

C CHAPTER ONE

Professional Development Courses | 2020

Courses can be tailored for your in house requirements.

Course Offering Trainee Toolkit	Duration
Organisational behaviour	2 hrs
Email and phone etiquette	2 hrs
What is GDPR and why is it important?	2 hrs
Teambuilding	2 hrs
Building confidence and self esteem	2 hrs
Basics of bookkeeping	2 hrs

Course Offering Finance Fundamentals	Duration
Introduction to computerised bookkeeping	3 hrs
Trust Fundamentals	3 hrs
Fund Fundamentals	3 hrs
Company Fundamentals	2 x 3hrs
What is Corporate Governance and why is it important?	3 hrs
Lifecycle of a fund	2 hrs

Course Offering Business Fundamentals	Duration
Basics of Project Management	3 hrs
Cash flow management	2 hrs
Budgets and forecasting for beginners	2 hrs

Course Offering Accounting	Duration
Bookkeeping for trust administrators	2 x 3hrs
Bookkeeping for fund administrators	2 x 3hrs
Understanding accounting for properties	3 hrs
Reviewing accounts for administrators	3 hrs
Finance for non financial managers	2 x 3hrs
Proofreading Financial Statements	2hrs
Interpretation of listed accounts for administrators	3 hrs
FRS 102 update	2 / 3 hrs
IFRS update	2 / 3 hrs
IFRS vs FRS 102 the key differences	2 / 3 hrs

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Course Offering Tax	Duration
Preparing accounts for the tax adviser- things to consider	2 hrs
Income tax on UK properties	2 hrs
Capital Gains tax on UK properties	2 hrs
Inheritance tax on UK properties	2 hrs
Stamp duty Land tax on UK properties	2 hrs
VAT on UK properties	2 hrs
An introduction to UK domicile and residence for administrators	2 hrs

Course Offering Personal Development	Duration
Time Management	3 hrs
Written communications skills for business	3 hrs
Personal resilience in the workplace	3 hrs
Making the most of an appraisal	3 hrs
Better delegation	3 hrs
Emotional intelligence for Gen Z	3 hrs
Building increased self awareness	3 hrs
Difficult conversations	3 hrs
Personal branding	3 hrs

Course Offering Management skills	Duration
Key management skills overview	2 hrs
Presentation skills and confidence	3 hrs
Persuasive Business Case presentation	3 hrs
Emotional intelligence in teams	3 hrs
Managing team time	3 hrs
Managing team personalities and conflict resolution	3 hrs
Recruiting right first time	3 hrs

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Course Offering Management skills continued	Duration
Team motivation and engagement	3 hrs
Building team resilience	3 hrs
Challenging client conversations	3 hrs
Team appraisals	3 hrs
Effective delegation	3 hrs
Day to day team coaching	3 hrs
Managing Gen Z	3 hrs

Course Offering Leadership skills	Duration
Presentation skills	3 hrs
Board report presentation	3 hrs
Better business development	3 hrs
Persuasive Business Case presentation	3 hrs
The importance of board dynamics in governance	2 hrs
Psychology of the board	2 hrs
Board decision making, culture and diversity	2 hrs
Effecting change in the boardroom	2 hrs
Developing behavioural agility	2 hrs
Maintaining personal resilience in a corporate culture	2 hrs
Client conversations	3 hrs

For information and booking: +44 (0) 1534 748 690 | info@chapteronetraining.com