, budgeting and auditing
- Manage day to day finance administration and purchasing for your area
- Put together a budget for your area
- Apply accounting rules and make accruals
- Understand capital expenditure and depreciation
- Interpret basic financial statements

### Advanced MS OFFICE for EAs, PAs, Office Managers & Administrators

31st March & 1st April 2011, Auckland  
3rd and 4th March 2011, Wellington

#### Key Learning Objectives:

- Take control of your inbox with MS Outlook
- Learn how to use the advanced functions of spreadsheet tool Excel
- Develop professional presentations in MS PowerPoint
- Improve your work processing with advanced tools and techniques in MS Word
- Gain an understanding of how the entire MS Office suite works together

## Facilitators:

Kevin Lee



Ann England



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Earlybird Special**  
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**Conferenz**  
Management Training

# Essential Finance Skills for EAs, PAs & Administrators



**Wellington**  
23rd and 24th  
February 2011,  
Duxton Hotel

**Auckland**  
24th and 25th  
March 2011,  
Mercure Hotel

## An overview of finance

- Identifying the role of finance in your organisation
- Understanding the rules of accounting

*Practical exercise: Determining whether accounting rules have been followed*

- The finance pyramid: Identifying the four levels of finance within organisations
- Examining the key components of your organisation's financial systems

*Practical exercise: Identifying source documents and the purpose of each component of an organisation's financial systems*

## Examining the financial systems of your organisation

- Comparing accounts payable and accounts receivable processes
- Accounts receivable and debt collection procedures
- Accounts payable including financial delegations
- Tips for efficient AP processing
- Purchase orders including e-purchasing and P-cards
- Fixed asset register
- Understanding the difference between Capex and Opex
- What is depreciation and what methods are used to calculate it?

*Practical exercise: Determining whether purchases are Capex or Opex*

- Petty cash and expenses reimbursements including IRD requirements for entertainment tax
- Payroll and withholding tax
- The cash flow cycle and how to manage cash flow
- The role of Treasury
- General ledger

## Understanding the types of financial statements

- Examining the main financial statements
  - Profit and loss accounts/ Statements of financial performance
  - Balance sheets/ Statements of financial position
  - Cash flow statements/ Statements of cash flows

*Practical exercise: Understanding the major line items within financial statements*

## Audit and taxation issues

- The role of internal and external auditors
- Taxation for the EA/ PA including:
  - Tax records and IRD requirements for tax invoices
  - Income tax requirements for organisations and employers
  - Goods and Services Tax (GST)

*Practical exercise: Completing a GST return*

- Fringe Benefit Tax (FBT)

*Practical exercise: Determining whether FBT applies to specific transactions*

## Purchasing and managing costs

- Tips for effective purchasing
- The concept of lifetime costing

*Practical exercise: Using lifetime costing to make purchasing decisions*

- Strategic cost management as opposed to ad hoc cost reduction
- A checklist for evaluating your suppliers
- Identifying costs:
  - Fixed vs variable
  - Controllable vs non controllable
  - Shared and allocated costs

*Practical exercise: Determining whether costs are fixed or variable*

- The importance of organisational cost structure
- Practical exercise: Identifying the full cost of a decision and how costs build up

## How to interpret cost centre reports and ensure they are up to date

- The role of project and cost centre reporting
- Understanding variances
- The importance of good cut offs at the end of the month
- The month end close off timetable

*Practical exercise: How to make accruals*

- The advantages of variance reporting
- The softball analogy: How to interpret and act on variances within a cost centre
- Common reasons for incorrect variances
- Practical exercise: Using cost benefit analysis to determine what action to take

## How to prepare accurate and meaningful budgets

- What is the purpose of budgeting?
- Understanding the budgetary control process
- The budget temple: The interrelations between different budgets
- What are the methods for preparing cost centre budgets?

*Practical exercise: Preparing a budget for a conference using zero based and incremental methods*

- The "Rock Solid" acronym: Tips for effective budgeting
- How can finance people help you prepare a budget?

## Examining the sources of financial information and how to interpret annual reports

- Identifying the types of financial reports

*Practical exercise: Determining how to obtain the financial information you require*

- Interpreting annual reports
  - Understanding the information contained in annual reports
  - How to interpret financial statements

*Practical exercise: Interpreting financial statements*

- The importance of non financial performance measures:
  - Statements of service performance
  - Balanced scorecard
  - Triple bottom line reporting
  - What financial reports don't tell you

## Kevin Lee



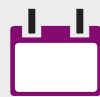
**BA (Hons), Pg Dip, MBA, ACMA** runs a consultancy for business skills development. He is a qualified chartered management accountant with more than twenty years experience of finance at all levels in both the public and private sectors. Kevin's experience includes senior management positions in the UK with ABB, GEC and

Owens Corning and in New Zealand with the BNZ. His consultancy includes a wide range of clients including ANZ, Heinz Watties, Meridian Energy,

Ministry of Fisheries, Food Safety Authority and Greater Wellington Regional Council.

Kevin specialises in helping managers and staff to develop relevant financial skills and knowledge. He is passionate about making finance relevant, understandable and fun. His approach is highly practical, using only the financial theory that people need to know, and then building skills and knowledge through case studies, examples and small group work.

# Advanced MS OFFICE for EAs, PAs, Office Managers & Administrators



**Wellington**  
3rd and 4th  
March 2011,  
Intercontinental Hotel

**Auckland**  
31st March & 1st  
April 2011,  
Mercure Hotel

## MS Word

You probably use Word every day, but how well do you know this programme, and how much time and effort could you save if you knew all the tips and tricks to make Word work for you? The first half of day one will look at MS Word, and give you the advanced skills you need to take your Word knowledge to the next level.

- Layout and design of Word
- Differences between Word 2003 and 2007
- Formatting and Style
- Using templates
- Tables
- Headers and footers
- Table of Contents
- Review documents and track changes
- Using mail merge for mass mailings
- Keyboard shortcuts
- MS Word and security
- Using Macros
- XML Documents
- Compatibility Mode

## MS PowerPoint

Often you will be called upon to develop PowerPoint presentations for your team. This session will give you the skills to take advantage of the advanced tools available in PowerPoint for truly professional presentations.

- PowerPoint tour and the user interface
- Creating a presentation
- Slides and text
- Pictures & ClipArt
- Smart Art
- Applying themes
- Handouts and notes
- Charts diagrams and tables
- Using data from Excel
- Using graphics
- Organisation charts
- Adding sound
- Adding video clips
- Using animation
- Using SharePoint libraries
- Proofing printing and preparing for presentation
- Creating & using Slide Masters
- Photo Albums

## MS Excel

Most of us know how to use the basics of Excel, but very few understand more than 10% of its functionality. With more and more jobs for PAs being advertised requiring an advanced knowledge of Excel, stay ahead of the rest with you're newly acquired skills in spread sheeting!

- Differences between 2003 and 2007 versions
- Commonly used Formulas and Functions
- Working with dates
- Creating charts

- Using pivot tables to analyse data
- Sorting and Filtering data
- Sharing data with your colleagues
- Linking Excel to SharePoint
- Keyboard shortcuts
- Security and Macros
- Tips for working with large worksheets
- Conditional Formatting
- Protection

## MS Outlook

Outlook is more than just an email programme – it's a full time management suite. And who could benefit more from effective time management than busy EAs and PAs. This session will give you the tools and techniques you need to save time while using Outlook and take control of your inbox.

- Differences between Outlook 2003 and 2007
- Finding and organizing email effectively
- Creating custom signatures and Out of Office Responses
- Using RSS to keep track of blogs, newspapers and commonly read websites
- Tools and techniques to reduce the size of your inbox
- Storage: Archive and personal folders
- Retrieving, backing up and sharing messages
- Using search folders to organise your email
- Using the calendar to create appointments and meetings
- Sharing your calendar
- Using multiple calendars
- Managing your contacts effectively
- Reducing spam

## Other Programmes

The final session will give you an insight into other Office Programmes available, and their uses in an office environment.

- Access
- OneNote
- Project
- Visio
- SharePoint

**All attendees will be provided with a workbook and a certificate of attendance. Laptops will be provided for this interactive 2 day course.**

## REGISTER TODAY!

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Internet [www.conferenz.co.nz](http://www.conferenz.co.nz)

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## Ann England



Ann England is a Microsoft Certified Trainer (MCT) with over 15 years of training experience supported by a background in office administration and management. She has been training Microsoft Office applications since May 1998 and holds the Microsoft Application Specialist (MCAS) status for Excel 2007, Outlook 2007, PowerPoint

2007, Word 2007 & Vista.

Getting to grips with new technology can be frustrating and daunting but Ann's combination of qualifications and experience mean she is able to relate to trainee's 'real life' workplace situations and provide practical training to suit individual needs.

**Microsoft**  
CERTIFIED

Application  
Specialist

**Microsoft**  
CERTIFIED

Trainer

# PROFESSIONAL DEVELOPMENT FOR EAs & PAs

## Essential Finance Skills for EAs, PAs & Administrators

## Advanced MS OFFICE for EAs, PAs, Office Managers & Administrators



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SEMINAR: SD097/SD098 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### 1st Delegate

Name (Mr/Ms/Mrs/Miss/Dr) \_\_\_\_\_  
First name Last name

Position \_\_\_\_\_ Email \_\_\_\_\_

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### 2nd Delegate

Name (Mr/Ms/Mrs/Miss/Dr) \_\_\_\_\_  
First name Last name

Position \_\_\_\_\_ Email \_\_\_\_\_

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### 3rd Delegate

Name (Mr/Ms/Mrs/Miss/Dr) \_\_\_\_\_  
First name Last name

Position \_\_\_\_\_ Email \_\_\_\_\_

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### Company Details

Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_

City \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Approving Manager \_\_\_\_\_

Job Title \_\_\_\_\_ Email \_\_\_\_\_

Name of Booking Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Course Details

For groups of 4 or more people contact Michael Earley (mike@conferenz) on 09 912 3610 to discuss group discounts or in-house training options

**Pre Christmas Earlybird Special**  
 Book and pay before Dec 16 2010 and save \$300!

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| Course                   | EARLY-BIRD SAVER                          | FULL PRICE                     |
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| Essential Finance Skills | \$1795 plus GST SAVE \$300 (16 Dec 2010*) | \$2095 plus GST (16 Dec 2010*) |
| Advanced MS OFFICE       | \$1995 plus GST SAVE \$300 (16 Dec 2010*) | \$2295 plus GST (16 Dec 2010*) |

### TRAIN YOUR TEAM

Register on any two 2-day seminars and save \$500 off the full price or on any three 2-day seminars and save \$1000 off the full price. For larger bookings call (09) 912 3610 or email mike@conferenz.co.nz to discuss further in-house or group training options.

#### Team Discounts

**Any 2 Seminars:** SAVE \$500 off total price\*

**Any 3 Seminars:** SAVE \$1000 off total price\*

(\*total price will be based on early-bird or full price depending on booking date. Applies to two day seminars only)

### HOW TO REGISTER

#### Step 1:

Phone us and we will take your registration over the telephone  
**TELEPHONE:** (09) 912 3616

OR

**REGISTER ONLINE:** www.conferenz.co.nz  
**EMAIL:** register@conferenz.co.nz

OR

**FACSIMILE:** (09) 912 3617

OR

**POST:**  
 Send your registration form to:  
 Conferenz Ltd  
 Freepost 83430, PO Box 31 506, Auckland 0741

A tax invoice will be issued upon receipt of registration. **Payment must be received before the event to secure your place.**

**Registration is for named delegate only and cannot be shared.**

### HOW TO PAY

Our preference is for you to either, direct credit or mail a crossed cheque.

Either:

- DIRECT CREDIT**  
 Direct credit to our bank account (please supply details of remittance)  
 BANK: The National Bank, North Shore Corporate  
 ACCOUNT NAME: Conferenz Ltd  
 ACCOUNT NUMBER: 060273-0228588-25

- PAY BY CHEQUE**  
 Post a crossed cheque payable to Conferenz Ltd

**PAY BY CREDIT CARD**  
 We accept most major credit cards. Please contact our office directly on (09) 912 3616 if you wish to use this method of payment, or register online for this event at www.conferenz.co.nz

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#### What happens if I have to cancel?

Should you be unable to attend, a substitute delegate is welcome. Alternatively, a full refund less \$300+GST service charge, per registrant, will be made for cancellations received in writing (letter, fax or email) up to ten working days prior to the event. Regrettably, no refund can be made less than ten working days prior to an event. Delegates are responsible for their own travel/accommodation bookings and no compensation will be made should the seminar be rescheduled or cancelled.

Please Note: Conferenz Ltd reserves the right to make any amendments that we may deem to be in the best interest of the seminar.

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