MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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FINANCIAL & ADMINISTRATIVE ANALYSIS & METHODS

""Enhancing Operational Efficiency and Strategic Decision-Making through Financial & Administrative Insights""

Schedule

Date	Venue	Fees (Face-to-Face)
13 – 17 Jul 2026	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

In today\'s highly competitive and cost-sensitive environment, finance and administrative professionals play a critical role in supporting effective decision-making, optimizing resource allocation, and enhancing organizational agility. This course provides a comprehensive toolkit to analyze financial performance and streamline administrative functions for improved governance and efficiency.

Over 5 intensive days, participants will explore the interconnection between financial analysis, administrative systems, and corporate performance. Emphasis will be placed on analytical techniques, budgeting, performance metrics, and internal controls tailored to finance, HR, and general administrative operations.

Objectives

By the end of this course, participants will be able to:

- Analyze and interpret financial statements and performance ratios
- Apply administrative methods for budgeting, cost control, and resource planning
- Develop internal controls to reduce risk and increase accountability
- Implement modern tools for tracking and improving operational efficiency
- Align financial and administrative functions with organizational strategy

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Why Attend

- Strengthen your ability to support executive decision-making
- Improve departmental budgeting, planning, and control processes
- Enhance the transparency and accountability of administrative systems
- Use analytical techniques to evaluate and optimize resource use
- Develop effective reporting systems for financial and non-financial data

Target Audience

This program is designed for:

- Finance, accounting, and budgeting professionals
- Administrative managers and department heads
- Controllers, auditors, and compliance officers
- Operations and HR professionals involved in planning and analysis
- Professionals responsible for reporting and internal controls

Individual Benefits

Key competencies that will be developed include:

- Financial performance analysis and reporting
- Budgeting, cost control, and variance analysis
- Risk management and internal control evaluation
- Strategic administrative planning and monitoring
- Data-driven decision-making and dashboard development

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced efficiency in financial and administrative operations
- Better alignment between operational plans and strategic goals
- Strengthened internal controls and governance practices
- Improved resource allocation and performance management
- Reduced administrative overhead and operational delays

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Financial principles, administrative frameworks, and best practices
- Case Studies – Real-world analysis of financial and operational challenges
- Workshops – Budget development, ratio analysis, and internal control design
- Peer Exchange – Shared experiences in overcoming administrative bottlenecks
- Tools – Excel templates for dashboards, cost analysis, and reporting systems

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Course Outline

Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 – 02:00

Day 1: Financial Fundamentals and Organizational Context

- Module 1: Key Financial Statements and Their Interpretation (07:30 – 09:30) • Balance sheet, income statement, cash flow
- Module 2: Ratio Analysis for Performance Insights (09:45 – 11:15) • Profitability, liquidity, efficiency, and solvency
- Module 3: Workshop – Analyzing Real Company Financials (11:30 – 01:00) • Ratio benchmarking and interpretation

Day 2: Administrative Systems and Internal Control

- Module 4: Core Administrative Functions and Responsibilities (07:30 – 09:30) • Structure, workflows, and documentation
- Module 5: Internal Controls and Risk Mitigation (09:45 – 11:15) • Preventive and detective controls, segregation of duties
- Module 6: Workshop – Designing an Internal Control Matrix (11:30 – 01:00) • Sample control assessment

Day 3: Budgeting, Cost Control, and Variance Analysis

- Module 7: Budget Development and Forecasting (07:30 – 09:30) • Approaches and planning cycles
- Module 8: Cost Control and Variance Reporting (09:45 – 11:15) • Fixed vs variable costs, variance analysis techniques
- Module 9: Workshop – Build a Departmental Budget (11:30 – 01:00) • Using Excel to model and monitor budgets

Day 4: Administrative Efficiency and KPI Monitoring

- Module 10: Identifying Operational Bottlenecks (07:30 – 09:30) • Root cause analysis and workflow improvement
- Module 11: KPIs and Performance Dashboards (09:45 – 11:15) • Selecting indicators and reporting formats
- Module 12: Workshop – Create a KPI Dashboard (11:30 – 01:00) • Metrics for finance, HR, and admin units

Day 5: Strategic Integration and Final Project

- Module 13: Aligning Finance & Administration with Strategy (07:30 – 09:30) • Translating goals into departmental plans
- Module 14: Final Workshop – Integrated Analysis Case Study (09:45 – 01:00) • Group project linking finance, HR, and admin planning

Certification

Participants will receive a Certificate of Completion in Financial & Administrative Analysis & Methods, verifying their ability to analyze financial performance and optimize administrative systems for strategic impact.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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