



business law & company secretarial

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In-house only - Please call our bookings team on 0121 362 7690 to find out more.

Quorum Training Pool – if you fancy one of our in-house only titles, but only have one to three people that need the training, let us know by calling 0121 362 7690 and we will match you up with others wanting the same course on a date that works for you.

**internal auditors
board members
compliance officers
and their staff**

All Courses take place in Central London unless otherwise stated.

Commercial Awareness for Finance Professionals

The aims of the course are to create a greater awareness of the commercial and competitive environment in which businesses operate, to identify the issues that will affect future prospects for growth as global economies emerge from recession, and to provide participants with the skills and tools to carry out the role of analyst and internal consultant.

Speaker: Robert Britton, Independent Trainer and Consultant.

Date: 26 & 27 March 2012

Member: £630 + VAT
Non Member: £995 + VAT

Company Secretarial Practice Part 1

This is the first of a series of four courses whose aim is to deal with the most important and usual tasks, duties, and problems that arise in a company secretary's office. All courses explain the latest developments under the Companies Act 2006. Part 1 deals with matters company secretarial staff are most likely to deal with on a day-to-day basis.

Speaker: Andy Hamer, LLB, ACIS Partner, The Mentor Partnership, Author of the ICOSA Meetings and Minutes Handbook.

Date: 8 November 2011 15 May 2012
14 February 2012

Member: £315 + VAT
Non Member: £575 + VAT

Company Secretarial Practice Part 3

The course is intended for company secretaries and their senior staff and assumes, as prior knowledge, topics covered in Company Secretarial Practice – Parts 1 and 2. It deals with matters which are likely to be of greater relevance to larger companies.

Speaker: Andy Hamer, LLB, ACIS Partner, The Mentor Partnership, Author of the ICOSA Meetings and Minutes Handbook.

Date: 15 November 2011 22 May 2012
21 February 2012

Member: £315 + VAT
Non Member: £575 + VAT

Computer and Internet Contracts

This course looks in detail at typical contract terms used in procuring computer goods and services. It will equip participants to deal with contracts relating to hardware, software, web based applications and e-commerce.

It also considers the contracts that an e-commerce business is likely to find itself entering into with its customers, and the legal requirements that apply to e-commerce contracts. Precedents for the main types of agreement needed by electronic businesses will be provided, and the course will involve a detailed review of their provisions.

This one-day course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

Contract Law - An Introduction

This course is designed for those new to Islamic Finance, and the concepts that underpin it. As well as offering participants a thorough grounding in the basic nature of current Islamic finance products and services, it also examines the structure of the industry that delivers them and the market opportunities

This course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

Exploiting IP and Licensing Arrangements

Intellectual property, like other forms of property, creates the opportunity for its owner to make money. This course builds on our introductory intellectual property courses to explore what can be done with intellectual property rights and how they can be exploited by being sold, licensed or used as security.

This one-day course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

Company Law and Companies Act Update

At last, the final implementation of the Companies Act has occurred. At the same time, the courts continue to be active and developments are occurring both here and through delegated legislation. The aim of this course is to give delegates an up to date account of the present state of play in this expanding and constantly evolving area of law.

Speaker: Mike Griffiths, LLM Writer and Lecturer on Commercial Law. Formerly Deputy Head, School of Legal Studies University of Wolverhampton.

Date: 15 November 2011

Member: £210 + VAT
Non Member: £420 + VAT

Company Secretarial Practice Part 2

This course deals with the core duties of the company secretary relating to a company's identity, members' decision-making, shares and share capital, as well as the company's accounts and auditors. Prior knowledge of the topics covered in Company Secretarial Practice – Part 1 is assumed. It is strongly recommended that delegates attend both Parts 1 and 2 as part of a two-day programme.

Speaker: Andy Hamer, LLB, ACIS Partner, The Mentor Partnership, Author of the ICOSA Meetings and Minutes Handbook.

Date: 9 November 2011 16 May 2012
15 February 2012

Member: £315 + VAT
Non Member: £575 + VAT

Company Secretarial Practice Part 4

This course serves as an introduction to (or refresher on) certain company secretarial issues of relevance to publicly traded companies, including applicable corporate governance requirements and other disclosure obligations under the Listing Rules and Disclosure and Transparency Rules and the AIM Rules.

Speaker: Andy Hamer, LLB, ACIS Partner, The Mentor Partnership, Author of the ICOSA Meetings and Minutes Handbook.

Date: 16 November 2011
23 May 2012

Member: £315 + VAT
Non Member: £575 + VAT

Consumer Law Update

The Consumer Protection from Unfair Trading Regulations 2008, which implement the EC Directive on Unfair Commercial Practices, introduced significant changes to UK Law. The regulations revoke and replace many well-established pieces of existing UK law, such as the Trade Descriptions Act 1986, the rules on misleading pricing, and the Misleading Advertising Regulations, and also mark a shift towards principles-based consumer protection legislation.

Speaker: Adrian Watts, runs his own practice, dealing with commercial and employment issues particularly focussed on the motor sector.

Date: 5 April 2012

Member: £315 + VAT
Non Member: £575 + VAT

Forming and Managing Strategic Alliances

This course is designed for those new to Islamic Finance, and the concepts that underpin it. As well as offering participants a thorough grounding in the basic nature of current Islamic finance products and services, it also examines the structure of the industry that delivers them and the market opportunities

This course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

Mergers and Acquisitions - An Introduction

This course will cover the entire M&A process, from making the decision to pursue a growth strategy through to integration of the target. Case studies based on real life M&A activity will be used throughout the course to illustrate points.

Speaker: Alison Hennell, BSc, ACA, Consultant Finance into Focus.

Date: 8 December 2011

Member: £315 + VAT
Non Member: £575 + VAT

Product Liability



Designed to provide an overview for those who are new to the subject, and an update for those familiar with the basic principles, the course will focus on the impact and practical effects for businesses of compliance with the law in this important area. Delegates will be encouraged to raise their own issues and problems for discussion.

This one-day course is in-house delivery only.

To enquire about this course please call our bookings team on 0207 566 8207.

Shred It or Save It - A Guide to Document Management

This course examines the main practical and legal issues that need to be taken into account when implementing or reviewing document management policies.

Speaker: Andy Hamer, LLB, ACIS Partner, The Mentor Partnership, Author of the ICOSA Meetings and Minutes Handbook.

Date: 6 October 2011

Member: £315 + VAT
Non Member: £575 + VAT

Project Management for Finance Managers

This practical one-day course will address the problems faced by Finance Managers and their staff when undertaking projects.

Speaker: David Bailey, BA, FBIM, FInstD, MBCS

Date: 27 October 2011

Member: £315 + VAT
Non Member: £575 + VAT

Standard Clauses in Commercial Contracts

This course offers an introduction to standard form contracts, the making of the contract, standard terms and their meaning, limiting and excluding liability, and special features of consumer contracts.

Speaker: Mike Griffiths, LL.M., ACI Arb, Writer and Lecturer on Commercial Law. Formerly Deputy Head, School of Legal Studies University of Wolverhampton.

Date: 11 October 2011

Member: £315 + VAT
Non Member: £575 + VAT

We now offer a number of in-house only course titles. However, we recognise that often you may not have enough people to train on a particular topic to justify the in-house option. The Quorum Training Pool allows you to register your interest in attending specific course titles. When we have 5 or more notifications of interest, we will contact you to arrange a date for a public course.

If you would like to join the pool on any of these courses, or would like to register your interest in another course that you would like to join the pool, please call our team on 0207 566 8207.

Look for the following symbol for our training pool titles.



Quorum Training Pool

German Corporation Tax

Corporate Taxation in Ireland

Dutch Corporate Tax

Disaster Recovery and Business Continuity Planning

Auditing Business Processes

Contract Audit Workshop

Effective Audit Committees

Communication Skills for Internal Auditors

Quality Assurance of Internal Audit

Writing and Presenting Internal Audit Reports

Project Management

Making Successful Presentations

Plus... all our European VAT Guides

Equipping Your Finance Team to Become 'Business Partners'

The finance function is under increasing pressure to prove its commercial worth within the business.

UK finance directors are responding to this demand by implementing a 'business partner' approach in an effort to better manage their key areas of focus and show their team's value to the business.

This business partner role is defined as:

- Working with business leaders on developing strategy
- Interpreting financial data for business leaders
- Presenting financial data to business leaders
- Providing analysis services
- Providing trend analysis
- Assisting with forecasting
- Providing a problem solving service

To bridge this skills gap, and assist finance departments in creating or further developing their business partnership role, Quorum Training are offering a new suite of business skills courses to supplement our already strong portfolio of financial analysis courses.

All of our courses can also be delivered in-house, allowing you to up-skill your whole team at the same time. Our in-house option also allows you to tailor the course to your team's own particular needs and save money on travel costs and overnight accommodation.

Commercial Awareness for Finance Professionals - 2 Days

COURSE OBJECTIVES

The aims of the course are to create a greater awareness of the commercial and competitive environment in which businesses operate, to identify the issues that will affect future prospects for growth as global economies emerge from recession, and to provide participants with the skills and tools to carry out the role of analyst and internal consultant.

COURSE CONTENT

Financial Analysis & Evaluation Techniques

- The basis of analysis • The external analyst perspective • The internal manager perspective
- Analysis tools and methods • Drawing conclusions
- Limitations of analysis.

Business Modelling

- What is business modelling? • Functions of a business model • Constructing and using a model template.

Profitability -The Determining Factors

- External factors • Internal factors • Meeting the challenges of the post-recession era.

Growing a Business – Options and Constraints

- Organic growth • Diversification • Joint ventures, mergers and acquisitions • Divestment of non-core activities • Identifying constraints and risks

Growth strategy case study

Company Analysis

- Assessing performance and prospects • Using trend analysis • Outlook for demand, prices and costs • Single or multi-product enterprises
- Focused or diversified enterprises • International/global implications • Quality of management • Risk appetite • Strategic direction and objectives.

Speaker: Robert Britton is an experienced training consultant who works with people to allow them to understand sometimes complex subjects without losing any of the energy in the training room.

Dates: 26 & 27 March 2012

Member: £630 + VAT

Non Member: £995 + VAT

Communication for Finance Managers - 2 Days

COURSE OBJECTIVES

This two-day course is designed to assist finance personnel to achieve effective communication of financial information and data to various stakeholder groups. It examines both external and internal reporting procedures and, in respect of the latter, focuses on the need to convey information in a style and format that can be understood and acted upon by non-financial managers.

On completion of the course, participants will be able to:

- Recognise the principal characteristics of an effective financial report
- Differentiate between the purpose and aims of internal and external reports
- Select and present content which is relevant to the target audience
- Use a combination of financial data and non-financial information to report on performance.

The course will be taught through a combination of mini-lectures, small group activities, practical exercises and discussion topics.

COURSE CONTENT

Introduction to Financial Report Writing • Principles of effective report writing • Recipients and users of financial reports • Types of financial report • External and internal reporting requirements • Combining financial and non-financial information.

Effective Communication

- Identifying the message
- Explaining financial jargon • Style and format
- Incorporating 'visuals' into the report • When and how to use comparatives.

Internal Reporting

- Types of internal report
- Frequency and timeliness • Selecting performance measurement criteria • Historical and forward-looking reports • Reporting by market segment or activity
- Variance reporting • Using a 'traffic-light' system to highlight levels of urgency and/or importance.

External Reporting

- Identifying the target audience
- Reporting on financial statements • Selecting and using performance measures • Reporting on financial strategy.

Speaker: Robert Britton (see left).

Dates: 5 & 6 October 2011

28 & 29 May 2012

Member: £630 + VAT

Non Member: £995 + VAT

Maximising the Contribution of the Finance Function

COURSE OBJECTIVES

Many finance functions are being challenged by their organisations to become more commercial. This course looks at the challenges involved in this, and offers practical insights into how to combine the business partner, value adding components of finance with its traditional control and governance role.

The course will cover many of the challenges posed by CEOs to finance, such as:

- How can you demonstrate your effectiveness and benchmark yourself?
- How can you help me align the cost base to our strategic objectives?
- How can you give me a balanced view of our corporate performance?
- How should we organise finance to improve service delivery whilst reducing costs?
- How can we empower our senior managers to become more effective decision makers?
- What products/channels/customer groupings are generating value for us?

The course will include case study examples of commercial finance in action and will look at how this impacts organisational success.

COURSE CONTENT

- Overview of finance performance improvement initiatives
- Introduction to 'World Class Finance'
- How to assess where you are and where you need to go
- Benchmarking the finance function
- The technologies and approaches available
- Outsourcing/shared service centres
- Activity based approaches to cost management
- Implementing a service level culture
- Current approaches to performance management – balanced scorecard revisited?
- Commercial finance - case study examples
- Planning and budgeting
- Measuring success
- Finance systems architectures
- Implementation approaches.

Speaker: Kevin Bounds, MA, MBA, ACA, Briefcase Consulting Ltd.

Dates: 12 October 2011

20 March 2012

Member: £315 + VAT

Non Member: £575 + VAT