

C CHAPTER ONE

Professional Development Courses

Courses can be tailored for your in house requirements.

Course Offering Introduction to Finance	Duration
Introduction to computerised bookkeeping	3 hrs
Introduction to trusts	3 hrs
Introduction to funds	3 hrs
Introduction to Corporate Governance	3 hrs
Introduction to companies	3 hrs

Course Offering Finance	Duration
Bookkeeping for trust administrators	3 hrs
Bookkeeping for fund administrators	3 hrs
Understanding accounting for properties	3 hrs
Finance for non financial managers	2 x 3hrs
Reviewing accounts for administrators	3 hrs
Interpretation of listed accounts	3 hrs
Lifecycle of a fund	2 hrs

CHAPTER ONE

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
UK IT considerations for Offshore trustees	2 hrs
UK CGT considerations for Offshore trustees	2 hrs
UK IHT considerations for Offshore trustees	2 hrs

Course Offering Personal Development	Duration
Better delegation	3 hrs
Emotional intelligence for Gen Z	3 hrs
Building increased self awareness	3 hrs
Personal branding	3 hrs

Course Offering Management skills	Duration
Presentation skills	3 hrs
Confidence for presentations	3 hrs
Persuasive Business Case presentation	3 hrs
Emotional intelligence in teams	3 hrs
Time management	3 hrs

CHAPTER ONE

Course Offering Leadership skills	Duration
Presentation skills	3 hrs
Board report presentation	3 hrs
Better business development	3 hrs
Building better business cases	3 hrs

Course Offering Boardroom Dynamics	Duration
Governance structures	3 hrs
Board director demographics and attributes	3 hrs
Psychology of the board	3 hrs
Board decision making	3 hrs
Stakeholder conversations	3 hrs
Culture in the boardroom	3 hrs
Diversity in the boardroom	2 hrs
The effect of meeting design on boardroom dynamics	2 hrs
The role of the governance professional in influencing the board	2 hrs
Effective talent management	3 hrs
Board evaluation	3 hrs
Cultural differences in boardroom dynamics	2 hrs
Developing behavioural agility	3 hrs
Maintaining personal resilience	2 hrs

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