



FMM PENANG WORKSHOP

PGB/102/2026
21 October 2026

Accounting and Finance for Managers & Non-Managers

❖ November 4, 2026

❖ 8.30 am – 5.00 pm

❖ FMM Penang

INTRODUCTION & OBJECTIVE

This programme is designed to provide participants with a practical and accessible understanding of key accounting and financial concepts, regardless of their prior background. It aims to bridge the gap between financial information and managerial decision-making by equipping both managers and non-managers with the essential knowledge to interpret financial data effectively. Participants will gain insights into fundamental accounting principles, financial statements, budgeting, and cost management, enabling them to make informed business decisions. The programme emphasises real-world applications through practical examples and case studies, helping participants understand how financial information supports planning, control, and performance evaluation within an organisation.

WHO SHOULD ATTEND

- Managers and supervisors who require a working understanding of financial and accounting information
- Non-financial professionals seeking to enhance their financial literacy for better decision making
- Entrepreneurs and business owners managing financial performance and resources
- Administrative and operational staff involved in budgeting, reporting, or cost control activities

SPEAKERS

Assoc Prof Dr. Tan Kock Lim brings over 15 years of extensive experience in the banking industry before transitioning into academia. He previously served as a Bank Manager at Alliance Bank and Hong Leong Bank, where he gained comprehensive exposure across key functional areas, including credit and marketing, operations, trade finance, and consumer banking services. Dr. Tan is actively involved in delivering training programmes and workshops for corporations, universities, and schools, with expertise in areas such as International Trade and Finance, Risk Management, Personal and Commercial Financing, as well as Accounting and Finance for both managers and non-managers.

ADMINISTRATIVE DETAILS

Date : November 4, 2026 (Tuesday)
Time : 8.30 am – 5.00 pm
Venue : FMM Penang
Fees : FMM Members – RM648.00 per pax (incl SST)
: Non-Members – RM702.00 per pax (incl SST)
(Inclusive of programme materials & certificate)

CANCELLATION & REFUND

- No refund for cancellation within 2 days prior to the programme
- 50% refund for cancellation between 3-6 days
- Full refund for cancellation 7 days prior to the programme
- Registered participants who do not turn up will be charged accordingly
- No additional cost for replacement
- Cancellation must be made in writing

PROGRAMME

8.30 am	Registration
9.00 am	Course Contents Introduction to Accounting and Finance <ul style="list-style-type: none">• Role of accounting and finance in business decision-making• Difference between financial and management accounting• Users of financial information (internal vs external stakeholders) Financial Statements Overview <ul style="list-style-type: none">• Income Statement (Profit & Loss)• Balance Sheet• Cash Flow Statement• Relationship between financial statements Budgeting Fundamentals <ul style="list-style-type: none">• Purpose of budgeting in organisations• Basic budgeting process• Simple budget preparation and control Wrap-up & Case Discussion <ul style="list-style-type: none">• Case-based application of financial concepts• Q&A and recap of key learning points
5.00 pm	End of Day

HRDF Training No: 10001767442

Scheme Name: HRD Corp Claimable Courses

MyCoID: 007907X PENANG

Training Provider: **FEDERATION OF MALAYSIAN MANUFACTURING (PENANG)**

- FMM reserves the right to cancel or reschedule the programme.
- All efforts will be taken to inform registered participants of any changes.
- Attendance is by prior registration only.
- Registration form must be completed and returned to FMM Penang by **October 28, 2026** with the correct payment in crossed cheque or bank draft made in favour of 'Federation of Malaysian Manufacturing'.
- For **SBL-Khas Scheme**, grant approval must be forwarded to FMM Penang at least 3 days before the event date

ENQUIRIES & REGISTRATION

Ms Suguna: suguna@fmm.org.my
Ms Owe Yean Roei: yea. roei@fmm.org.my
Tel: 04 399 2057
Maybank Account No: 5074 0650 4502



To: FMM Penang Branch
(Attn: Ms Suguna / Ms Owe Yean Roei)
Tel: 04-399 2057

Please register the following participants for the workshop:

- 1 Name: _____
NRIC: _____
Designation: _____
Email: _____
- 2 Name: _____
NRIC: _____
Designation: _____
Email: _____

☐ Please tick (✓) if you require Vegetarian meal for _____ person(s)

☐ Please tick (✓) if you require an **Invoice**

Submitted by:

Name: _____
Designation: _____
Company: _____
New ROC No: _____
Address: _____

Email: _____ FMM Membership No: _____
SST No: _____
TIN No: _____
Tel: _____ Fax: _____

(Please attach a separate list if space is insufficient)

Enclosed is our cheque/ bank draft No.: _____ for RM _____ being payment for participation fees for _____ participant(s) made in favour of 'Federation of Malaysian Manufacturing'.