

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.



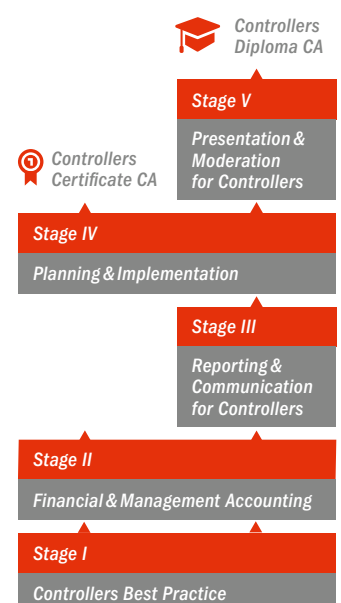
Controllers Diploma CA

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 V

Präsentation & Moderation für Controller

Presentation & Moderation

Ihr Seminarnutzen

- **Sie erarbeiten die wichtigsten Empfehlungen zur Präsentation unter der Anwendung von Videoanalysen**
- **Sie optimieren Ihre kommunikativen Kompetenzen als Controller und Business Partner**
- **Sie erproben konkrete Fragestellungen aus der Controller-Praxis intensiv**
- **Sie erhalten während der gesamten Woche von den CA-Trainern und den anderen Teilnehmern persönliche Rückmeldungen und Umsetzungshilfen**

Your benefits

- *Using video evaluations, you will develop and apply the most important rules for presentations*
- *Optimise your communication skills as a controller and business partner*
- *You put to the test intensively actual issues from controlling practice*
- *Throughout the entire week, you will receive personal feedback and implementation assistance from both the CA trainers and your fellow participants*

Verbessern Sie Ihre kommunikativen Fähigkeiten, steigern Sie Ihre emotionale Intelligenz und überzeugen Sie so andere.

Veränderungen in Unternehmen, z. B. durch Industrie 4.0, IT-Weiterentwicklungen oder eine hohe Dynamik in der Organisation, stellen vermehrt Ansprüche an Controller als Business Partner. Im Zusammenspiel zwischen Managern und Controllern sollen diese mehr denn je Zusammenhänge erkennen, visualisieren, präsentieren und diskutieren können. Neben dem betriebswirtschaftlichen Zahlenverständnis braucht es also Kommunikationskenntnisse in Gruppen, Informations-Aufbereitung zum schnellen Verständnis und die Fähigkeit, Diskussionen zielführend moderieren zu können. Ein entsprechendes Verhaltenstraining ist deshalb fester Bestandteil dieser Ausbildung zum Business Partner. Dabei lernen Sie Techniken und Erfolgsfaktoren für das Lösen komplexer Themen kennen, erarbeiten wichtige Empfehlungen zur Präsentation und optimieren Ihre kommunikativen Kompetenzen. Sie trainieren die Rolle des Business Partners intensiv – anhand Feedback, Videoauswertungen und Umsetzungshilfen zu Auftreten, Sprache und Verhalten. Final halten Sie eine diplomwürdige Themenpräsentation und -moderation vor dem Teilnehmer-Plenum ab.

Workshopinhalt

- I. Methodentraining**
 - Strategische Analyse und strategisches Programm
 - SWOT-Analyse (Strengths, Weaknesses, Opportunities, Threats)
 - Visualisierungs-, Präsentations- und Moderationstechniken
 - Fragetechniken gezielt anwenden, v.a. bei der Moderation
 - Protokolltechnik für „Probleme lösen im Team“
- II. Verhaltenstraining**
 - Fördernde und störende Verhaltensmuster in Teams und vor Plenen
 - Moderation von Teams und Plenen
 - Präsentationsarbeit vor dem Plenum
 - Empfehlungen zum Verhalten in diesen Situationen
 - Videogestützte Analyse
- III. Probleme lösen im Team**
 - Teamanalyse: Phasen der Teamarbeit
 - Teamzusammensetzung und Teameffizienz
 - Beobachten und Rückmelden von Verhalten
 - Strukturierung des Arbeitsprozesses
 - Visualisierung der Arbeitsergebnisse
- IV. Transfersicherung**
 - Reflexion des eigenen Handelns und Wirkens
 - Als Teilnehmer: Was will ich wo, wie und wann umsetzen?
 - Erfolgsfaktoren für die Umsetzung



EN

CA seminar in
English

Improve your communication skills and boost your emotional intelligence to persuade others.

Changes in companies, e.g. through Industry 4.0, IT developments or the rapid pace of change in the organisation, place growing demands on controllers as business partners. The interaction between managers and controllers requires more than ever that controllers are able to recognise, visualise, present and discuss relationships. To do this, more is therefore needed than just an understanding of financial figures. Communication skills in groups, expertise in preparing information for easy understanding, and the ability to moderate discussions in a purposeful manner are just as important. A corresponding behavioural training is thus an indispensable component of this education towards becoming a business partner. In this training, you will learn the techniques and success factors to solve complex problems, develop the most important rules of presentations and optimise your communication skills. You will also intensively practice the role of business partner – using feedback, video analyses and implementation aids regarding demeanour, language and behaviour. Finally, you will hold a diploma-worthy presentation and moderate a meeting before the plenary session of participants.

Workshop Content

I. Method Training

- Strategic analysis and strategic program
- SWOT analysis: Strengths, Weaknesses, Opportunities, Threats
- Visualisation presentation and moderation techniques
- Applying question techniques in a targeted manner, especially when moderating
- Protocol techniques for “problem solving in a team”

II. Personal Skills

- Behavioural indicators for competition or cooperation in teams
- Facilitation and moderation of small groups as well as a plenary session
- Presentation in front of a plenary audience
- Behavioural recommendations in these situations
- Video analysis

III. Solving Complex Problems in Teams

- Phases, which teams go through
- Characteristics of high performing teams
- Study and feedback on behaviour
- Guidelines for successful teamwork
- Visualisation of results

IV. Transfer into practice

- Develop an awareness of your own actions and impact
- As a participant: what will I put into practice where, how and when?
- Implementation success factors

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

Termine *Date*

22.-26. Januar, Feldafing
19.-23. Februar, Bernried
19.-23. März, Bernried
16.-20. April, Feldafing
14.-18. Mai, Feldafing
11.-15. Juni, Feldafing
18-22 June, Feldafing (English)
09.-13. Juli, Feldafing
06.-10. August, Feldafing
10.-14. September, Bernried
08.-12. Oktober, Feldafing
22.-26. Oktober, Feldafing
12.-16. November, Feldafing
10.-14. Dezember, Feldafing

Trainingskonzept *Training concept*

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

Seminargebühr *Price*

EUR 1.850,- (inkl. Mittagessen,
Snacks, Getränke)
**EUR 1.890,- English (Lunch, snacks,
beverages incl.)**

Trainer des Controller Trainings- programms CA

Seite 108 ff.

Weitere Informationen auf unserer
Website unter Seminar-Nr. 5.00
For further information visit
our website at Seminar-No. 9.5