



1ST SAFA WOMEN ENTREPRENEURSHIP PROGRAM

3 May - 28 June, 2023
Wednesdays

A 22-hour online
learning opportunity to
commence own practice



An Initiative of SAFA Women Leadership Committee



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PROGRAM BENEFICIARIES

The program will benefit the SAFA women accountants 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 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 SAFA countries

PROGRAM ELIGIBILITY

All women having valid membership number of SAFA member Accountancy Organizations will be eligible to participate in the program.

There is no working or practice experience is required to attend the program and it can be attended from any location around the world.

PROGRAM DURATION

The program will be for a total duration of nine weeks. Training Sessions will be held on every Wednesday commencing 3 May and ending on 28 June 2023.

Maximum per session duration is three hours. Please refer detail schedule at the end of this brochure.

PROGRAM EXPECTATIONS

All registered participants will be provided with reference materials prior to each session (where applicable). In order to take maximum benefit, it is expected that all participants are well prepared before attending the session.

REGISTRATION PROTOCOLS

All online registrations should be made by 25th April 2023. A confirmation email will be sent to all participants for their valid registration along with a unique registration number. Zoom link will be shared only on the given emails for individual participation. No group participation will be allowed from single email account.

PROGRAM OUTLINE

SEGMENT-A

ORIENTATION & ONBOARDING

This segment will consist of the one session.

Session - I

BUSINESS DEVELOPMENT & CLIENT OUTREACH

In this session, 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.

This session will cover the following five topics:

Topic-1

Choosing the right service

Topic-2

Specific market and client outreach

Topic-3

Legal aspects of business

Topic-4

Client communication and human resource management

Topic-5

Significance of technology in business

SEGMENT-B

CURRICULUM & TECHNIQUES

This segment will consist of the following three sessions:

| | |
|-----------|--------------------------|
| Session-1 | Compilation Services |
| Session-2 | Agreed Upon Procedures |
| Session-3 | Corporate & Tax Services |

Session - 1

COMPILATION SERVICES

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

Topic-1

Freelancing & BPO services

Building profiles on online platforms, the basic understanding of business models under BPO services and how to improve productivity and service quality.

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. Relevant aspects in extending CFO advisory services will be communicated.

Topic-3

Technology specific software knowledge for bookkeeping

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

Session - 2

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 designing of system flow charts according to different segments of businesses. Techniques for current state assessment and business process automation and documentation.

Session - 3

CORPORATE AND TAX SERVICES

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.

SESSION ASSESSMENT

To promote continuous involvement in the program, participants shall be evaluated at the end of each session through a questionnaire based on the topics covered in the session to determine the effectiveness of the program.

TRAINERS

The trainers of the program will be the members of SAFA Women Leadership Committee and other highly experienced professionals in their relevant fields of expertise who are carrying vast knowledge in respective topics.

CERTIFICATE OF COMPLETION

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



PROGRAM SCHEDULE

| Segment | Session | Topic | Learning Hours | Date | Time (PST) |
|----------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------|----------------|-----------|-------------------|
| Segment A - Orientation and Onboarding | Session 1 - Business development and client outreach | Choosing the right service | 1.5 | 3/5/2023 | 3:00 pm - 4:30 pm |
| | | Specific market & client outreach | 1.5 | 3/5/2023 | 4:30 pm - 6:00 pm |
| | | Legal aspects of business | 1.5 | 10/5/2023 | 3:00 pm - 4:30 pm |
| | | Client communication and human resource management | 1.5 | 10/5/2023 | 4:30 pm - 6:00 pm |
| | | Significance of technology in business | 1.5 | 17/5/2023 | 3:00 pm - 4:30 pm |
| | | Session Assessment | 0.5 | 17/5/2023 | 4:30 pm - 5:00 pm |
| | | Session wise time investment and learning hours | 8 | | |
| Segment B - Curriculum and Techniques | Session 1 - Compilation services | Freelancing and BPO services | 1.5 | 24/5/2023 | 3:00 pm - 4:30 pm |
| | | Book keeping, accounting and CFO advisory services | 1.5 | 24/5/2023 | 4:30 pm - 6:00 pm |
| | | Technology specific software knowledge for bookkeeping | 1.5 | 31/5/2023 | 3:00 pm - 4:30 pm |
| | | Session Assessment | 0.5 | 31/5/2023 | 4:30 pm - 5:00 pm |
| | | Session wise time investment and learning hours | 5 | | |
| | Session 2 - Agreed upon procedures | Learn how to prepare smart business plans and financial models | 2 | 7/6/2023 | 3:00 pm - 5:00 pm |
| | | Business process mapping and preparation of system flow charts and manuals | 2 | 14/6/2023 | 3:00 pm - 5:00 pm |
| | | Session Assessment | 0.5 | 14/6/2023 | 5:00 pm - 5:30 pm |
| | | Session wise time investment and learning hours | 4.5 | | |
| | Session 3 - Corporate & tax services | Corporate compliances and certifications | 2 | 21/6/2023 | 3:00 pm - 5:00 pm |
| | | Taxation | 2 | 28/6/2023 | 3:00 pm - 5:00 pm |
| | | Session Assessment | 0.5 | 28/6/2023 | 5:00 pm - 5:30 pm |
| | | Session wise time investment and learning hours | 4.5 | | |
| | Total Learning Hours of the program | | | 22 | |

For registration

<http://bit.ly/4OVYoud>

For queries

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