

Controllers Training Program in five stages

Step by step to Controlling Excellence.

Obtain not only a key competitive edge, with both hard and soft skills, but also degrees that companies highly value – the Controllers Certificate CA and Controllers Diploma CA.



Target groups:

- *Managers and employees in controlling, financial accounting as well as in cost accounting, corporate planning, management information systems, business administration and development*
- *Non financial managers from sales, marketing, production etc.*

Proven training concept

Controllers Training Program in five stages has been rigorously adapted over the last 46 years to reflect the latest developments in controlling. Our flagship seminar – stage I – has been conducted to date more than 1,400 times as public seminars and inhouse trainings. Each stage can be booked individually and is scheduled many times throughout the year, making it easy to include in your busy calendar.

Stage I – Controllers Best Practice – is also very well suited as a single seminar for managers.

To help you apply your newly acquired skills in practice, numerous feedback sessions are held during the seminar to ensure you have a thorough understanding of the seminar contents.

What awaits you

Stage I conveys an overview of the most important components of the controlling system in both its connections and practical implementation. Stages II and III extend, supplement and deepen the controller's toolbox. Stage III additionally teaches the essentials about communication and leadership skills. The workshop stages IV and V focus on the application and implementation of the tools developed. The training of presentation and moderation skills is intensified.

Expand your skill set and sphere of influence. Even the best instruments, tools, results, reports and charts are only as good as the reasoning and presentation skills of the controller. After all, in order to create transparency in a company controllers need an entrepreneurial understanding and psychological flair. The training methods in our seminars take this ambition into account: they focus on the business tools of controllers and their actual application in corporate practice.



IGC-QUALITY LABEL
"CA controller akademie has demonstrated in exquisite detail and in an understandable manner its high level of professionalism, its wealth of experience and its striking continuity."





**»CA controller akademie is impressive.
Talented speakers with strong practical
background guide you into best practice
for your controlling job.«**

Alexey Alexeev, Johnson & Johnson Vision Care,
about Controllers Training Program in five stages

Training Format

We offer you one format in Stage I in English: The English training is designed as an intensive retreat-training with evening work and a lively exchange of experiences both during and after the seminar. It takes place from Sunday evening until Friday afternoon in a quiet location at one of our seminar hotels.

Degrees



Controllers Diploma CA

Obtaining the Controllers Certificate CA, which requires that you complete stages I, II and IV of the Controlling Training Program in five stages, demonstrates you have attained proven, certified controlling skills. It is intended for participants who are seeking a more streamlined path through the stages program and want to concentrate initially on methodological and functional topics.



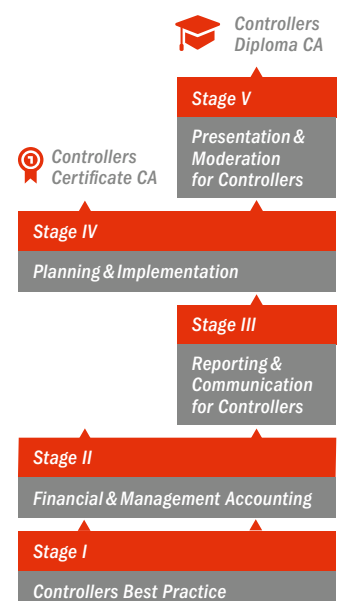
Controllers Diploma CA

Controllers Diploma CA certifies your controlling excellence in the role as business partner of management. By successfully completing the Controlling Training Program in five stages your work in actual controlling practice will demonstrate proven communication skills and functional expertise. A self-examination is conducted at the end of stage V when participants make presentations that are evaluated by the trainer and the seminar participants.

Training partnership with FOM

Graduates of the five-stage program (Controllers Diploma) have the opportunity to continue their professional education by participating in the part-time MBA program offered by the FOM University of Applied Sciences (www.fom.de).

Step by step to Controlling Excellence





Stufe III

Berichtswesen & Kommunikation für Controller

Reporting & Communication

Ihr Seminarnutzen

- Sie beherrschen die relevanten Controlling-Werkzeuge zur Standardisierung und Effizienzsteigerung von Prozessen
- Durch professionelle Business-Charts und -Tabellen verdeutlichen Sie die Botschaft Ihrer Berichte, reduzieren die Komplexität und erhöhen so die Attraktivität
- Sie kennen die psychologischen Grundlagen erfolgreicher Kommunikation und informeller Führung für ein erfolgreiches Business Partnering

Your benefits

- You master the relevant controlling tools for standardising and boosting process efficiency
- You learn how to create professional business charts and sophisticated tables in order to illustrate the message of your reports, reduce their complexity and thus increase their appeal
- You know the psychological foundations of successful communication and informal business partnering

Erweitern Sie Ihr Repertoire als Business Partner mit den psychologischen Grundlagen erfolgreicher Kommunikation und informeller Führung.

Industrie 4.0/ „Internet of things“ und die damit einhergehende Digitalisierung bringen große Veränderungen für alle Unternehmen. Das betrifft nicht nur die Entwicklung eines aussagekräftigen Berichtswesens hin zum digitalen „Boardroom“, sondern auch die Standardisierung von Prozessen und Entwicklung relevanter, dynamischer Kennzahlen unter Einbezug von u.a. sozialen Medien. Agiles Projektmanagement und -Controlling gehören zunehmend zum Alltag. Der wachsenden Bedeutung der Controller-Rolle als Business Partner und Change Agent in volatilen Zeiten muss zudem durch hohe professionelle soziale Kompetenz Rechnung getragen werden. In Stufe III komplettieren Sie Ihre Controlling-Instrumente mit spezifischen Methoden, die im Kontext von grundlegenden Veränderungen eines Unternehmens benötigt werden: Projektmanagement und -Controlling sowie agile Unternehmenssteuerung mit dynamischen Kennzahlen.

Seminarinhalt

- I. Projekt-Controlling**
 - Erfolgskriterien eines Projekts
 - Projektablauf und entscheidende Aufgaben in den Projektphasen
 - Integration der Projektplanung in die Unternehmensplanung
 - Projekt Reporting
- II. Erfolgsfaktor Reporting**
 - MOVE – etwas bewegen im Unternehmen
 - Changemanagement
 - Empfängerorientierte Business Charts und Tabellen
 - SUCCESS-Regeln und Excel-Tipps zur Umsetzung
 - Mit SUCCESS zu den International Business Communication Standards
 - Integrated Reporting
 - Business Intelligence: Begriffe und Bedeutung
- III. Balanced Scorecard als Performance Management System**
 - Integration der Strategie in das operative Geschäft
 - Entwickeln und steuern strategischer Kennzahlen
 - Balanced Scorecard angewandt im Personal-Controlling
- IV. Prozess- und Kennzahlenentwicklung**
 - Visualisieren und Analysieren von Prozessen
 - Optimieren von Unternehmensabläufen
 - Entwickeln von Prozesskennzahlen
- V. Kommunikation und Zusammenarbeit**
 - Zusammenarbeit und Beziehungsgestaltung
 - „Ko“-Funktionen im Controlling
 - Grundmodelle der Kommunikation
- VI. Gruppenverhalten und Führungskompetenzen**
 - Muster und Verbesserung der Zusammenarbeit in Gruppen; Gruppenarten
 - Einflussgrößen auf das Führungsgeschehen und die Rolle der Führungskraft
 - Prinzipien der Transfersicherung



EN

CA seminar in
English

Expand your repertoire as business partner to include the psychological foundations of successful communication and informal leadership.

Industry 4.0/ „Internet of Things“ and the digitalisation that it involves bring significant changes for all companies. These changes relate not only to the conception and development of meaningful reporting towards creating a digital boardroom, but also the standardisation of processes and the development of relevant, dynamic key figures that take into account social media, among other things. Agile project management and controlling will increasingly be a part of everyday corporate life. The growing importance of the controller's role as a business partner and change agent in volatile times must be reflected in an equally high level of professionalism in social competence.

Seminar Content

- I. Project controlling**
 - Success criteria of a project
 - The stages of a project and key tasks in the project phases
 - Integration of project planning and corporate planning
 - Project reporting
- II. Success factor reporting**
 - MOVE – Making a difference in the company
 - Change management
 - Recipient-oriented business charts and tables
 - Success rules and Excel tips for implementation
 - With SUCCESS to the International Business Communication Standards
 - Integrated Reporting
 - Business intelligence: terms and significance
- III. Balanced scorecard as a performance management system**
 - Integration of strategy into the operating business
 - Develop and steer strategic metrics
 - Applying a balanced scorecard in personnel controlling
- IV. Developing processes and indicators**
 - Visualising and analysing processes
 - Optimising corporate processes
 - Developing process-relevant indicators
- V. Communication and co-operation**
 - Cooperating and shaping relationships
 - The “co” functions in controlling
 - Basic communication models
- VI. Group dynamics and leadership skills**
 - Patterns and improvement of team work in groups, types of groups
 - Factors influencing the leadership situation and the role of the manager
 - Principles of how to secure the transfer of know-how

**Jetzt neu bei
Klausur-Seminaren:
Mittagessen im
Seminarpreis enthalten**

Termine *Date*

22. – 26. Januar, Feldafing (Klausur)
19. – 23. Februar, Feldafing (Klausur)
12. – 16. März, Feldafing (Klausur)
19. – 23. März, Köln (City)
09. – 13. April, Bernried (Klausur)
16 – 20 April, Feldafing (English)
14. – 18. Mai, Feldafing (Klausur)
11. – 15. Juni, Berlin (City)
25. – 29. Juni, Bernried (Klausur)
16. – 20. Juli, Feldafing (Klausur)
27. – 31. August, Feldafing (Klausur)
17. – 21. Sept., Frankfurt/ M. (City)
24. – 28. Sept., Bernried (Klausur)
22. – 26. Oktober, Feldafing (Klausur)
12. – 16. November, Bernried (Klausur)
26. – 30. November, Hamburg (City)
10. – 14. Dezember, Feldafing (Klausur)

Trainingskonzept *Training concept*

- **Klausur**-Seminar mit Abendarbeit,
Beginn am Vorabend
- **City**-Seminar ohne Abendarbeit
- **English seminar with evening work,
begins on the previous evening**

Seminargebühr *Price*

EUR 1.790,- (inkl. Mittagessen,
Snacks, Getränke)
**EUR 1.850,- English (Lunch, snacks,
beverages incl.)**

Trainer des Controller Trainings- programms CA

Seite 108 ff.

**Weitere Informationen auf unserer
Website unter Seminar-Nr. 3.00
For further information visit
our website at Seminar-No. 9.3**