CMA Certified Management Accountants

CGA Certified General Accountants Association of the Northwest Territories/Nunavut

CA

PROFESSIONAL DEVELOPMENT DAYS

Dear Colleague:

This three day package of seminars has been put together by the three territorial professional accounting organizations:

- Institute of Chartered Accountants of the Northwest Territories & Nunavut
- Certified General Accountants Association of the Northwest Territories/Nunavut
- Certified Management Accountants of the Northwest Territories & Nunavut

We hope that you will find the subject matter interesting. This time around the seminars have a broad focus covering the following topics:

- Corporate Fraud Awareness
- Hiring, Motivating and Retaining Top Talent
- Influence Skills for Productive Client and Staff Relationships

We look forward to seeing you at the Professional Development days.

Angus Marks, CA
Institute of Chartered Accountants of the Northwest Territories & Nunavut

Nancy Magrum, CGA
Certified General Accountants Association of the Northwest Territories/Nunavut

Christine Thorne, CMA, CGA
Certified Management Accountants of the Northwest Territories & Nunavut

Fall 2009

October 26th – 28th, 2009

Explorer Hotel
Janvier Room
Yellowknife, NT

Snacks and Beverages Provided

Fall 2009 PROFESSIONAL DEVELOPMENT DAYS
CORPORATE FRAUD AWARENESS
Day 1 – Monday, October 26th, 9:00 AM - 4:30 PM, Explorer Hotel Janvier Room

Corporate Fraud Awareness

The objective of this one day seminar is to provide you with an overview of fraud, specifically to further develop an understanding of fraud and how to increase fraud awareness.

Seminar Outline:

- An Overview of Fraud
- The Fraud Tree / Common Myths
- Financial Statement Fraud
- Corruption
- Anti-fraud Programs
- Fraud and Managing Risk

The above topics will be addressed through a combination of presentations, case studies and discussions.

Handouts:

- Each attendee will be provided with reference materials.

Presented by Mike Mannella, CA•

Fall 2009 PROFESSIONAL DEVELOPMENT DAYS
HIRING, MOTIVATING AND RETAINING TOP TALENT
Day 2 – Tuesday, October 27th, 9:00 AM – 4:30 PM, Explorer Hotel Janvier Room

Hiring, Motivating and Retaining Top Talent

The objective of this one day seminar is to provide you with the skills to apply high performance strategies to attract, hire, motivate and retain top quality employees that deliver outstanding business results. By hiring the right people for the job and creating an environment where people want to stay and develop a successful career, you will be able to maximize your team's and organization's success.

Seminar Outline:

In this one day seminar, participants will review and practice critical management and leadership skills. You will discuss and practice high performance hiring methods with a focus on the special challenges that are faced by Northern employers.

The focus in the morning will be on how to use behaviour based selection methods to attract, hire and retain quality employees. In the afternoon you will consider how to create a motivating work environment where people willingly produce quality results, feel rewarded for their efforts and develop a commitment to the organization. Both segments of the course are highly interactive and feature a variety of hands on practice exercises and in depth discussions.

Course Outcomes

As a result of taking action on the skills taught in this seminar, you will be able to:

- Feel confident in your ability to take productive action in hiring and retaining top talent;
- Identify and use strategies that attract and build talent and maximize the performance of your business unit;
- Use creative and productive approaches to recruit top candidates;
- Effectively prepare for and use behavioural based interviews to select top candidates and build a positive view of you, the job and the organization;
- Describe how to create a motivating environment where people produce quality results and develop a commitment to the organization;
- Describe and critique a range of strategies to increase employee's satisfaction with the organization;
- Prepare a training and orientation plan for a new employee that maximizes their performance and creates early motivation and commitment;
- Create and take action on a long-term development strategy for your staff;
- Conduct an interview that includes two way dialogue and feedback and promotes a positive relationship between the employee, the supervisor and the organization.

Handouts:

- Each attendee will be provided with reference materials.

Presented by Esther Hudson, MAdEd, CHRP •

Fall 2009 PROFESSIONAL DEVELOPMENT DAYS
INFLUENCE SKILLS FOR PRODUCTIVE CLIENT AND STAFF RELATIONSHIPS
Day 3 – Wednesday, October 28th, 8:30 AM – 4:00 PM, Explorer Hotel Janvier Room

Influence Skills for Productive Client and Staff Relationships

The objective of this one day seminar is to develop skills in using a consultative/collaborative model of service when delivering and influencing individuals (internal/external) whose styles, needs and expectations present special challenges.

Seminar Outline:
In this one day seminar, participants will use a variety of interactive exercises to develop their influence and negotiation skills. You will apply a model of influencing that encourages partnering, collaboration and the development of commitment to innovative solutions with stakeholders both internal/external or staff/client.

You will practice key communication skills that enable collaboration and the development of trust. The focus of these exercises will be on situations where the conversation is both crucial and difficult.

Course Outcomes
During the seminar, participants will:

- Identify and discuss service delivery opportunities and the challenges they face as accounting professionals;

- Review a model of influence that enables accounting professionals to influence effectively using a collaborative process and negotiate win/win solutions;

- Describe effective methods for gathering information on client/staff issues and problems and explain how to use this information to build relationships of trust and influence with individuals;

- Demonstrate how to deal with difficult conversations by using questions and giving information regarding requirements that clarify specific financial/performance problems and opportunities;

- Consider short and long term influence timing and strategies to develop client/staff compliance and commitment to financial and/or performance requirements.

Handouts:

- Each attendee will be provided with reference materials.

Presented by Esther Hudson, MAdEd, CHRP •

PRESENTERS

Mike Mannella, CA• Mike is a partner in the Vancouver office of Ernst & Young LLP where he is responsible for leading the Risk Management practice. His client base includes public companies in mining, utilities, telecommunications, and financial services sectors, as well as private companies in the manufacturing and services sectors. He focuses on providing assistance to clients looking to understand and manage their strategic, operational, compliance, financial and fraud risks through structured risk management frameworks and internal audit support. His experience includes fraud risk assessment as well as fraud investigation. Mike is a frequent presenter in the area of risk management and is often sought out for comment in the media.

Esther Hudson, MAdEd, CHRP• Esther's consulting work focuses on helping organizations build the capability and commitment of their people. Her client base includes First Nation's Bands, provincial and municipal governments, professional organizations and firms, health care organizations, construction companies, electric utilities, manufacturing and oil/gas and mining companies. Esther's experience includes 30 years of consulting, specializing in human resource development, training, and organization effectiveness. She is experienced in developing new performance management and development systems and is the co-author of a two volume book on the subject , "Leading for Optimal Results: Managing Performance Guide." Management, leadership, and employee training is a particular specialty and she has designed and delivered training in over 50 different content areas.

Fall 2009 Professional Development Days
Registration Form

	Day 1 Monday October 26th	Day 2 Tuesday October 27th	Day 3 Wednesday October 28th
9:00 AM – 12:00 PM	Corporate Fraud Awareness	Hiring, Motivating and Retaining Top Talent	Influence Skills for Productive Client and Staff Relationships **(This course only will begin at 8:30 AM)**
1:00 PM – 4:30 PM	Corporate Fraud Awareness	Hiring, Motivating and Retaining Top Talent	Influence Skills for Productive Client and Staff Relationships **(This course only will end at 4:00 PM)**

REGISTRATION PAYMENT – *payment must accompany registration*

Day 1: Corporate Fraud Awareness

Day 2: Hiring, Motivating and Retaining Top Talent

Day 3: Influence Skills for Productive Client and Staff Relationships

Member fee per seminar:
$325.00 (341.25 incl GST)

Non-Member fee per seminar:
$375.00 (393.75 incl GST)

IMPORTANT: Refunds requested after October 16th will be subject to a 25% administration charge to cover reference materials and other non-refundable expenses. Name changes are permitted up to October 23rd.

Seminars Registering for: ____________________

I wish to pay by: **Cheque** ☐ **Visa** ☐ **MasterCard** ☐ **Total $**____________
*Please include 5% GST

Card Number ____________________

Expiry Date _______ **Signature** ____________________

MAKE CHEQUES PAYABLE TO: THE CERTIFIED GENERAL ACCOUNTANTS ASSOCIATION
5016 - 50th AVENUE
P.O. BOX 128, YELLOWKNIFE, NT X1A 2N1

CREDIT CARD PAYMENTS BY: Fax: (867) 873-4469 Phone: (867) 873-5620 E-mail: admin@cga-nwt-nu.org

In PERSON (CHEQUE OR CREDIT CARD): Please note the CGA office will have shortened office hours from October 5th – October 18th. Staff will be available to process your registration from 10:00 am to 12:00 pm.

NAME ____________________

ADDRESS ____________________

HOME PHONE __________ **BUSINESS PHONE** __________ **EMAIL ADDRESS** ____________________