



HIGH TECH | SOFT TOUCH

Developing strong, sustainable accounting and advisory firms



THE PROACTIVE ACCOUNTANT

The Future for Accountants in Public Practice

THE FUTURE OF PUBLIC PRACTICE HAS ARRIVED

Today, existing jobs are being redefined and new ones created as accounting firms seek to create greater efficiencies of production and better value of service. Accountants need a broad range of skills to succeed, with more emphasis on proficiency in personal leadership, communication and technology than ever before.

The PROACTIVE ACCOUNTANT takes on responsibility for job budgets and workflow. They strive for stronger engagement with clients. They look for opportunities to develop their communication skills. They collaborate with colleagues and know how to work closely with their manager to achieve targets. Finally, they take control of their time and adopt a proactive approach to professional development.

WHAT'S THE COURSE ALL ABOUT?

The PROACTIVE ACCOUNTANT self-paced eLearning course is designed to accelerate the process of developing the communication, workflow and organisational skills necessary for success in a technology-driven and client-focused environment.

We'll show your accountants how to really take control of their time, their clients and their workflow – to develop core skills of effective communication, workflow management, client relationship management, team collaboration and personal time and task management.

HOW DOES IT WORK?

The PROACTIVE ACCOUNTANT course consists of 16 modules with clear learning objectives. Content includes presentations, workbooks, support materials and assessment tasks. Most importantly, learners develop their own professional development pathway using our SMART action planning template.

WHO'S IT FOR?

This course is suitable for any accountant in public practice who wants to develop their personal leadership, communication and organisational skills. Learners range from new graduates to accountants who have recently completed their CA or CPA qualifications.

For Registration Details

<https://hightechsofttouch.com.au/product/the-proactive-accountant>

COURSE CONTENT

A. Job budgeting and workflow management

- How to understand service agreements and scope of work
- Develop and implement your job budgets
- Principles of effective WIP management
- Key workflow issues and solutions

B. Client Engagement and Communication

- Develop your personal client service charter
- Keys to effective written communication with clients
- Use active listening to understand client needs
- Beyond the numbers –from historical analysis to future focus

C. Team engagement and support

- What collaboration and team engagement is all about
- How to work effectively with administrative staff
- Keys to managing the relationship with your manager
- Keys to effective team meetings and projects

D. Productivity and Professional Development

- How to be really productive (it's not just about chargeable work)
- Keys to getting things done in a timely and effective way
- Develop your SMART action list for personal growth
- How to stay on track with your professional development

CPD – Each module is worth 2 CPD hours

All modules are structured with specific learning objectives and assessment tasks. Learners are expected to demonstrate that they understand learning objectives and can apply concepts through completion of the assessment tasks. A SMART action planning template is used to consolidate specific actions and to ensure that a timeframe for completion is established and followed. Regular review of progress is ensured through commitment to completing the course.

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OUR LEARNING PROCESS

Our self-paced eLearning courses follow a 4-step process in relation to learning objectives:



THE ELEARNING ACADEMY

- The Academy gives learners access to self-paced learning courses in modular format
- Module material includes online presentations, workbooks, PowerPoint Slides, templates, scripts and articles
- Learners can complete courses at a place that suits them, within and outside work hours
- Assessment tasks are qualitative, encouraging learners to develop practical actions demonstrating understanding of the concepts
- As the learner progresses, they develop their personal SMART action list to drive change.
- Learners are encouraged to make suggestions for changes in firm systems and processes
- Managers are able to see at a glance how their staff are progressing
- All learners have access to course content for 12 months following their enrolment
- All our courses are designed for CPD points with a certificate provided on completion

FEEDBACK FROM LEARNERS

" When I first enrolled in this course, I was sceptical, after all what could I learn after already working in public practice for 4 years? I was wrong - this is the most beneficial course I have completed since deciding that I wanted to be an accountant (even more so than my degree or CPA)! It teaches you so many of the basic skills required to operate as efficiently as possible and encourages you to think in new ways and approach difficult situations from a new angle. I would highly recommend this course to any accountant in public practice.

" This course is simply great! The presentation and slides were straightforward for us to understand. The course has highlighted things that are important for accountants in adding value to clients, to our firm and to ourselves. As an accountant who's been in the industry for 5 years, I learned quite a lot from this course. I can easily see how beneficial this course would also be for those who have just started their career.

Thank you for a great course. Thank you for being prompt with your marking and getting back to me when I had questions and requests. I really enjoyed developing the SMART actions. These helped me stay focus and relate the course back to what I was doing at work. I also learnt a lot in the business analysing modules and thought this gave me some great goals to work towards. I also came away with some useful tips to help me be more productive which is great. The course helped me get better with time budgets and effectively managing job turnaround. Lastly, I thought the introduction to the course and the future accountant was great!

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