

Management Development Program (MDP)

Course Curriculum

Module 01 Interpretation of Financial Statements, Fundamentals of SLFRS for SMEs

- 01 The appraisal of financial performance and position of entities
- Key aspects of Performance Reporting
- Financial Statement Analysis - Ratio Analysis
- Financial Statement Analysis - Interpretation
- Introduction to SLFRS for SMEs
- Comparison between SLFRS for SMEs and full SLFRS
- Project Management**
- Introduction to Project Management
- Project Planning and Resourcing
- Project Financing, Accounting & Cost Management
- Project Management in a changing environment
- Project Risk

Module 02 General Management

- 02 Skills Development
 - Presentations
 - Leadership Development
 - Outbound Training
- Fundamentals of Marketing
- Fundamentals of Human Resource Management
- Supply Chain Management
- Entrepreneurship

Module 03 Banking, Finance

- 03 Different Banking Products
- Operational Functions of Banking
- Banking in a computerised environment
- Evaluations of Credit/Investment Proposals
- Hire Purchase and Leasing
- Treasury Operations
- International Trade Facilities
- Foreign Exchange Rates
- Risk Management in Banks
- Governance, Compliance and Regulator's role (Central Bank) in Banking sector
- Company Secretarial Practice**
- Business and Company Registration
- Meetings and their procedures
- Duties and responsibilities of Directors
- Types of records to be maintained
- Inspection of records
- Annual Returns
- Major changes in the Companies Act No. 7 of 2007

Module 04 Labour Laws and Practice

- 04 The contract of employment.
- Industrial Disputes Act.
- Industrial Disputes (Amendment) Act
- Shop and Office employees Act
- Employment of women, young persons and children
- Employees' Provident Fund and Employees' Trust Fund
- Payment of Gratuities Act no 12 of 1983
- Factories Ordinance
- Disciplinary Procedures
- Customs Duty / Excise Duty**
- Customs Department
- Customs Ordinance and other related Laws
- Customs Duties and other Levies
- Import and Export Documentation
- Refunds and Drawbacks