




# Developing Leaders Business Acumen

The overall objective of the workshop is to develop business leaders by helping them see the broader picture, gain an overall view of their business, improve their track record of business, align decisions to their company strategy, fix problems and prevent new ones, break down communication barriers and take advantage of opportunity to grow.



**HRDF  
Claimable**

## Facilitator:

### Ian Pughsley

Mr Ian Pughsley is a senior management executive with broad experience building and managing businesses in the UK, mainland Europe & Middle East as well as leading Health & Safety management initiatives across a range of countries in Asia. Ian is also a Certified Callan Method English Teacher, Certified HRDF-Malaysia Trainer and Speaker. His focus areas of expertise are in Performance Management, Trouble Shooting, Health & Safety Leadership Solutions, Communication, Training and Coach-Mentor.

Ian holds a MBA from City University Business School, London, UK, a BSc/HND from Doncaster CHE/Leeds University, UK and a NEBOSH International General Certificate in Safety and Health from Rapid Results College, Bahrain.

## Course Objectives

- Understand what business acumen is and why it's important
- Learn about the drivers which help companies make money and how employees influence them
- Gain knowledge about key financial statements and strategy
- Be introduced to a tool which helps Managers navigate the financials - links financial terms to business acumen drivers
- Appreciate who benefits from having business acumen skills
- Help employees recognize the importance of their role in making money for the company
- Align individual and team activities with Executive activities
- Encourage employees to identify 2 to 3 priorities and develop a personal action plan to drive results
- Learn about the importance of inter-departmental and inter-personal relationship skills

## Who Should Attend

Heads of Department, Senior Managers, Managers and key function staff members who influence business performance and make important business decisions

## Methodology

Lectures, group and individual exercises. **Class limit to 12 participants only.**

## Administrative Details

Date: **October 15-16, 2018** (Monday & Tuesday)

Time: 9.00 am - 5.00 pm

Venue: **The Royale Chulan Damansara Hotel**  
2, Jalan PJU 7/3, Mutiara Damansara  
47810 Petaling Jaya  
Selangor Darul Ehsan

Fees: FMM Member RM2,400 / pax

Non-Member RM2,900 / pax

Contact Persons: Ms Ong Li Choo / Pn Siti Nazihah / Pn Azrini

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## AGENDA

Time	Topic	Detail
<b><u>DAY 1</u></b>		
9.00 am - 9.05 am	Safety Evacuation Procedures	
9.05 am - 9.30 am	Introduction & Workshop Rules	
9.30 am - 10.00 am	Discovery Period	Participants share views on purpose of the workshop, challenges faced in daily work and desired outcomes of this course.
10.00 am - 10.30 am	Introduction to Business Acumen	What is business acumen and why is it important - who benefits from business acumen.
10.30 am - 10.45 am	<i>Break</i>	
10.45 am - 11.15 pm	Introduction to Business Acumen	Short group exercise - participants listing what factors they think impact the company's profits and their daily work.
11.15 pm - 12.30 pm	5 Main Business Drivers <i>- Understand how your company makes money</i>	Cash, Profit, Assets, Growth & People with related terms and measures, insights and a quiz for each business driver to review and consolidate learning.
12.30 pm - 1.30 pm	<i>Lunch</i>	
1.30 pm - 3.00 pm	5 Main Business Drivers	Continuation of pre-lunch session and wrap-up on the main business drivers. First introduction to 3 key financial statements common in business - income, balance sheet and cash flow.
3.00 pm - 3.15 pm	<i>Break</i>	
3.15 pm - 4.30 pm	Focus on Income Statement	How a company's revenue is transformed into net income, purpose of the income statement and the key financial measures. Case study to demonstrate the use of an income statement.
4.30 pm - 5.00 pm	Q&A, Review & Wrap-up of Day 1	
<b><u>DAY 2</u></b>		
9.00 am - 10.00 am	Focus on Balance Sheet	Explanation, purpose and key measures. Case study to demonstrate the use of a balance sheet.
10.00 am - 10.30 am	Focus on Cash Flow Statement	Explanation, purpose and key measures. Case study to demonstrate the use of a cash flow statement.
10.30 am - 10.45 am	<i>Break</i>	
10.45 am - 11.15 pm	Focus on Cash Flow Statement	Continuation of pre-break session.
11.15 pm - 12.30 pm	Navigating the Financials <i>- A tool to assist you</i>	Use of a worksheet tool covering 10 important financial metrics, learn how the metrics link to the 5 main business drivers and highlight performance.
12.30 pm - 1.30 pm	<i>Lunch</i>	
1.30 pm - 2.00 pm	Navigating the Financials	Continuation of pre-lunch session - worksheet, financial metrics, their link to main business drivers and introduction of "glossary of financial terms tool".
2.00 pm - 2.30 pm	Corporate Functions and Importance of Interdepartmental Relationship	Groups share their current company structures as they know them. Review typical departments in a business with their functions explained together with the importance of inter-departmental relationships.
2.30 pm - 3.00 pm	Continue Building Your Acumen <i>- Post training</i>	Sharing and personal coaching sessions on how to create a personal action plan, how to align with senior Executives thoughts/activities, how to teach a colleague a principle you've learnt, how to identify key numbers from company accounts and conduct further research to continue improving.
3.00 pm - 3.15 pm	<i>Break</i>	
3.15 pm - 4.30 pm	Continue Building Your Acumen <i>- Post training</i>	Continuation of pre-break session and personal coaching.
4.30 pm - 5.00 pm	Q&A and Wrap-up of Course	

# REGISTRATION FORM

## Developing Leaders Business Acumen

October 15-16, 2018 (Monday & Tuesday)

Royale Chulan Damansara Hotel, Petaling Jaya

### The Assistant Manager

FMM Institute (GST Registration No. : 001764515840)

Tel: 03-6286 7200 Fax: 03-6277 6712

Email: training@fmm.org.my

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

Please tick (✓) accordingly:

PSMB Scheme:  SBL  Non Contributor

Require vegetarian meal:  Yes  No

#### Fee

FMM Member: RM2,400 / pax

Non-Member: RM2,900 / pax

1. Name	Designation	E-mail
_____	_____	_____

Nationality	IC No.
_____	_____

2. Name	Designation	E-mail
_____	_____	_____

Nationality	IC No.
_____	_____

3. Name	Designation	E-mail
_____	_____	_____

Nationality	IC No.
_____	_____

(if space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_

Being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_ FMM Membership No.: \_\_\_\_\_

Address: \_\_\_\_\_

My Corporate Identity No.: \_\_\_\_\_ GST Registration No. : \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_