



CA
PAKISTAN

2nd CA WOMEN Entrepreneurship program

Jul
to Sep
2021

 zoom

icapcawc.com

An initiative of CA Women Committee

Program Beneficiaries

The program will benefit the women members who are:

- on a career break and wish to resume their professional career
- in practice and looking for enhancing their technical and entrepreneurial skills
- in full-time employment and aiming to switch to professional practice



PROGRAM BENEFITS

- **Acquire required guidance for establishing own professional practice**
 - **Gain technical knowledge on multiple service areas**
 - **Discuss practical issues and gain first-hand learning opportunities from experts**
 - **Discover rules of business and communication techniques**
 - **Establish yourself as valuable support for SMEs for proper financial management**
 - **As part of workforce, contribute in the economic development of the country**



Program Outline

SEGMENT-A

ORIENTATION & ONBOARDING

In this segment, the participants will learn key aspects of commencing own professional practice or improving the existing practice, dos and don'ts of practicing license including legal understanding of practice regime, client communication techniques, managing human resource and use of technology and transfer of information.

Segment-A will consist of one session on “Business Development & Client Outreach” which will cover the following five topics:

Topic-1 Choosing the right service

Topic-2 Specific market and client outreach

Topic-3 Significance of technology in business

Topic-4 Legal aspects of business

Topic-5 Client communication and human resource management

SEGMENT- B

CURRICULUM & TECHNIQUES

This segment will consist of the following three sessions:

Session-1 Agreed Upon Procedures

Session-2 Compilation Services

Session-3 Corporate & Tax Services

Session-1 of Segment B

Agreed Upon Procedures

In this session, the participants will be able to get understanding of the following two topics:

Topic-1 Learn how to prepare smart business plans and financial models

Basic concept of Business plan and financial modelling, SWOT analysis, long term vs short term financial goals and keeping track of the accounts against budgeted figures.

Topic-2 Business process mapping and preparation of system flow charts and manuals

Introduction of business process reengineering and business processes and models, techniques for current state assessment and business process automation.

In this session, the participants will be able to get understanding of the following three topics:

Topic-1 Freelancing & shared services

Building profiles on online platforms, the basic understanding of business models under shared services and how to improve productivity and service quality in freelancing/outsourced projects.

Topic-2 Bookkeeping, accounting and CFO advisory services

A comprehensive analysis of bookkeeping & recordkeeping requirements of clients and how to manage their books of accounts both onsite and offsite. And aspects needs to be considered in extending CFO advisory services.

Topic-3 Technology specific software knowledge for bookkeeping

A brief introduction of different accounting tools that can be used to maintain books of accounts.

In this session, the participants will be able to get understanding of the following two topics:

Topic-1 Corporate compliances and certifications

An understanding on corporate and secretarial practices including registration of companies/partnerships, corporate filing requirements and certifications.

Topic-2 Taxation

A brief understanding of business tax requirements based on the type of legal structure (i.e. Company, Partnership, Sole Proprietor etc.). Including an understanding on different filing requirements such as withholding statements, sales tax returns, annual tax returns etc.

TEAM BUILDING EXERCISE

To promote continuous involvement in the program, the participants shall be divided into different groups. They shall connect with each other online and be engaged in structured discussions. At the end of each curriculum & techniques session, the participants will give feedback/scoring to other participants in the group, based on their involvement in discussion through team building exercises.

OPEN HOUSE DISCUSSION

At the end of Segment-B, online meeting and Q&A session will be held with participants to discuss challenges they are facing. This session will be attended by:

- committee members
- business experts
- mentors

TRAINERS

The trainers of the program shall be highly experienced professionals in their relevant fields of expertise and carrying vast knowledge in respective topics.

CERTIFICATE OF COMPLETION

Upon successful completion, each participant will receive a certificate of completion of training from ICAP.

PROGRAM SCHEDULE

Segment	Session	Topic	Duration/ CPD (hours)	Date	Day	Time	
Orientation and onboarding session	Business development and client outreach	Choosing the right service	1.5	7/7/2021	Wednesday	11:00 am - 12:30 pm	
		Specific market & client outreach	1.5	7/7/2021	Wednesday	3:00 pm - 4:30 pm	
		Significance of technology in business	1.5	14/7/2021	Wednesday	3:00 pm - 4:30 pm	
		Legal aspects of business	1.5	28/7/2021	Wednesday	11:00 am - 12:30 pm	
		Client communication and human resource management	1.5	28/7/2021	Wednesday	4:00 pm - 5:30 pm	
		Total time & cost* investment and CPD hours	7.5	PKR 2,625			
Curriculum sessions	Agreed upon procedures	Learn how to prepare smart business plans and financial models	2.5	4/8/2021	Wednesday	3:00 pm - 5:30 pm	
		Business process mapping and preparation of system flow charts and manuals	2.5	11/8/2021	Wednesday	3:00 pm - 5:30 pm	
		Team building exercise	1	25/8/2021	Wednesday	3:00 pm - 4:00 pm	
		Total time & cost* investment and CPD hours	6	PKR 1,575			
	Compilation services	Free lancing and Shared services	2.5	1/9/2021	Wednesday	3:00 pm - 5:30 pm	
		Bookkeeping, accounting and CFO advisory	2	8/9/2021	Wednesday	3:00 pm - 5:00 pm	
		Technology Specific software knowledge for bookkeeping	2	15/9/2021	Wednesday	3:00 pm - 5:00 pm	
		Team building exercise	1	15/9/2021	Wednesday	5:00 pm - 6:00 pm	
		Total time & cost* investment and CPD hours	7.5	PKR 1,575			
	Corporate & tax services	Corporate compliances and Certifications	2.5	22/9/2021	Wednesday	3:00 pm - 5:30 pm	
		Taxation	1.5	29/9/2021	Wednesday	3:00 pm - 4:30 pm	
		Team building exercise	1	29/9/2021	Wednesday	4:30 pm - 5:30 pm	
		Total time & cost* investment and CPD hours	5	PKR 1,575			
	Open House			2	30/9/2021	Thursday	3:00 pm - 5:00 pm
	Total time investment in full program			28			

*The cost is inclusive of 5% Service Sales Tax

** Members who are interested to join all the four sessions may avail a discount by paying PKR 5,250 inclusive of 5%SST

Program Fee & Payment:

Registration fee for Segment-A is PKR 2,625 inclusive of tax and for Segment-B per session fee is PKR 1,575 inclusive of tax. Members who are interested to join all the four sessions may avail a discount by paying PKR 5,250 inclusive of tax for the complete program.

Payments can be made online:

<https://online.icap.org.pk/onlinepaymentmethod.php>

For registration please click on the following link:

<https://member.icap.org.pk/>

For details please visit:

icapcawc.com

For queries please write to us at:

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