

Public Training/Workshop#



QUALITY PERFORMANCE INDICATOR FOR ACCOUNTING PERSONNEL

"We Make Learning More Adventure"

INTRODUCTION

Quality Performance Indicator for accounting personnel program was design to give the opportunity for accounting personnel to understand that there are other essential factors combine with financial factor that determine the overall goals of the organization.

Business are frequently accused of focusing on the "bottom-line" and the "short-term" approach. Therefore Quality Performance Indicator will provide more holistic view of the organisation.

In this training, you'll focus on the aspects or areas of your organization's performance that are critical or vital for your ongoing and future success. It helps measure your success in key process and areas that affect your employee, customers, shareholder and stakeholder

This comprehensive two-day program shows you how to become a better personnel by learning how to apply the Quality Performance Indicator to your organization success. It will provide you with better understanding on the key success factor of your organization. Attend these intensive two days of training and gain knowledge that you'll use throughout your career.

OUTCOMES EXPECTED FROM THIS PROGRAMME: -

- Participants will **GAIN** an understanding on how Quality Performance Indicator will help to linked the overall goals of the organization.
- Participants will **UNDERSTAND** how the financial and operational goals are equally important for each organization.
- Participants will **DISCOVER** how to measure actual performance against key success factor.
- Participants will **LEARN** how Quality Performance Indicator will make the decision making process easier.
- **ENSURE** that the participant will learn how to improve personnel awareness of maintenance performance.
- How to analyse the operational details of the organization.
- Participants will **LEARN** how to empower employee and provide them with the relevant information to learn.
- Participant will be able to **IDENTIFY** Quality Performance Indicator, their role in management and governance of the organization and how to implement Quality Performance Indicator for success.

METHODOLOGY:

- Lectures
- Indoor Activities
- Workshop
- Case Studies
- Presentations
- Discussion

DATE : 15 - 16 Feb 2017
18 - 19 Jul 2017

DURATION : 2 days, 9am – 5pm

MEDIUM : English & Bahasa Malaysia

VENUE : Vistana Hotel, KL

TRAINER : En. Salehuddin



COURSE CONTENT

MODULE 1: INTRODUCT

- Definitions
- Objective
- Purpose
- Components

MODULE 2: WHY DO WE NEED QUALITY PERFORMANCE INDICATOR?

- Why use QPI?
- Benefits of QPI
- Your strategy need QPI
- Your people need QPI
- What wrong with traditional accounting based information

MODULE 3: PERFORMANCE MANAGEMENT

- 4 type of performance management
- Basic principle of effective performance management

MODULE 4: CHARACTERISTICS, ADVANTAGES & DISADVANTAGES

- Characteristics of good QPI
- Advantages
- Disadvantages

MODULE 5: ORGANIZATIONAL CONTROL: KEY MANAGEMENT FUNCTION

- Meaning of control
- Balance scorecard
- The changing philosophy of control

MODULE 6: ALIGNING QPI WITH STRATEGY

- Type of quality performance indicator
- A contribution to strategy
- Strategy map
- Linking the workforce to strategy objective
- QPI Metric flow
- Cost of quality

MODULE 7: HOW TO DESIGN QPI

- What to measure?
- Rules for developing QPI

MODULE 8: IMPLEMENTING QPI

- Reporting requirement
- How do we implement?
- Assess – Plan – Do- Advance
- How do we measure?
- Tips for success



WHO SHOULD ATTEND?:

Account Officer & Executive, Senior Executive, Assistant Manager, Account & Finance Manager, Business Owner and for those who are getting ready for a management position.

We also encourage for those who must prepare, interpret or analyse financial reports or business strategy and who want to be able to better understand and communicate the financial performance of an organization.

PROGRAM SCHEDULE :

Registration :	8.30am
Morning session :	9.00am - 10.30am
Morning Tea :	10.30am - 10.45am
Lunch :	1.00pm - 2.00pm
Afternoon session :	2.00pm - 3.30pm
Afternoon Tea :	3.30pm - 3.45pm
End :	5.00pm



COURSE LEADER

EN SALEHUDDIN



En Salehuddin is a Business Financial Consultant with wide experience in financial, costing, banking, management accounting, consolidation account and management, have been in the profession and industry since 1994. He holds a Bachelor Degree (Honours in Accountancy) from University Technology of Mara, (UiTM) and professionally, he is a Chartered Accountant of the Malaysian Institute of Accountants.

He has over 20 years of experience and was previously the Senior Group Accountant of WSA Group, a position he held from January 2010 to December 2014. He was formerly a Group Account Manager of MBM Resources Berhad a public listed company and the Section Manager (Account) of Daihatsu (M) Sdn. Bhd. After graduating in June 1994, En. Salehuddin served Perwira Habib Bank and 2 years later he joined MBM Resources Berhad group for almost 13 years which included a secondment to Daihatsu (M) Sdn. Bhd., Lencana Industries Sdn. Bhd., Industri Budibas Sdn. Bhd. and AQ Pack (M) Sdn. Bhd.

Over the years, he gained knowledge, experience, skills and expertise in accounting, consolidation, costing, budgeting and management. He involved in a number of exercise such as business excellent program, talent pool program, merger & acquisition and he was an active team member of cost cutting and improvement, CCCF, Kaizen, SHE, ISO 9001 and ISO/TS 16949.

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Registration Form

Quality Performance Indicator

Date : 15 - 16 Feb 2017 & 18 - 19 Jul 2017 | Venue: Vistana Hotel, KL

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5545 1798 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

RM 1580 Per Pax (Normal Price)

GROUP REG: RM 1,185 PER PAX!!

(UPON MINIMUM 4 PAX'S REGISTRATION— T&C APPLY)

Or Single Reg: RM 1,264 PER PAX

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PARTICIPANT'S NAME :

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

(Authorization (Signatory must be authorized on behalf of the company)

Person In Charge:

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is **invalid** without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking (LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a **50% cancellation** liability should the notice given is less than two(2) weeks and **100% cancellation** liability 7-days prior to the event

Non-payment or non- attendance does not constitute cancellation. (However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

ASL Training & Consultancy Sdn. Bhd.

COMPANY STAMP



PUBLIC TRAINING CALENDAR JAN - DEC 2017

PROGRAM / COURSE	DURATION (DAY)	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Budgeting & Cost Control Training	2		15 - 16					18 - 19					5 - 6.
Finance Management Course for Non-Finance Professionals	2		22 - 23						16 - 17				5 - 6.
Quality Performance Indicator For Accounting Personnel	2		22 - 23								10 - 11.		
Human Resource Management Training	2	11 - 12.								19 - 20			
Training Needs Analysis	2				18 - 19							1 - 2.	
5 Star Customer Services	2			29 - 30							24 - 25		
Managing Customer & Complaints	2		15 - 16							26 - 27			
Leaders of 21st Century	2	18 - 19										21 - 22	
Management, Leadership and People Skills for New Leader & Executive	2				18 - 19					12 - 13.			
Higher Productivity & Effective Supervisory Skills	2							11 - 12.					12 - 13.
Kepimpinan & Penyeliaan Yang Berkesan	2	25 - 26											
People Skill For Making Result	2	18 - 19										21 - 22	
Sefiasaha Cemerlang 2017	2				19 - 20				9 - 10.				
Positive Attitude At Work	2					18 - 19		25 - 26					6 - 7.
Bengkel Sikap Kerja Positif	2					18 - 19							
EQ & Stress Management	2				25 - 26								11 - 12.
Pengurusan Rekod Dan Fail Yang Efektif	2			22 - 23		16 - 17						13 - 14	
Pengurusan Stor Dan Inventori Berkesan	2			22 - 23		16 - 17						13 - 14	
Pengurusan Masa, Multitasking & Tekanan Secara Efektif	2								22 - 23		23 - 24		
Behavioral Interview Technique	2					22 - 23					10 - 11.		
Recruitment & Selection Training	2					22 - 23					10 - 11.		
Professional Sale Excellence	2	25 - 26											
Closing Sale With The Power of Profiling	2				18 - 19								13-14.
Jom Jadi Kreatif!	2			22 - 23						26 - 27			
Excellent Business Communication Skills (Using NLP)	2					23 - 24							
Kemahiran Interpersonal (NLP)	2									7 - 8.			
Writing Good Business Documents & Reports	2	11 - 12.						11 - 12.					
Professional Grooming	2		22 - 23									3 - 4.	5 - 6.
Microsoft Excel Training (Intermediate)	2				11 - 12.					22 - 23			
Microsoft Excel Training (Advance)	2				11 - 12.					22 - 23			
Communicating In English - Speak Well, Present Yourself Well	2					3 - 4.							4 - 5.
Awareness On Rigging & Slings Training	2			8 - 9.							10 - 11.		
14 Quality Tools For Decision Making & Process Improvement	2			14 - 15									1 - 2.
Poka Yoke - Achieving Zero Defects in Production Operation	2									26 - 27			
Expanding Future Success Through Lean Manufacturing Program	2					8 - 9.				12 - 13.			

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