BOTI Business Optimization Training Institute
Flexible and Impactful Training
Boti.co.za or (011) 882 8853 or info@boti.co.za or 97 Greenlands Crescent, Sunningdale, Johannesburg, South Africa

Date

Johannesburg: 11-13 Jul 2018 (3days)

Course Fee

R10 973 (Excl. Vat)

Discount: Take 5% off this fee if you book 14 days before

NB Deadline: Book ASAP to Secure your place

Benefits of Attending:

Some of the benefits of attending this course include:

- **Improve asset and stock management.**
- **Save costs, improve performance and improve revenue through better asset lifecycle information.**
- **Understand accounting jargon and basic terms.**
- **Improve asset and stock ratios.**
- **Understand how stock and assets affect financial viability.**
- **Take control of assets at your organisation.**
- **Reduce business risks.**
- **Appropriately dispose of assets.**
- **Keep excellent asset and stock records.**

Asset Management Training and Basic Finance Course

Improve control over your physical assets and improve business performance!

Unfortunately many organizations do not have enough information relating to their assets. Simple questions like: where are my assets? How much do my assets cost? What is the maintenance regime of my assets are not easily answered. However this information is required to increase revenue, save costs and improve performance. Indeed, without this information, it is difficult to remain competitive.

Asset management in its broadest sense refers to a system that monitors the assets of an individual or group. It can apply to tangible and intangible concepts. Asset management is a system which operates, maintains, upgrades and disposes of assets cost-effectively.

The first component of this course outlines basic finance concepts (which is strongly linked into asset management). Once we have this foundation, we, then proceed into asset management concepts.

Outline

Day 1: Basic Accounting

- Basic terminology - accounting period, assets, balance sheet, cost of goods sold, equity, expenses, income statement, liabilities, revenue, accounts payable, accounts receivable, asset depreciation, general ledger, interest, inventory, journals, payroll, trial balance.
- Accounting methods.
- Keeping track of transactions.
- The balance sheet: double-entry accounting; types of assets

Who Should Attend

This course is intended for anyone, who:

- **Anyone who wants to improve business performance through understanding asset management.**
- **Managers, Supervisors, Business Owners**
- **Project Managers**
- **Warehouse Managers**
- **Cost Centre Owner**
- **Anyone who has assets under their control**

Delegates will receive

- **Learners Manual.**
- **Notepad & Pen.**
- **Attendance Certificate.**
- **Immediate knowledge and skills transfer.**

BOTI is accredited as Training provider with MICT Seta*

Accreditation no: ACC/2016/07/0045
mictseta Media, Information and Communication Technologies Sector Education and Training Authority
Accelerating quality skills towards an information savvy society

**Note: The specific course advertised is non credit bearing*

BOTI is Level 1 BB-EEE which means that you earn 135% of BBEEE Spend on Scorecard in addition to the training spend forming a portion of your Skills Spend

BBBEE LEVEL 1

BOTI has served more than 300 customers over the past 4 years

(fixed assets, stock, intangible assets); types of liabilities; equity - owner's equity.
- Other financial statements: income statement; cash flow statement; capital statement.
- Payroll accounting terminology.
- End of accounting period procedures.

Day 2 & Day 3 Asset and Stock Management

In the course, you will learn the international best practices and latest trends in asset management planning including:

- Practical understanding of asset registers to practically enhance accountability and responsibility for assets and property in your company.
- Establish a reliable asset management strategy.
- Discover the ideal asset technology and innovation that works well for your company.
- Distinguish between fixed assets and inventory in an organisation
- Describe the impact that inventory management can have on the success and viability of an organization (stock turnover ratios, JIT).
- Describe the management of fixed assets in a company .
- International Financial Reporting Standards (IFRS).
- Gain insight into the best ways to decrease the overall life-cycle expenses of assets and properties, through much better maintenance, tracking spare parts, planning and disposal.
- Obtain most recent regulative updates, policy advancements and its effect on asset management
- Ensure a high level of commitment to enhance your assets and risk management directives and practices.
- Practical demonstrations are carried out within the course

Course Duration

3 day/s

Testimonials from Various Courses

Leadership & People Management (Various Levels)

"…I benefited in the sense of knowing the difference between leadership and manager. Delivery of the lecture was excellent!...

…Found that my style of leading is good but I need to improve in a lot of areas... Was pleasantly surprised with the course and inspired to improve leadership skills...

…This has broadened my knowledge on leadership and has shown me the power of leading people by example....

Executive Secretary & PA course

…"I learnt much more than I knew! …

…I enjoyed every minute of the training!..

Critical Thinking & Creative Problem Solving

…Great insight into what I can change and approach....

…I intend using my skills to work with the staff and make a change as we go along…".

***In certain cases Modified to improve readability*

Johannesburg Venues*

Maslow Hotel-Address: Corner Grayston Drive & Rivonia Road; Sandton; 2031; Gauteng; South Africa. Description: The beautifully appointed training rooms in Sandton are always in demand. They're the ideal setting for training and team-building, brainstorms and workshops.

Located in the heart of Sandton's Financial District, this modern Sandton conference venue is the perfect space to be trained in.

Regus Business Centre - Address: West Tower, 2nd Floor, Nelson Mandela Square, Maude St., Sandown, Johannesburg, 2146). Description: It's located in the landmark Nelson Mandela Square complex, fronted by a 6m tall bronze statue of the famous political leader.

***Venues are dependent availability**

Terms & Conditions: ***Business Optimization Training Institute (Pty) Ltd*** *(BOTI) 2017/286086/07 (Vat registration number: 4770208033) reserves the right to change this brochure without notification. Delegates are to be at the training venue by 08h00 in preparation for a 08h30 start time:*

1. *Course fees are due and payable prior to course commencement.*
2. *BOTI reserves the right to make changes to the course content, trainer, duration and dates without prior notification. If the course is not held for any reason, BOTI's liability is limited to the refund of the full course fee only.*
3. *Tea/coffee and a light lunch will be provided. Special Meals: Please note that we do provide Halaal friendly or Kosher meals on request. Should STRICTLY Halaal or Kosher be required, we are happy to outsource from appropriately certified caterers at an additional surcharge of R100 person meal. Kosher R150.*
4. *Certificates of attendance are issued after successful completion, and settlement of account in full*
5. *BOTI will not be held liable for incorrect entry level bookings*
6. *On receipt of this submitted booking form and payment or purchase order (at BOTI's discretion) you will receive a confirmation letter by email confirming your participation in the training event. This includes a location map with directions and venue details and starting times. Until you receive this confirmation the booking is not confirmed.*
7. *No cancellations will be accepted, please ensure you attend on the date specified on the booking form.*
8. *Rescheduling is required in writing 48 hours prior to course starting date, and attracts an administration fee of R150 per incident. Should written notice not be received within this time period, the course will be invoiced in full and a new enrolment will be required. Substitutions may be made at any time.*
9. *The delegate will be expected to comply with the rules and regulations of BOTI and the various buildings in which it is situated.*
10. *BOTI does not accept any responsibility for any personal injury of any degree or whatever the cause may be, or any loss, whatever the cause, of any personal belonging of any delegate. BOTI will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by BOTI to the client.*
11. *When a person is registered on an BOTI course or sends an email to BOTI , that person consents to receiving communications electronically or otherwise from BOTI*

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Registration Form

Should you wish to make a booking please complete the *booking form* and email to bookings@boti.co.za

or fax to 086 610 1197. Once we receive this form, you will be ***provisionally booked***.

We will send you banking details for payment. *Proof of payment will* ***confirm the booking***.

Course Name:	**Asset Management Training and Basic Finance Course**
Course Date and Duration	**Johannesburg: 11-13 Jul 2018 (3days)**
Course Fee (per individual)	**Fee (ex Vat): R10 973.00 / Vat: R1 536.22 / Fee (incl Vat): R12 509.22**
Early Bird Course Cost - (per individual) -provided form is received by **17 January 2018** **07 May 2018** **27 June 2018** **29 October 2018**	**Fee (ex Vat): R10 424.35 / Vat: R1 459.41 / Fee (incl Vat): R11 883.76**
Number of People Attending:	
Total Cost [People Attending x Cost Per Person (Including VAT)]	

COMPANY / ORGANISATION DETAILS

Company Name		***Company Tel***	
Billing Address		***Payment Person: Name***	
		Payment Person: Tel	
		Payment Person: email	
Company VAT No.		***Fax***	

Authorizing Signature

Name			
Tel		***Position***	

Cell		***Department***	
Email			

By signing I accept BOTI's Terms and Conditions, and confirm my authority to make the booking and ensure payment on behalf of your entity.

Signature: _____ ***Date:*** _____

Delegate Names:

	Name	Position	Email	Tel	Special Dietary Requirements (additional costs apply)
1.					
2.					
3.					
4.					
5.					

Our customers are experts in many different industries. We're experts in one – providing Soft Skills and PC training services.