



TWO-DAY CORPORATE DIRECTORS TRAINING PROGRAMME

COURSE OBJECTIVES

This seminar is specially designed to cover the core duties and responsibilities of directors, power and authority, good boardroom practices, corporate governance and business management skills. In this fast-changing and competitive 21st century business environment, there is also need for directors and business owners to grasp and apply fundamental financial management and corporate taxation knowledge to manage their businesses in order to become truly, all-rounded directors.

These topics are included in the Two-Day CDTP:

LEARNING OUTCOME

By attending this course, participants will be able to:

- Outline the roles and responsibilities of company director and comprehend the key compliance requirements of the Companies Act 1965.
- Describe the rights and limitations of director with respect to proper conduct of board and general meeting.
- Identify the common offences committed by directors under the Companies Act 1965.
- Implement good corporate governance practices in managing companies and display a professional commitment to ethical practice.
- Outline the responsibilities of directors in respect of taxation requirements.
- Understand the basic interpretation and management skills through the use of financial tools such as ratios and budgets.

COURSE CONTENTS

MODULE 1: The Roles and Responsibilities of Company Directors

Provide essential knowledge on the understanding and acceptance of roles and responsibilities of a director and comprehend the key compliance requirements of the Companies Act 1965.

MODULE 2: The Law and Practices for Company Meetings

Provide knowledge on the rights and limitations of directors with respect to proper conduct of board and general meetings.

MODULE 3: The Common Offences Committed by Company Directors Under The Companies Act 1965

Provide understanding of corporate laws and regulations and common offences committed by directors and their penalties under the Companies Act 1965.

MODULE 4: Understanding and Application of Good Corporate Governance

Value the importance of corporate governance in managing

companies and display a professional commitment to ethical practice.

MODULE 5: What Directors Need to Know About Corporate Taxation?

Provide understanding of taxation of companies and SMEs, directors' responsibilities in respect of tax payments, employees and maintenance of documents, records and accounts.

MODULE 6: What Directors Need to Know about Analyzing and Interpreting the Financial Statements?

Impart knowledge on basic interpretation and management skills through the use of financial tools.

Trainers

Panel of speakers from SSM and associate speakers.

Target participants

Company directors, chief executive officers, chairmen, management, company secretaries, accountants, auditors and anyone who aspire to be company director.

ADMINISTRATIVE DETAILS	
Date	Event Code
21 & 22 Mar 2011	CDTP/KL/11/036
04 & 05 May 2011	CDTP/KL/11/066
18 & 19 Jul 2011	CDTP/KL/11/101
22 & 23 Aug 2011	CDTP/KL/11/117
17 & 18 Oct 2011	CDTP/KL/11/145
21 & 22 Nov 2011	CDTP/KL/11/164
Time	9am - 5pm
Venue	Menara SSM @ Sentral, Kuala Lumpur
Fee	RM500
SSM CPE Points	16
PSMB Scheme	SBL

Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials, refreshment and lunch.