

HRD CONSULTANCY SERVICES & CO ***TRAINING PROGRAMMES FOR 2015/2016***

ACCOUNTS FOR SMALL BUSINESSES - NEW !!!

A Practical approach

(25 sessions – 2 hours each) **Starting SOON**

(5.30pm – 7.30pm)

This six month course is designed for sole traders and partnerships of small businesses who need to either grasp a practical knowledge of their business accounting requirements or need to 'do it yourself' where it comes to small accounts, FSS, VAT and Tax returns. This is also suitable for someone who is in the process of starting a new business venture and is hesitating because of the 'accounting work involved'. It includes practical situations and 'hands on' real life examples wherein participants can test their knowledge and capabilities. Contents include:

- Types of businesses: sole traders and partnerships
- Need for accounts and accounting records
- Accountants and their fees
- Does a small business necessarily need accounting software?
- Records and sources of information
- General principles of accounts: accruals & prepayments, depreciation, prudence, consistency etc..
- Building up basic accounts: Cash book, recording sales, bank reconciliation etc..
- Producing simple profit and loss accounts; profitability, liquidity etc..
- VAT: how it works and compiling a basic VAT return
- Income Tax: how it works and the filing of a basic Income Tax return
- Employment contracts, Payroll and FSS, how it works and the filling of an FS 3, FS 5 and FS 7
- Accounting documentation: what to retain and for how long?

€ 500

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INTERVIEWING SKILLS FOR JOB SEEKERS - NEW !!!

.....Making a difference

(2 sessions – 2 hours each) **Starting SOON**
(5.30pm – 7.30pm)

This course is for those persons who are seeking help in attending a first interview. It is also ideal for those who have been unsuccessful in recent interviews. It includes both theoretical material and practical tips and advice.

Course Contents:

- Types of interviews
- Opening , middle and closing phases of an interview
- Do's and don't's in interviews
- Tips for job seekers

€ 50

RETAIL SALES ASSISTANT - NEW !!!

Making every sale a pleasurable experience

(3 sessions – 2 hours each) **Starting SOON**
(5.30pm – 7.30pm)

This course is for those persons who work in retail shops. This course can be an introduction for beginners or a refresher for experienced sales assistants. It includes both theoretical and practical perspectives.

Course Contents:

- Types of customers
- Greeting customers and first impressions
- Manners and appearance; honesty and punctuality
- Communication
- Commitment and reliability
- Handling complaints
- Excelling in service

€ 75

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RECEPTIONIST COURSE

(4 sessions – 2 hours each) **Starting SOON**
(5.30pm – 7.30pm)

This course is for those persons who aspire to work as a receptionist in an office or a receptionist who aspires to excel in her receptionist duties. The course includes both theoretical and practical perspectives.

Course Contents:

- Greeting clients and first impressions
- Telephone skills
- Communication skills
- Organisation skills and filing
- Basic accounts

€ 100

INTRODUCTION TO INVESTING

(3 sessions – 2 hours each) , (5.30pm – 7.30pm)

This course is for those persons who wish to invest safely and wisely. This course is a simple step-by-step guide for beginners.

Course Contents:

- Why do people invest?
- Where to invest?
- Risk and pitfalls to avoid
- Bank, Property, Shares, Bonds and Investment Funds
- Interest, dividends, yields, returns etc..
- Expert advice
- Real life situations

€ 80

MANAGING PERSONAL FINANCES

(2 sessions – 2 hours each)
Starting SOON . (5.30pm – 7.30pm)

This course is for those persons who wish to get a new insight into how to manage one's own finances properly. This course is a simple step-by-step guide for beginners.

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Course Contents:

- Signs of overspending
- Causes of overspending
- Purpose and Benefits of budgeting
- Practical tips and advice for savings
- Worked example of a real life situation

€ 35

LEADERSHIP SKILLS FOR MANAGERS

(12 sessions – 2 hours each)

Starting SOON , (5.30pm – 7.30pm)

This course is for those persons who have recently been appointed to a supervisory or middle management position or for those persons who wish to improve their leadership skills.

Course Contents:

- Leadership styles
- Communication skills
- Time Management
- Listening Skills for Managers
- Managing Meetings
- Decision Making
- Conflict Resolution
- Negotiating Skills
- Delegation and Empowerment

€ 300

ACCOUNTS FOR THE NON-ACCOUNTANT

(6 sessions – 2 hours each)

Starting SOON , (5.30pm – 7.30pm)

The aim of this course is for non-Accountants particularly people dealing with accounts during meetings, at work and those who wish to have a layman's understanding of accounting jargon.

Course Contents:

HRD CONSULTANCY SERVICES & CO – 25, SUMMER STREET, MOSTA
Tel: 21 434136, Mob 9949 3667
e-mail: hrd@global.net.mt

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Application forms can be downloaded from our website at <http://www.hrd.com.mt>

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- What are accounts meant to show?
- Balance sheet and Profit and loss
- Basic Accounting principles
- Basic ratios, mark-ups, margins
- Investments, shares, stocks, bonds, interests, yields etc..
- Discussion of real life accounts

€ 130

TIME MANAGEMENT

(2 sessions – 2 hours each)
Starting SOON , (5.30pm - 7.30pm)

The aim of this course is for managers and executives particularly those who never seem to have ‘enough time’ to do a day’s work!

Course Contents:

- Basic principles of time management
- Practical tips how to do more in less time!!
- Discussion of real life situations
- Group interaction

€ 50

MANAGEMENT OF NON-PROFIT MAKING ORGANISATIONS

(5 sessions – 2 hours each)
Starting SOON . (5.30pm - 7.30pm)

An all encompassing course for those actively involved in leadership positions at Non Profit Making Organisations. This course deals with the day to day management of non-profit making organisations particularly covering:

Course Contents:

- Leadership skills
- The Statute
- Procedures at AGM’s and EGM’s and minute taking
- Fund raising ideas and systems
- Duties of Secretary and Treasurer
- Basic accounting for NGO’s
- Marketing and Public Relations

€ 100

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SECRETARIAL COURSE

(12 sessions – 2 hours each)
Starting SOON , (5.30 pm – 7.30pm)

This is a comprehensive course intended for all those who are seeking employment as a secretary as it demonstrates ways to be successful in a secretarial job. It is also suitable for a secretary who wishes to move up in the career ladder and improve her skills.

Course Contents:

Module A - € 70

- Organisational skills and filing
- Telephone Skills
- Communications skills

Module B – € 70

- Minute Taking
- Business Letter Writing
- Time Management

Module C – € 70

- Handling Conflict and Stress
- Basic Accounting Concepts
- Other Secretarial Duties

Module D – PRACTICAL SESSIONS – € 120

- WORD
- EXCEL
- POWERPOINT

Prices for more than one module are as follows:

Module	Fee
A & B	€ 130
A, B & C	€ 200
All 4 modules	€ 300

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GENERAL TERMS FOR ALL COURSES

Prices quoted above are for a class with a minimum of 3 students. One to one classes are available but with a 100% fee excess. A class of two students carry a 50% fee excess.

A certificate of attendance will be awarded to each active participant at the termination of each course/module.

Experienced and qualified trainers.

Detailed handouts will be provided for each session.

Maximum number of students per class: 7