

FINANCE SEMINARS



Our Seminars:	Page
Finance for Finance Professionals	2
Finance for Non-finance Professionals	3
International Project Management	4
Human Resources and the Bottom Line	5
English for the Stock Market	6
Registration	7-8

Our Financial English seminars for finance professionals and non-professionals alike range from 1-5 days in duration and are tailor-made to equip you with the key skills, tools and terminology you need to make sense of financial data in an international environment.

These tailor-made communicative seminars work with business case studies written for you and real financial data from annual reports and current financial publications as well as audio and visual clips and scenario training. Our seminars are based on your needs analysis (short questionnaire and telephone interview) carried out with a trainer prior to course kick-off. Your trainer is a native English speaker with many years of experience in industry and finance and holds an MBA in Finance and HR.

Your take-away benefits include increased confidence when discussing and analysing financial documents and a useful toolkit

seminars4business Finance English for Professionals

Duration of Seminar:	1-2 days	Target Group:	Finance professionals
No. of Participants:	4-8	Price:	€525/990 per person for 1/2 days (plus VAT)
Language:	English	Materials:	Finance Toolkit
Venue:	Düsseldorf	CEF Level:	B1.2 and higher

Take-away Benefits

If you work in finance - you probably know some of the technical jargon that goes with your job. Developing competency in speaking financial lingo is a strategic advantage in today's labour market. This seminar will help you to discuss key financial terms and financial documents more easily.

This is a communicative seminar, which uses business case studies written for you and real financial data from annual reports and current financial publications as well as audio and visual clips and scenario training.

Your take-away benefits include increased confidence when discussing and analysing financial documents and a useful finance toolkit.

✓Avail of our early bird discount

€500 per person for one day seminar or two days for €950 (requires booking 3 weeks prior to course commencement).

Sample Contents

- Key financial terms and phrases
- Talking about figures
- Exchanging/checking information
- Explaining/clarifying details
- The balance sheet
- P&L statements
- Annual reports
- Charts and graphs
- The annual budget
- Measuring non-financials
- Benchmarking
- Clarifying details
- Business case study

seminars4business Finance for Non-finance Professionals

Duration of Seminar:	1-2 days	Target Group:	Non-finance professionals
No. of Participants:	4-8	Price:	€525/990 per person for 1-2 days (plus VAT)
Language:	English	Materials:	Finance Toolkit
Venue:	Düsseldorf		

Take-away Benefits

Developing competency in speaking financial lingo is a strategic advantage in today's global village, where performance is still mostly benchmarked and measured in financial terms. Financial English has become an international language in itself. This seminar will help you to discuss return on investment and key financial terms - speak finance. Our communicative seminars work with business case studies written for you and real financial data from annual reports and current financial publications as well as audio and visual clips and scenario training. Your take-away benefits include increased confidence when discussing and analysing financial documents and a useful finance toolkit.

✓Avail of our early bird discount

€500 per person for one day seminar or two days for €950 (requires booking 3 weeks prior to course commencement).

Sample Contents

- Key financial terms and phrases
- Talking about figures
- Exchanging/checking information
- Explaining/clarifying details
- The balance sheet
- P&L statements
- Annual reports
- Charts and graphs
- The annual budget
- Measuring non-financials
- Benchmarking
- Clarifying details
- Business case study

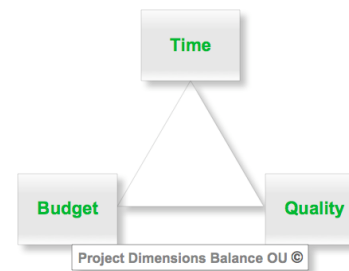
seminars4business English for International Project Management

Duration of Seminar:	1-2 days	Price:	€525/950 per person for 1-2 days (plus VAT)
No. of Participants:	4-8	Target Group:	People preparing for international projects
Language:	English	Materials:	Project toolkit
Venue:	Düsseldorf	CEF Level:	B1 and higher

Take-away Benefits

Projects play an increasingly important role in how companies manage their work and are an important strategic tool in leveraging performance. This seminar looks at how to manage/participate in a project team and helps develop your ability to communicate as a member of an international team. We will examine the management tools necessary to implement projects successfully and look at a useful case study. You will have opportunities to practice project phrases and terminology in interactive role plays and simulations. Your take-away benefits include increased confidence when discussing project terms as well as a useful toolkit.

✓ **Avail of our early bird discount** €500 per person for one day seminar or two days for €900 (requires booking 4 weeks prior to starting date)



Sample Contents

- Project speak
- Stakeholder maps
- Aims & objectives/deliverables
- Risk and contingency planning
- Impact Analysis
- Project management tools
- The project brief
- Building networks
- Managing conflict and the team
- DCF Analysis

seminars4business Human Resources and the Bottom Line

Duration of Seminar: 1-2 days	Price: €425/800 per person for 1-2 days (plus VAT)
No. of Participants: 4-8	Target Group: HR professionals
Language: English	Materials: HR finance toolkit
Venue: Düsseldorf	CEF Level: B1 and higher

Take-away Benefits

It is increasingly important to assess the value and contribution of HR management practices and training in terms of hard figures - particularly as HR programmes which cannot be justified in terms of monetary value are an easy target in any cost reduction drive. This seminar helps you learn how to communicate about HR topics using financial terminology. You will have opportunities to practice your skills and phrases in interactive role plays and a case study for HR. Your take-away benefits include increased confidence when discussing HR performance-related issues as well as a useful toolkit.

✓Avail of our early bird discount

€400 per person for one day seminar or two days for €750 (requires booking 4 weeks prior to starting date).

Sample Contents

- Finance and HR
- HR budgets
- Measuring results
- Evaluating training
- Return on training
- Performance appraisals
- Balancing the HR books
- Benchmarking
- The HR audit
- A performance-based culture
- Specialist terminology
- HR case study

seminars4business English for the Stock Market

Duration of Seminar:	1-2 days	Price:	€650/1100 per person for 1-2 days (plus VAT)
No. of Participants:	4-8	Target Group:	Finance and market professionals
Language:	English	Materials:	Stock Market toolkit
Venue:	Düsseldorf/Frankfurt	CEF Level:	B1 and higher

Take-away Benefits

This seminar is taught by a native English speaker who combines 4 years experience of working as a trader with ten years in industry and training as well as a first degree in Economics and an MBA in Finance.

Learn the jargon of the financial markets. This seminar will enhance your ability to discuss essential financial topics using authentic and clear English. Whether you need to better understand economic research or trading terms such as fill or kill - we can support you in carrying out your work tasks in English. Your take-away benefits include increased confidence when discussing market movements and financial performance issues as well as a useful toolkit.

✓Avail of our early bird discount

€600 per person for one day seminar or two days for €1050 (requires full payment 4 weeks prior to starting date). Also bookable as a 5 day intensive course (price on demand).

Sample Contents

- Make sense of info in the financial press
- Analysing charts and describing change
- Derivatives
- Terminology for stocks and options
- Managing risk (hedging risk)
- Portfolio management
- Bonds
- Understanding financial statements
- Ticker news terms
- Statements from the Federal Reserve
- M&A
- Useful economic terms
- Capital flows and globalised markets

FINANCE SEMINARS

seminars4business ©

HELPING YOU COMMUNICATE
INTERNATIONALLY

3 easy ways to register:

1. Post form below to: seminars4business, Sohnstr.58, 40237 Düsseldorf, Germany
2. Send an email to: info@seminars4business.de
3. Register online on our website: www.seminars4business.de

Seminar Cancellation Policy

A full refund less an administration fee of €100 will be given for cancellation requests received up to 20 working days before the event. Cancellations must be made in writing (letter or email) and reach this office before the 20 working days deadline. Delegates who cancel less than 20 days before the event, or who don't attend, are liable to pay the full course fee and no refunds can be given. However, if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced for 25% of that course fee. Please note that the next course must take place within 6 months of the initial application. Of course, a replacement is always welcome, provided the CEF Level is comparable.

VAT

Under German Excise regulations delegates from all countries are required to pay VAT currently @ 19% on all courses taking place within Germany.

Personal details:

First name _____

Surname _____

Company name _____

Address _____

Email _____

Telephone _____

Job title _____

Company activity _____

Course I am registering for _____

I agree to the terms and conditions of registration

Date _____

Signature _____ 8