

# Finance & HR Metrics for Human Resource Practitioner (2 DAYS)

## Details of the program

Date : 8<sup>th</sup> – 9<sup>th</sup> June 2020

Time : 9am – 5pm

Venue : Concorde Hotel, Kuala Lumpur

Fee : RM1,500.00



## Overview

Don't Let the Fear of Finance set You Back! Finance for Human Resource Personnel - a program designed for non financial HR practitioners, managers, executives and clerks. In today's uncertain economy, when every manager & executive especially in Human Resource function is being held accountable for the financial impact HR decisions are made, you have to be "finance-savvy" You've got to know how to justify a request...quantify your contributions to the company...spot profit drains immediately. Because no matter how effective your management style or how innovative your ideas, your performance will be measured in ringgits and cents!

This course helps HR practitioners get rid the fear of finance, be 'finance-savvy', and look at other aspect of finance in HR context.

## Learning Outcomes

At the end of this course, participants shall be able to:

- Learning the finance terms/jargons and what do they means.
- Analyzing and interpreting the Financial Reports (Financial Statements). Profit and Loss/(Income Statement), Balance Sheet and Cash Flow Statement – Understanding, Interpreting and making sense of internal reports too.
- Understanding financial impact of various HR decisions.
- Estimating the Costs and Benefits of Human Resource.
- Knowing the financial impact of various Employee related issues (absenteeism, recruitment, training, turnover, mismanagement, etc).
- Finding out the concept of Human Resource Accounting and its developments.
- Developing a practical knowledge of an organization and finance and how it is related to their daily HR work related life.

## Who should attend

Any Managers & Executive In HR department , HR practitioner from any division



## Course Outline

- Module 1* **LEARNING THE LANGUAGE: FINANCIAL JARGONS & TERMS**
- Definitions and terms (depreciation, profits, income, costs, losses, capital, etc)
  - Capital vs Revenue Expenditure (Capex vs Opex)
  - Identifying what are financial statements and their purpose
- Module 2* **ACCOUNTING CONVENTIONS AND STANDARDS**
- Understanding 'Matching' concept and 'Accrual' concept
  - Other financial standards and their role in financial reports
  - Accrual accounting vs Cash accounting
- Module 3* **YOUR FINANCIAL STATEMENTS: INTERPRETING YOUR COMPANY'S FINANCIAL SIGNS**
- Using the Balance sheet to examine assets and liabilities
  - Analysing the Income Statement to assess revenues and expenses
  - Statement of Cash flow: sources and uses of funds
- Module 4* **COST BEHAVIOURS IN HUMAN RESOURCE CONTEXT**
- Departmental Fixed and Variable Costs - understanding the cost structure
  - Separation Costs' Replacement & Recruitment costs
  - Training costs; Opportunity Costs
  - Justifying training costs (calculating the ROI)
- Module 5* **THE FINANCIAL IMPACT OF EMPLOYEE ATTITUDE**
- Linking Attitudes to Behaviour and Costing Employee Behaviour
  - Identifying Time Wasters
  - Estimating financial Impact of attitudes
- Module 6* **HR MATRIX & PROGRAMMES - ROI PERSPECTIVE**
- The Concept & Its Measurements
  - Impact of Compensation & Benefits system
  - Cost of Employee Health & Welfare programmes

### Methodology

Lecture

Workgroup Discussion

Case studies

Exercises

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## Master Trainer

**Dr. Harjit Sidhu (FCCA, NLP, Ph.D), a Fellow of Certified Chartered Accountant**, UK has been in the corporate field for the past 17 years (in Internet, travel & hospitality (hotel), music, consultancy and manufacturing in which he served as part of Senior Management in world class multi national corporations and thereafter venturing into corporate training where in last 15 years, he has consulted and trained on various personal development topics that ranges from technical knowledge (Finance related) to various soft skills and other specific agendas for some re-knowned domestic and multinational companies and countless public programs.

The use of gaming, relevant case studies and easy to understand method of delivering complex Financial concepts and knowledge have been the trademark of Dr. Harjit. In order to engage and make these subjects easy to understand, Dr Harjit uses NLP and other techniques of persuasion. Harjit furthered his studies and obtained his Doctorate of Philosophy (**PhD**) in **Metaphysical Hypnotherapy**. He is an attendee of Tony Robbins's (world's No 1 success coach) "Unleash the Power Within" program, and is a **certified NLP Trainer (American Union of NLP) & Practitioner** (International Society of Neuro Semantics, USA). He is also a **Certified Hypnotherapist** (IHA, USA) and a **certified trainer with HRDF** (Human Resource Development Council, Malaysia). Dr. Harjit uses NLP to engage the participants in his technical programs (such as 'Finance for Non Finance' and Business Acumen Skills, etc) and constantly develop 'financial based' programs such as 'SmartSpend' or cost reduction initiatives which many organizations have found to be beneficial especially during these low economic/business periods.

Dr Harjit's programs such as '**Financial Analysis, 'Financial Modelling', Finance for Non Finance'** & others have received rave & excellent feedbacks as he uses various interesting methodologies to 'engage & transfer knowledge' to non-financial individuals. His knowledge, experience and passion in personal skills development particularly in the science of human behaviour & metaphysics and how it applies to working and business environments allow him to approach the training he is conducting on a specific topic in a holistic, exciting and integrated manner.

His remarkable Finance programs, drawing 'Excellent' evaluations have been conducted within ASEAN region (Malaysia, Myanmar, Cambodia, Pakistan, Sri Lanka, Singapore, Brunei, Thailand, Vietnam and India) which makes him the sought-after trainer in the region. Dr. Harjit possesses a unique ability of making complex topics and subject matter easy to understand. His clear and interactive style has won him much praises from participants from leading companies in Malaysia

# Registration Form

ORGANISATION

CONTACT PERSON

ADDRESS

ENROLLMENT (NO. OF PAX)

TEL

EMAIL

TERMS AND CONDITIONS

## COST FEE

Cost RM1,500 per pax (inclusive of all materials and certifications).

*Please pay full amount of RM1,500 per person to secure your place.*

The full fee is required with your registration 2 weeks prior to the training. The Fees include lunch, coffee/tea breaks and notes and Certificate of participation.

3 Persons registered are entitled to a 10% discount. Further discount are available for large group

Written Cancellation : Registration cancelled 7 days prior to the event are subject to a RM110.00 service

Charge per pax. There will be no refunds for notice received less than 7 days to the event.

A substitute may be made at anytime at no extra cost.

## PAYMENT MODE

All Bank Draft / Local Order / Cheques must be crossed and made payable to:

**Quantum Achievers International SDN BHD**

## BANK TRANSFER

Account Name – Quantum Achievers International Sdn Bhd

Account No – 512-400-500374 (Maybank)

**All enquiries must be forwarded to: -**

**Quantum Achievers International S/B**

**Suite 7-23, 7th Floor, PVI6, 2 Jalan Danau Saujana,**

**Danau Kota, 53300 Kuala Lumpur**

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each participant**

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