

# COURSE SCHEDULE

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JULY – DECEMBER 2017

0800 435 772

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[www.uktraining.info/aut](http://www.uktraining.info/aut)

...continuous development for you and your business

## Welcome to our 2017 brochure...

For **nearly 35 years**, UK Training have been delivering cost effective, practical and highly relevant business training to thousands of companies throughout the UK.

Within this brochure you will find all of our remaining 2017 dates. We will also be releasing many of our 2018 dates in the coming weeks.

### What's new at UK Training?

So far, 2017 has been our busiest year to date. We have seen **huge demand for our data protection course**, with almost all presentations selling out. We have added many more dates and are continually expanding the venues to ensure this crucial training is accessible to all our customers.

We have also presented many new courses which you can find listed on the back page of the brochure. In the autumn we will be returning to a number of venues including **Cardiff, Leeds, Edinburgh, Oxford, Cambridge** and for the first time, **Nottingham**.

If you have questions about any of our courses or if you have any other training requirements that you would like to discuss, please do contact us using the details below. We look forward to seeing you and your colleagues on a course in the coming months.



...venues throughout  
the country and live online

## How to book places...



Visit [www.uktraining.info/aut](http://www.uktraining.info/aut)



Email [info@uktraining.com](mailto:info@uktraining.com)



Call Freephone **0800 435 772**

**All attendees now receive a free certificate of attendance**

**Please get in touch if you have any questions...**

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## PREPARING FOR THE GENERAL DATA PROTECTION REGULATION

**HOT TOPIC**

ONE-DAY COURSE | £289 +VAT

Data protection law in the UK is about to undergo the most significant changes since the introduction of the Data Protection Act in 1998. The new EU General Data Protection Regulation (GDPR) came into effect in May 2016 and you have until May 2018 to become fully compliant. The government has confirmed that the UK's decision to leave the EU will not affect the enforcement date. The new law will require significant preparatory work that you should begin now.

The new Regulation will impose many legal obligations on organisations that control or process data and will afford new rights to those whose personal data is being held. The financial penalties for non-compliance will be very substantial so it is absolutely vital that your organisation is fully prepared as early as possible.

This comprehensive one-day course will show you how to comply with the Regulation and what will change from the existing legislation. It will explain the new rules regarding the legal basis for processing, consent, privacy notices, control of personal data, mandatory breach reporting, complaints and penalties.

As well as a course pack, delegates will receive a useful **action plan**. It sets out the key points to consider and can be taken away and completed for your particular organisation.

*We are continually adding dates to meet the high demand for this course – so keep checking our website for updates.*

“

The training was very informative and helpful. It gave me more of an understanding of what steps are next for our company. The content kept me focused and engaged. Working through examples and scenarios was very beneficial. Thank you for a great course.

*EU Legal Manager, Lifepius Europe Ltd*

”

Birmingham – 11<sup>th</sup> July **FULL**

Bristol – 12<sup>th</sup> July **FULL**

London – 12<sup>th</sup> July **FULL**

18<sup>th</sup> July **FULL**

19<sup>th</sup> July

16<sup>th</sup> August **FULL**

19<sup>th</sup> September

Manchester – 21<sup>st</sup> September

London – 26<sup>th</sup> September

Birmingham – 27<sup>th</sup> September

Sheffield – 28<sup>th</sup> September

Belfast – 5<sup>th</sup> October

Bournemouth – 5<sup>th</sup> October

London – 10<sup>th</sup> October

Manchester – 10<sup>th</sup> October

Bristol – 11<sup>th</sup> October

Hull – 11<sup>th</sup> October

Reading – 12<sup>th</sup> October

Aberdeen – 17<sup>th</sup> October

London – 17<sup>th</sup> October

Newcastle – 18<sup>th</sup> October

Plymouth – 18<sup>th</sup> October

Glasgow – 19<sup>th</sup> October

Nottingham – 19<sup>th</sup> October

Carlisle – 2<sup>nd</sup> November

Southampton – 6<sup>th</sup> November

Oxford – 7<sup>th</sup> November

Cardiff – 8<sup>th</sup> November

London – 14<sup>th</sup> November

Milton Keynes – 14<sup>th</sup> November

Birmingham – 15<sup>th</sup> November

Leeds – 16<sup>th</sup> November

Liverpool – 28<sup>th</sup> November

Edinburgh – 30<sup>th</sup> November

Cambridge – 30<sup>th</sup> November

Manchester – 7<sup>th</sup> December

## THE ESSENTIALS OF UK VAT

ONE-DAY COURSE | £289 +VAT

This course covers all the essential aspects of VAT, leaving you with a comprehensive understanding of the subject and the confidence to know you are dealing with VAT correctly within your organisation.

It will help anyone involved in the preparation and maintenance of records to understand VAT and the importance of completing VAT returns correctly. The course demonstrates when you charge output VAT and clarifies the input VAT you are entitled to reclaim. It examines the rules and regulations of VAT and clearly explains the procedures and controls that should be in place to ensure VAT returns are submitted accurately and on time.

“ **Good course with extremely valuable information that will enable me to do my job more accurately and efficiently.**

*Accounts Assistant, Gratterpalm Ltd*

”

Brighton – 11<sup>th</sup> July  
London – 12<sup>th</sup> July **FULL**  
London – 13<sup>th</sup> September  
Nottingham – 10<sup>th</sup> October  
Live Online – 11<sup>th</sup> & 12<sup>th</sup> October  
London – 17<sup>th</sup> October  
Oxford – 17<sup>th</sup> October  
Cardiff – 18<sup>th</sup> October  
Manchester – 19<sup>th</sup> October  
Southampton – 9<sup>th</sup> November  
Birmingham – 9<sup>th</sup> November  
Edinburgh – 14<sup>th</sup> November  
Leeds – 15<sup>th</sup> November  
Cambridge – 16<sup>th</sup> November

## UK VAT AND INTERNATIONAL TRADE

ONE-DAY COURSE | £289 +VAT

This comprehensive course explains how a UK organisation should account for VAT on its transactions of goods and services with overseas customers and suppliers. It will demonstrate how to correctly account for VAT on the acquisition and despatch of goods between EU countries and on the export and import of goods to and from non-EU countries. The course also addresses the key issues associated with international services, such as place of supply, VAT liability and the reverse charge.

This course should lead to more efficient handling of international VAT within your organisation, reducing the risks of fines and penalties. What's more, your greater understanding will help you maximise VAT reclaims and improve cash flow.

“ **Brilliant course, really informative with a great presenter. I liked that there were questions thrown in to test our knowledge.**

*Financial Controller, Interroll Limited*

”

Brighton – 12<sup>th</sup> July  
London – 13<sup>th</sup> July  
Liverpool – 19<sup>th</sup> July  
London – 20<sup>th</sup> September  
Nottingham – 17<sup>th</sup> October  
Cardiff – 14<sup>th</sup> November  
Oxford – 16<sup>th</sup> November  
Birmingham – 21<sup>st</sup> November  
Edinburgh – 22<sup>nd</sup> November  
Live Online  
22<sup>nd</sup> & 23<sup>rd</sup> November  
Manchester – 28<sup>th</sup> November  
Southampton – 28<sup>th</sup> November  
Cambridge – 5<sup>th</sup> December  
Leeds – 7<sup>th</sup> December

## THE ESSENTIAL GUIDE TO PARTIAL EXEMPTION

ONE-DAY COURSE | £289 +VAT

This comprehensive course provides an in-depth guide to the key principles and mechanics of partial exemption. It will help you determine what VAT your business can recover under the partial exemption rules and whether it is more favourable to use the standard method or agree a special method with HMRC. It also explains some of the more complicated areas including the capital goods scheme, direct attribution, apportionment, change of use/intention and “first use” principle. There are a number of worked examples to clearly show how partial exemption works in practice and also reference to recent case law. This course gives all those involved in partial exemption the opportunity to gain crucial knowledge of what to consider and how partial exemption can affect your business in terms of VAT recovery and common pitfalls.

**Birmingham**  
16<sup>th</sup> November

**London**  
29<sup>th</sup> November

“

**I thought the examples were perfect. The exercises really helped to solidify my understanding.**

*Management Accountant, Domestic & General*

”

## CROSS BORDER TRANSACTIONS – AVOIDING COSTLY VAT ERRORS

HALF-DAY COURSE | £229 +VAT

This practical, scenario based course, gives those dealing with VAT on an international level the chance to gain further insight into the often confusing subject of VAT and cross-border transactions. It explores some of the more complex VAT situations that may arise and demonstrates how to analyse the transactions and establish the correct place of supply and VAT treatment. Delegates work in small break-out groups to scrutinise various real life scenarios and discuss them with our VAT expert who will guide people to the most appropriate outcomes.

**London**  
18<sup>th</sup> July PM  
6<sup>th</sup> December AM

**Manchester**  
20<sup>th</sup> July PM

## UK VAT AND INTERNATIONAL SERVICES

HALF-DAY COURSE | £229 +VAT

Many UK businesses supply services to customers outside the UK or may receive services from overseas suppliers. The rules which apply to the treatment of VAT in these situations are complex. This course focuses exclusively on international services – clearly explaining how to account for VAT and using illustrative examples throughout. It guides you through the general rules and the reverse charge procedure in detail, before moving on to look at the various exceptions to the general rule and the completion of the EC Sales List.

**London**  
11<sup>th</sup> October PM

## VAT COURSES CONTINUED

### VAT FOR CHARITIES

ONE-DAY COURSE | £289 +VAT

This course is essential for anyone involved with VAT in the charity sector. It guides you through everything you need know about VAT and will clearly explain how you should structure your activities in order to take advantage of the various reliefs available – ultimately reducing your VAT burden and allowing you to focus on your main charitable objectives.

**“ Tutor was amazing. She was really friendly and made everything simple and easy to understand.**

*Finance Manager, Chartered Quality Institute*

**”**

**London**  
8<sup>th</sup> November

**Birmingham**  
7<sup>th</sup> December

### UK VAT ON LAND, PROPERTY AND CONSTRUCTION

ONE-DAY COURSE | £289 +VAT

This course helps people achieve a complete understanding of the complex VAT rules relating to land, property and construction transactions. It looks at the major effects that property transactions have on VAT and clearly illustrates the procedures and controls to be implemented to comply with the requirements. The course will also highlight the many common pitfalls and problem areas and will explain the best practices to apply in order to avoid them. The course will benefit people responsible for accounting for VAT within their organisation as well as those who deal in and advise on property transactions.

**“ Best land and property course I have been on. Delivery was clear and the presenter had very good subject knowledge.**

*Principal VAT and Tax Accountant, London Borough of Hackney*

**”**

**London**  
18<sup>th</sup> July  
21<sup>st</sup> November

**Birmingham**  
19<sup>th</sup> October

**Edinburgh**  
5<sup>th</sup> December

### HOW TO RECLAIM EU VAT

TWO-HOUR LIVE ONLINE COURSE | £159 +VAT

Many businesses do not understand the potential recovery opportunity open to them. If you incur VAT on business expenses paid in other countries where you are not VAT registered, it is likely your company is one of the many that does not maximise its VAT reclaims. This webinar will guide you through exactly what you and your business should do to maximise these foreign VAT reclaims - explaining what you are entitled to recover and the best practices for doing so.

**Live Online**  
30<sup>th</sup> November AM

## UNDERSTANDING GERMAN VAT

HALF-DAY COURSE | £229 +VAT

This course will help you to understand the German System of VAT and its reporting obligations. It will highlight situations where a non-German business would not charge its German customers output VAT while identifying those elements of German input VAT that cannot be recovered. This course considers in detail the German VAT treatments that are quite different to those of other countries and will illustrate what you need to do to be fully compliant when completing German VAT Returns, EC Sales Lists and Intrastat Returns. It will also explain the purpose of annual summary returns, due date extension (dauerfristverlängerung) and rules to determine if you submit monthly or quarterly German VAT returns.

London  
15<sup>th</sup> November PM

## UNDERSTANDING FRENCH VAT

**NEW** HALF-DAY COURSE | £229 +VAT

This course will help you to understand the French System of VAT. It will highlight situations where a non-French business would not charge its French customers output VAT while identifying those elements of French input VAT that cannot be recovered. The course will examine those circumstances where the French Tax Authority will require you to apply the reverse charge mechanism which would not be the case in other EU countries. It will also examine the VAT reporting obligations in France, including the method of completing VAT returns and registering for the French online system. It will also cover the DEB and DES returns, which in France replace the ECSL and Intrastat.

London  
19<sup>th</sup> October AM

## THE ESSENTIALS OF IRISH VAT

ONE-DAY COURSE | £289 +VAT

This course will give you a complete understanding of Irish VAT, covering all the essentials, giving you the confidence to know you are dealing with Irish VAT correctly. This course is ideal for people whose organisation has business connections with Ireland and who help to complete the VAT return or are responsible for the accuracy of VAT recording systems within their organisation.

London  
5<sup>th</sup> December

## THE TOUR OPERATORS MARGIN SCHEME - TOMS

**NEW** ONE-DAY COURSE | £289 +VAT

Businesses can be involved in making supplies which require the VAT to be declared using the Tour Operators Margin Scheme (TOMS), a complex and often misunderstood scheme. If you buy-in and re-sell travel services, you must have a clear understanding of the scheme to ensure that you account for VAT correctly. This course explains TOMS in detail and offers practical advice on what supplies are included and how to carry out the calculation.

London  
30<sup>th</sup> November



### THE ESSENTIALS OF UK PAYROLL PROCESSING

ONE-DAY COURSE | £289 +VAT

Most payroll processing is performed by automated software, but it is important to realise that anyone involved in the process should have sufficient knowledge to ensure that all functions are performed accurately and compliantly. This course examines the rules and regulations of UK payroll processing under the RTI reporting regime. It will give a complete understanding of UK PAYE and National Insurance, covering all the essentials and giving you the confidence to know you are dealing with PAYE correctly. Delegates also receive an overview of the legislative framework relating to statutory sick pay, statutory maternity pay, student loans and court orders.

HMRC is moving towards making tax digital across all business by 2020. At the heart of this change is RTI data, which saw its use extended in **April 2017**. These changes to RTI will be covered in this course.

London – 19<sup>th</sup> September  
Bristol – 11<sup>th</sup> October  
Manchester – 12<sup>th</sup> October  
Birmingham – 17<sup>th</sup> October  
London – 16<sup>th</sup> November  
Leeds – 29<sup>th</sup> November  
Edinburgh – 6<sup>th</sup> December

“

**The presenter is amazing. Very good examples and explained what she means using her own work experiences.**

*HR Officer, Vilicom UK Limited*

”

### A PRACTICAL GUIDE TO THE P11D AND EXPENSES & BENEFITS

ONE-DAY COURSE | £289 +VAT

The current rules for reporting benefits in kind and expenses are very complex and it is easy for costly mistakes to occur. Even the simple decision of how to arrange a benefit can have huge financial implications in terms of the tax and NI treatment. This course will provide a comprehensive overview of the current rules and how they should be applied in practice – ultimately helping you avoid the costly penalties and fines that HMRC can impose for incorrect or late P11D returns.

The statutory rules are constantly changing and it can be hard to keep up to date. The **Government has announced a number of significant changes** to the handling and reporting of benefits in kind, some of which took place in April 2017. As well as looking at the current rules, our expert presenter will give you an insight into the future of benefits and expenses, helping you prepare for any changes ahead. In particular, the course will cover the move towards the real time reporting of benefits and expenses that began in April 2016.

London – 18<sup>th</sup> October  
Manchester – 9<sup>th</sup> November  
Birmingham – 14<sup>th</sup> November  
London – 23<sup>rd</sup> November  
Leeds – 30<sup>th</sup> November  
Edinburgh – 7<sup>th</sup> December

## PAYROLL AND HR: THE ESSENTIAL UPDATE

HALF-DAY COURSE | £229 +VAT

In the ever changing world of Payroll and HR, keeping up to date with the latest legislation can be a real challenge. This topical half-day course will help you do just that. Even if you outsource your payroll function this course is still essential as it will make you aware of the changes that must be implemented by employers rather than their agents.

During the course, our expert presenter will guide you through all the recent legislative changes and case law involving Payroll and HR and crucially will also look at the changes coming up in the near future. Attending this important update course will give you and your colleagues the confidence to know that you are completely up-to-date with the rules and your company is running a compliant payroll operation.

**London**

7<sup>th</sup> November PM

**Manchester**

8<sup>th</sup> November PM

*The course does assume some prior understanding of Payroll and HR.*

“Course full of interesting information and excellently presented.

*Personnel Accountant, BDP Limited*

”

## GENDER PAY GAP REPORTING – ARE YOU PREPARED?

HALF-DAY COURSE | £229 +VAT

This course is a detailed guide to the brand new Gender Pay Gap Reporting regulations, currently being finalised by the Government. Our expert presenter has been closely monitoring the development of this brand new legislation. It will give you an early understanding and strategic view of what your organisation needs to do to comply with the new rules and avoid the financial and reputational damage that could result from being unprepared. It will help anyone who has a responsibility for payroll, HR, financial control or remuneration to understand what they should be doing, now and in the coming months.

**HOT TOPIC**

**London**

20<sup>th</sup> September AM

22<sup>nd</sup> November AM

## THE CONSTRUCTION INDUSTRY SCHEME – A PRACTICAL GUIDE

**NEW** HALF-DAY COURSE | £229 +VAT

It is essential that businesses which operate within the Construction Industry Scheme (CIS) do so effectively in order to avoid potential pitfalls. This course will explain all the features of the Construction Industry Scheme, from the time that the contracting organisation engages a sub-contractor, to making payments to the sub-contractor. In addition to dealing with the administration of the scheme, attendees will receive good practical advice on how to manage the typical issues that they will encounter with sub-contractors. The course is completely up to date with the recent changes that HMRC have made to the CIS and includes the final changes made in April 2017.

**London**

12<sup>th</sup> July PM

12<sup>th</sup> October PM

7<sup>th</sup> December PM

**Manchester**

11<sup>th</sup> October PM

# COMPANY SECRETARY COURSES

## THE ROLE OF A COMPANY SECRETARY

ONE-DAY COURSE | £289 +VAT

The role and responsibilities of the Company Secretary continually evolve and it is crucial that the person given this responsibility is fully aware of the duties they must perform to protect their company and themselves from any penalties.

This course helps ensure that you are fully up-to-date and compliant with all your legal responsibilities. It takes you through the role step by step, explaining exactly what must be done to comply with the Companies Act, company articles and other legislation, enabling you to approach the job with confidence. It focuses on real-life situations and is a guide to the responsibilities of a company secretary, working with directors, the duties of the company secretary throughout the year, what a company secretary should know and what to do when problems arise.

Liverpool - 18<sup>th</sup> July  
London - 14<sup>th</sup> September  
London - 10<sup>th</sup> October  
Manchester - 11<sup>th</sup> October  
Oxford - 12<sup>th</sup> October  
Leeds - 9<sup>th</sup> November  
Southampton - 14<sup>th</sup> November  
Birmingham - 14<sup>th</sup> November  
London - 15<sup>th</sup> November  
Edinburgh - 5<sup>th</sup> December  
Cambridge - 7<sup>th</sup> December

“ The presenter is clearly very knowledgeable. The delivery is well paced and interspersed with anecdotes which make the learning enjoyable.

*Head of Corporate Services, CHP Limited*

”

## THE COMPANY SECRETARY IN THE BOARDROOM – TIPS AND ADVICE

ONE-DAY COURSE | £289 +VAT

Board Meetings are an essential part of the governance of many organisations. This course will guide attendees through everything they need to know to succeed in this challenging environment. It is a highly practical and interactive course which will help company secretaries develop the skills and confidence needed to make the most effective contribution in the boardroom. Attendees will also gain a crucial understanding of the governance framework relating to meetings, which will greatly assist you in your advisory role.

London  
13<sup>th</sup> July  
28<sup>th</sup> November  
  
Manchester  
15<sup>th</sup> November

“ Very useful and insightful course, with really good tips and material to put into practice.

*Head of Legal and Company Secretary - Think Money Group*

”

### THE COMPANY SECRETARY'S GUIDE TO THE STATUTORY REGISTERS

HALF-DAY COURSE | £229 +VAT

This course is a comprehensive guide to everything you need to know about your company's statutory registers. It covers all of them in detail, including the new and challenging Register of People with Significant Control. It will help Company Secretaries and anyone else responsible for the administration of companies to fully understand how and where to keep the registers, public rights of access and the rules on confidentiality. The course will also contain a step-by-step explanation of the online filing process for the registers and the Annual Confirmation Statement, which has replaced the Annual Return.

London

20<sup>th</sup> July PM

22<sup>nd</sup> November PM

### CHARITIES: THE ROLE OF THE SECRETARY

**NEW** ONE-DAY COURSE | £289 +VAT

It is increasingly important for charities to be well governed and to meet their statutory and regulatory responsibilities. The job of overseeing all of this often falls to the Charity Secretary, but many people find themselves fulfilling this role without having full knowledge or experience of its demands. This course will give you a clear overview of the typical duties and responsibilities of a Secretary in a Charity. It gives an understanding of charity law and regulation, the requirements of the different legal forms and how best to support the work of the Board.

London

11<sup>th</sup> October

Manchester

22<sup>nd</sup> November

“A really good and interesting presenter. Gave clear and precise answers to specific questions relating to issues covered.

*General Manager, Gospel Standard Bethesda Fund*

”

### MINUTE TAKING: YOUR ESSENTIAL GUIDE

ONE-DAY COURSE | £289 +VAT

The importance of minute taking should not be underestimated. Having a clear, concise and accurate record of a meeting ensures that the correct actions are taken after the meeting and allows key business decisions to be made. This interactive full-day course will clearly explain what you need to do before, during and after the meeting to ensure your minutes are a success. The presenter will use his own vast experience and a number of practical exercises to help you develop a toolkit of skills to take back to the office. You will be guided through the best methods and techniques to use in order to confidently produce a professional set of minutes that are invaluable to the meeting's participants.

London

21<sup>st</sup> November

## THE ROLE OF A COMPANY DIRECTOR

ONE-DAY COURSE | £289 +VAT

A Company Director has many legal duties and responsibilities and keeping up to date with them while carrying out your day-to-day work can be a considerable challenge. This practical course is the ideal opportunity to gain a complete understanding of the role, duties and legal responsibilities of a company director as well as the potential internal and external risks that you may face. Attending this course will help to equip you with the knowledge and skills required to be able to cope with the role, manage risks effectively and avoid financial penalties.

It will cover: Directors' General Duties, The board and board meetings, Appointment and termination, Personal liabilities as a director, Data protection laws, The Bribery Act, Corporate culture and social responsibility and Anti-money laundering laws.

London

20<sup>th</sup> September  
9<sup>th</sup> November

Manchester

19<sup>th</sup> July **FULL**

Birmingham

21<sup>st</sup> November

“

**Content delivery was clear, concise and consistent. Excellent and informative course. I will attend more.**

*Sales and Marketing Director, Excalibur Communications*

”

## BOARD EVALUATION AND IMPROVEMENT

**NEW** ONE-DAY COURSE | £289 +VAT

The effectiveness of the board of directors plays a crucial part in the success or failure of any organisation. This practical and comprehensive one-day course will help you to understand how the skills and abilities of different directors should be harnessed to complement each other and drive the company forward. It will demonstrate how a high-performing board should develop an inspirational vision and communicate the organisational strategy to the key stakeholders.

The course will clearly explain the process of board evaluation and how to measure its overall effectiveness and that of its component parts and operations. It will explain the technical aspects of creating a thorough and ongoing review process, helping to generate a culture of continuous improvement in board effectiveness.

The course presenter uses a mix of training techniques to deliver a course that is highly informative, very practical and thoroughly enjoyable.

Birmingham

22<sup>nd</sup> November

London

23<sup>rd</sup> November

“

**Very interesting day – I left with many ideas for improving the effectiveness of the board.**

*Managing Director, D W Windsor Ltd*

”

## FRS 102 FINANCIAL STATEMENTS – GETTING THEM RIGHT

ONE-DAY COURSE | £289 +VAT

Most companies should now have completed the transition from old UK GAAP to new UK GAAP and it is now important to make sure that all accounting staff understand the requirements of FRS 102. This comprehensive one-day course will equip delegates with a complete understanding of how to prepare a set of financial statements that comply with FRS 102. It will provide a complete understanding of the concepts and principles of the new UK GAAP as well as explaining the additional disclosure requirements when you produce the first set of FRS 102 financial statements for your company.

**London**

11<sup>th</sup> July

16<sup>th</sup> November

**Birmingham**

8<sup>th</sup> November

**Manchester**

14<sup>th</sup> November

“

**Course was clear and full of detail which has supported all that I have been going through with our auditors.**

*Group Financial Controller, Kelliher Insurance Group*

”

## THE ESSENTIALS OF UK CORPORATION TAX

ONE-DAY COURSE | £289 +VAT

Corporation Tax is a complex area of taxation and without a proper appreciation of the rules, it is easy for costly mistakes to occur. This course will help people involved in the preparation of the Corporation Tax return to understand the rules and regulations and how they should be applied. It will equip you with the skills and confidence required to apply the rules correctly – ultimately ensuring your company does not overpay Corporation Tax. The course examines the key aspects of the Corporation Tax System and clearly illustrates how to perform the calculation of the Corporation Tax payable. It describes the procedural requirements that need to be in place to ensure that filing deadlines are met and payments are made on time so that you reduce the risk of penalties and interest.

**London**

26<sup>th</sup> September

7<sup>th</sup> November

**Manchester**

18<sup>th</sup> October

**Birmingham**

29<sup>th</sup> November

## FINANCE FOR NON-FINANCIAL MANAGERS

ONE-DAY COURSE | £289 +VAT

Finance impacts almost every decision made across your organisation and for managers, it is crucial to understand how and why. This course will demystify the subject of finance and leave you with a clear understanding of the most common financial terminology used in business – enabling you to communicate with your colleagues and business contacts more effectively. You will also gain the crucial skill of being able to read and interpret the financial information and reports that you are regularly presented with. This appreciation of finance and what it means to your business, will allow you to be more successful and influential in your managerial role.

**London**

21<sup>st</sup> November

**Birmingham**

23<sup>rd</sup> November

## THE PRINCIPLES OF FINANCIAL ACCOUNTING

ONE-DAY COURSE | £289 +VAT

This course is a guide to the principles of producing a set of financial accounts. It clearly explains the debit and credit convention before demonstrating the update of the nominal ledger and production of a Trial Balance. It illustrates how the Trial Balance is used to produce a Profit and Loss Account and Balance Sheet. This will give attendees complete clarity of how a set of accounts are produced and where the information comes from. The understanding gained on this course will enable you to approach your job in a more informed way, which in turn will improve the accuracy and completeness of the financial information you produce.

**Birmingham**

18<sup>th</sup> October

**London**

15<sup>th</sup> November

“Great course - really enjoyed it. The presenter took the time to help me with my understanding which in turn gave me confidence to take part.

*Project Accountant, Blue Rubicon Limited*

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## EMPLOYMENT LAW COURSES

### THE ESSENTIALS OF EMPLOYMENT LAW

ONE-DAY COURSE | £289 +VAT

This comprehensive course offers all those who have a responsibility for managing people or dealing with personnel issues the opportunity to gain a working understanding of their legal responsibilities under UK employment legislation. It covers the essential statutory duties with which an employer must comply and ensures you are fully up to date with the latest changes and developments in the area of Employment Law.

**Birmingham**

13<sup>th</sup> July

**Manchester**

16<sup>th</sup> November

**London**

22<sup>nd</sup> November

“I really liked Paul's presentation style - he is very well informed and personable. He gave examples of interesting cases which put the training material into context.

*Recruiter, Lee Coleman Recruitment*

”

### EMPLOYMENT LAW UPDATE

**NEW** HALF-DAY COURSE | £229 +VAT

New legislation and regular court and tribunal decisions mean that the Employment Law landscape is constantly changing. These changes can have a significant impact on your business and it is vital that anyone who works in this area is up-to-date with the law. This half-day update will guide you through all the most recent developments and will also discuss changes taking place in the near future. The course will help you clearly understand the implications of any changes and rulings and explain what you need to do to correctly apply the law in practice.

**London**

10<sup>th</sup> October PM

# IMPORT AND EXPORT COURSES

## IMPORT PROCEDURES AND CONTROLS

ONE-DAY COURSE | £289 +VAT

This course gives all those involved in importing a complete understanding of this complex subject. It covers all the essentials as well as more advanced issues – helping you understand the practicalities and risks involved. Whether you are involved in procurement, import administration, finance, shipping administration, sourcing or customer services, you will benefit greatly from attending this course.

**Birmingham**

12<sup>th</sup> October

**London**

15<sup>th</sup> November

**“ It was very informative and the explanations were very clear. I definitely have learnt a lot today that I can take back to work.**

*Accounts Assistant, Compressor Products International Limited*

**”**

## EXPORT PROCEDURES AND CONTROLS

ONE-DAY COURSE | £289 +VAT

It is essential to understand the risks and practicalities of exporting goods, as mistakes can result in significant financial loss. This course will carefully explain the procedures you must follow, how they should be applied and who bears the liability when things are not done correctly. It provides a complete overview of the export process - including all the important terminology, the procedures and controls and the necessary documentation that must be used.

**Birmingham**

7<sup>th</sup> November

**London**

5<sup>th</sup> December

**“ The course was most interesting and very informative, including topics relevant to my daily job role. My knowledge of Export Procedures & Controls is now tenfold and I would without doubt consider attending further UK Training presentations.**

*OEM Sales/Logistics, ATP Group*

**”**

## THE ESSENTIAL GUIDE TO INCOTERMS

**NEW** HALF-DAY COURSE | £229 +VAT

When exporting or importing goods, selecting the most appropriate Incoterm for the contract of sale or purchase can be very challenging. This half-day course will help you avoid many of the potential problems that can arise in commercial agreements between companies trading internationally. It examines the potential consequences of using each particular term in an overseas supply contract and their implications for domestic trade. The course will provide you with a complete understanding of Incoterms and explain their relevance to your business.

**London**

7<sup>th</sup> December PM



### AN INTRODUCTION TO CREDIT CONTROL

**NEW** ONE-DAY COURSE | £289 +VAT

For your business to be commercially successful, it is absolutely vital that you maintain a healthy cash flow and that your customers pay you on time and in full. This highly practical one-day course will explain key principles of credit control and provide you with an awareness of credit control methods and techniques.

It will give you a clear understanding of the credit management process and increase your confidence when dealing with credit control matters. The knowledge gained on the course will equip you with the skills necessary to communicate with and obtain monies from late payers and ultimately run an effective and successful credit control operation.

**London**  
17<sup>th</sup> October

**Manchester**  
7<sup>th</sup> November

“

**Presenter was clear, concise and engaging, relating to the audience. Content was very helpful and updated in accordance with recent changes in law.**

*Credit Controller, Fujichem Sonneborn Limited*

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### EFFECTIVE TELEPHONE COLLECTION TECHNIQUES

ONE-DAY COURSE | £289 +VAT

Telephone collections are a critical part of the debt collection process but often there is little or no guidance given to the employees responsible for the task. If you don't prepare for the call or approach it with the right attitude, techniques, communication skills and confidence, then often the debtor can take control.

This course will develop your skills in all of these key areas and help you dramatically improve your telephone collection performance while still maintaining a strong relationship with your customer. It is an interactive day that uses effective exercises to reinforce the knowledge gained.

**London**  
16<sup>th</sup> November

“

**Really interesting day. Good to know that we are doing a lot of things right at the same time as learning what we are not doing right or need to improve on. Looking forward to putting the new techniques into action.**

*Assistant Finance Manager, Meon Valley Travel Group*

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### A PRACTICAL GUIDE TO PURCHASING & PROCUREMENT

ONE-DAY COURSE | £289 +VAT

London

20<sup>th</sup> June 2018

All organisations must purchase goods or services in order to carry out their particular business activity. This course will teach you the techniques for ensuring security of supply, competitive market testing and how to avoid market malpractice. It also explores the problems that may arise and how they can be solved. The course is supported by comprehensive documentation, including templates that you can download and amend. It is illustrated throughout with practical examples and relevant case studies that demonstrate the principles you will have learnt on the day.

“ The presenter was extremely knowledgeable and I have learnt an enormous amount today.

*Buying Co-ordinator, Wyevale Nurseries*

”

## HAVE YOU CONSIDERED IN-HOUSE TRAINING?

Over the years, our experts have delivered in-house courses for companies all over the UK and we would be delighted to do the same for you.

If you require training for larger groups of **7 or more** please get in touch and a member of our team will be able to discuss your training requirements.

### Why choose in-house training?

- **Cost effective** – The cost per attendee can be less than sending a large number of people on a public course.
- **Team building** – A room full of colleagues from different departments can encourage greater team work, awareness and understanding of each other's role.
- **Convenience** – Hosting the course at your own premises you won't need to worry about the time and costs associated with organising travel and accommodation for all the attendees.

## CONTRACT COURSES

### THE ESSENTIAL GUIDE TO CONTRACT LAW

ONE-DAY COURSE | £289 +VAT

The financial and legal consequences of a poorly written or negotiated contract can be very damaging for any organisation. It is vital that anyone involved in negotiating or awarding contracts fully understands what they should and should not include. This practical course will explain how contracts are formed, what terms are covered in writing and by implication, how the contract-formation process should be managed and how terms can be effectively enforced.

The course will explain how to establish contracts that support your commercial objectives. It will also help you to avoid making unnecessary commitments, falling into financial traps and will improve your negotiating position.

London

5<sup>th</sup> July

19<sup>th</sup> October

Manchester

17<sup>th</sup> October

“

**Great content. I especially like the exercises as it put the knowledge/ information into everyday situations.**

*Placement Manager and HR Admin, Recruit 121*

”

### THE ESSENTIAL GUIDE TO CONTRACT MANAGEMENT

ONE-DAY COURSE | £289 +VAT

All businesses are engaged in managing contracts, whether sales or purchases. But how many managers have received any formal training in how they should set about the contract management task?

This course is an essential guide to the tactics, processes and skills required to successfully manage existing contracts on behalf of your organisation. It provides a grounding in the basic skills required to plan, execute, and administer third party contracts. The course is illustrated throughout with practical examples and relevant case studies. After attending this course you will have a good sense of the end to end process and the factors that lead to success.

This course is also supported by a comprehensive Contract Management Toolkit, containing more than 25 guidance notes, checklists, templates and Excel tools for you to adapt and use.

London

7<sup>th</sup> November

“

**The content is comprehensive - lots of really good ideas and points to take back and apply. Well structured, clear and well presented. Course material very good - happy with handouts.**

*Library Finance Office Team Manager, University of Manchester*

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“

**Excellent coverage of a huge subject in a very short time. Available resources are much appreciated. Perfect location for stations & facilities, with good amenities & plenty of refreshments.**

*Group Financial Controller,  
Laura Ashley Limited*

”

## **Featuring our new courses...**

The Essential Guide to Incoterms

The Tour Operators' Margin Scheme - TOMS

The Construction Industry Scheme – A Practical Guide

Board Evaluation and Improvement

An Introduction to Credit Control

The Employment Law Update

Understanding French VAT

Charities – The Role of the Secretary

**UKTraining**