

2019 BAKER TILLY PROFESSIONAL DEVELOPMENT WORKSHOPS COURSE OUTLINE & PRICING

- 1. IFRS Update – Presenter Carlison Morris**
Tuesday 3 December 2019 9:00am – 5:00pm (\$800 FULL DAY)
Refreshments/snacks, lunch and IFRS book included

A review of the key requirements for accounting for revenue under IFRS 15 and financial instruments under IFRS 9. This day will focus on challenging areas of implementation and common issues faced with IFRS overall.

- 2. IFRS Update – Presenter Carlison Morris**
Wednesday 4 December 2019 9:00am – 5:00pm (\$800 FULL DAY)
Refreshments/snacks, lunch and IFRS book included

We focus on IFRS 16. Specifically, the new requirements, impact on the financial statements and the factors to consider as part of any implementation. We also provide a masterclass on group accounting and business combinations while also considering recent developments at the IASB.

- 3. Time Management for Those Without Any Time... – Presenter Dominique Bruno**
Thursday 5 December 2019 9:00am – 12:30pm (\$350 HALF DAY)
Refreshments/snacks included

Time is the most precious commodity any of us will ever own – so in learning to better master it, we better master ourselves. As such this course looks at time management from a holistic perspective, given participants not just a better understanding of HOW to manage their time – but also WHAT they are actually trying to manage!

Contents include:

- Sorting the Rocks – Do I know what I should be spending time on?
- Dealing with time stealers: E-mails, Meetings, and PROCRASTINATION
- Time management tools – Rockefeller, Covey, and Matrices... Oh My!
- Managing my Jar – How to use task Delegation (and Rejection) to create more time

- 4. The Modern Manager: Managing Fundamentals – Presenter Dominique Bruno**
Thursday 5 December 2019 1:30pm – 5:00pm (\$350 HALF DAY)
Refreshments/snacks included

With the role of a people manager having changed drastically over the past couple of decades, this course will be looking at the core skill **required** for successful people management in this day and age. We shall be exploring not just techniques that will help you better manage your staff, but also discussing the science and psychology as to why these techniques work.

Content Includes:

- Your Management Style
- The Importance of Feedback
 - Timeliness, Frequency, Manner, and Content
 - Keeping it Constructive

- Reasons for Poor Performance
- Dealing with Toxic Employees
- Using Objectives to Fix and Motivate

**5. Introduction to Coaching – Presenter Dominique Bruno
Friday 6 December 2019 9:00am – 12:30pm (\$350 HALF DAY)
Refreshments/snacks included**

The use of coaching as a management methodology has been on the increase in the professional world for the better part of a decade. This is due to its ability to improve that quality of employee output, while positively contributing to workforce satisfaction and employee morale.

Looking at the psychology behind coaching, participants will not just be 'coached in how to coach', but also gain a deeper understanding of what makes coaching such an easy, yet effective, method for supervising and managing staff.

Contents Include:

- How coaching differs from other supervisory/training techniques
- The difference between Coaching and Mentoring
- Key qualities of a great coach
- Coaching questions, and how to use them
- How the GROW model can increase coaching effectiveness
- Overcoming coaching barriers

**6. Networking Made Easy(er)... – Presenter Dominique Bruno
Friday 6 December 2019 1:30pm – 5:00pm (\$350 HALF DAY)
Refreshments/snacks included**

For the inexperienced, the very mention of 'networking' can bring to mind anxious thoughts of socially awkward meetings in crowded rooms full of people desperately trying to sell to each other.

This course aims to dispel many of these myths by exploring with participants what true networking is, why it is important, and also how easy and enjoyable it can be... with the right degree of preparation of course...

Contents Include:

- What networking is and why we (should) do it
- How to understand and make the most of your existing network
- Creating a networking strategy
- The Networking Event; what to do before, during and after
- Networking Dos and Don'ts
- Networking online