

GET THE SKILLS YOU NEED TO DO YOUR JOB MORE EFFECTIVELY!



TRAINING COURSES THAT GET RESULTS!

COURSES AT A GLANCE



Abacus training courses, it's the difference that makes the difference.

1. Sequential and structured course content aimed at employees engaged at all levels.
2. Courses delivered by seasoned business professionals.
3. Evidence based learning techniques engaged.
4. Practical skills transferred from trainer to trainee.
5. Productivity based courses, NOT presenteeism based courses.

COURSES OFFERED:

Finance for non-finance executives

- Learn relevant finance terminology
- Learn how to read financial statements; profit & loss accounts & balance sheets

Finance statements & KPI's(Key Performance Indicators)

- Learn how to analyse financial statements; profit & loss accounts & balance sheets
- Learn how to identify and calculate relevant KPI's

Financial Management

- Learn how to manage short term assets & current liabilities
- Learn how to manage long term assets & long term liabilities

Basic book-keeping

- Daybooks; recording income & expenditure
- Dealing with VAT

Advanced book-keeping

- Learn how to record prepayments, accruals, stocks, adjustments
- Learn how to create a trial balance

Budgeting & forecast

- Learn different budgeting methodologies
- Learn forecasting skills

Debt collection

- Using R & R to increase collections
- Leveraging PAP (persuasion, assertiveness, persistence) to increase collections

Presentation skills

- Learn how to overcome nervousness
- Learn how to deliver highly effective presentations

Train the trainer

- Learn how to develop highly effective training courses
- Learn how to deliver highly effective training courses

If you would like further details on any of our courses please contact us:



michael@abacusaccountingservices.ie



[Phone 01 – 811 9504](tel:018119504)



[Abacus House, 22 Millstead, Blanchardstown Village, Dublin 15.](#)

www.abacusaccountingservices.ie