

Controllers Training Program in five stages

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 45 years to reflect the latest developments in controlling. Our flagship seminar – stage I – has been conducted to date more than 1,000 times as public seminars and in-house 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

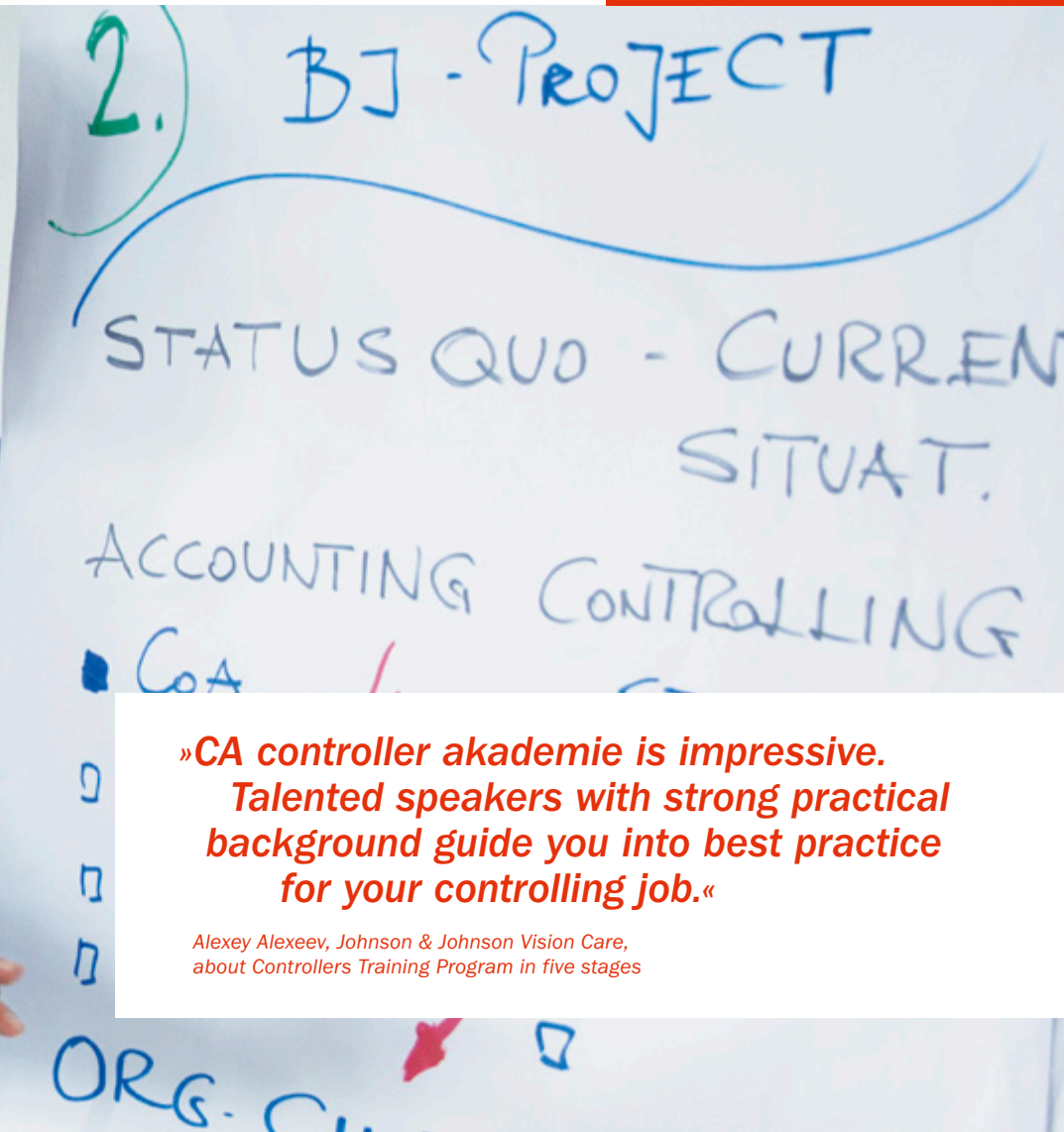
Stage I conveys an overview of the most important components of the controlling system in both its connections and practical implementation. Stages II and III extend, supplement and deepen the controller's toolbox. Stage III additionally teaches the essentials about communication and leadership skills. 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: retreat-training. The retreat-training is designed as intensive 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

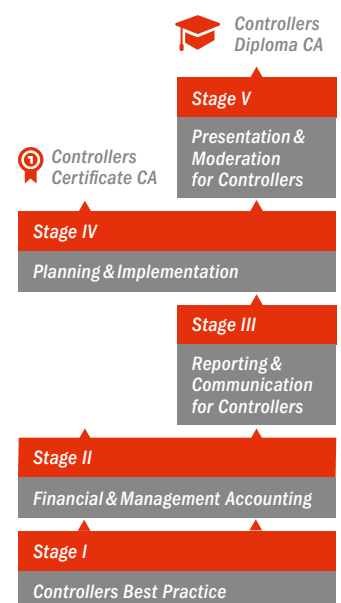
Controllers Certificate CA
Obtaining the Controllers Certificate CA, which requires that you complete stages I, II and IV of the Controllers Training Program in five stages, demonstrates you have attained proven, certified controlling skills. It is intended for participants who are seeking a more streamlined 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 Controllers 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 the Controllers Certificate CA and Controllers Diploma CA





Stufe III

Berichtswesen & Kommunikation für Controller

Reporting & Communication

Ihr Seminarnutzen

- **Sie kommunizieren erfolgreich und steuern Projekte gezielt und systematisch**
- **Sie beherrschen die Controllingtools in dynamischen Prozessen**
- **Zahlreiche Feedback-einheiten zur Transfersicherung**

Your benefits

- **Learn to communicate successfully and steer projects in a targeted and systematic manner**
- **Master controlling tools in dynamic processes**
- **Numerous group feedback sessions to ensure you understand the topics**

Trainieren Sie Kommunikation im Managementprozess und sorgen Sie so für eine erfolgreiche Unternehmenssteuerung.

Damit Manager und Controller im Team gut interagieren können, darf das Reporting nicht auf das Versenden von Berichten reduziert werden. Sie komplettieren hier Ihre Controlling-Instrumente wie Strategieentwicklung mittels Balanced Scorecard, Kennzahlen zur Prozessoptimierung, Projekt-Controlling und die Erstellung professioneller Business-Charts und Tabellen. Nach Besuch der Stufe III sind Sie in der Lage, Ihren Berichtsalltag als kommunikatives Erlebnis zu gestalten. Die erforderlichen Grundlagen der Kommunikation und Führung werden praxisnah vermittelt. Stufe III trainiert, wie Manager und Controller zielführend zusammenarbeiten.

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
 - Change Management
 - Empfängerorientierte Business Charts und Tabellen
 - Success-Regeln und Excel-Tipps zur Umsetzung
 - Mit SUCCESS zu den International Business Communication Standards
 - Business Intelligence
- 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

Train how to communicate in the management process in order to achieve successful corporate management.

In order for managers and controllers to interact well in a team, reporting must be more than merely sending reports. In this seminar you will supplement your controlling tools with skills such as strategy development using a balanced scorecard, ratios for process optimization, project controlling and creating professional business charts and tables. After completing stage III you will be able to transform your day-to-day reporting into a communicative experience. You will learn the necessary foundations of communication and leadership in practical exercises. Stage III provides training on how managers and controllers can partner effectively.

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
 - Business intelligence
- 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 analyzing 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

Termine — Date

23. – 27. Januar (FER)
13. – 17. Februar (FEL)
06. – 10. März (BEN)
13. – 17. März (FER)
27. – 31. März (Köln C)
24 – 28 April (FER) – English
08. – 12. Mai (FEL)
29. Mai – 02. Juni (BEN)
19. – 23. Juni (Frankfurt C)
17. – 21. Juli (BEN)
24. – 28. Juli (FEL)
04. – 08. September (FEL)
18. – 22. September (FER)
09. – 13. Oktober (Berlin C)
23. – 27. Oktober (BEN)
13. – 17. November (FEL)
27. Nov. – 01. Dez. (Hamburg C)
11. – 15. Dezember (FER)

Ort — Place

BEN – Hotel Marina, Bernried
FEL – Hotel Kaiserin Elisabeth,
Feldafing
FER – Hotel Residence, Feldafing
C – City-Training

Seminargebühr — Price

EUR 1.600,-
EUR 1.700,- English
EUR 1.750,- (City – inkl. Mittagessen)

Trainer des Controller Trainings- programms CA

Seite 104 ff.

Weitere Informationen auf unserer
Website unter Seminar-Nr. 3.00

For further information visit
our website at Seminar-No. 9.3