



GETTING THINGS DONE

Workflow | Time Management | Productivity

A Course for Accountants in Public Practice

The GETTING THINGS DONE self-paced eLearning course provides a step by step guide to improving workflow, time management and productivity for accountants, supervisors, managers and partners in public practice

COURSE INTRODUCTION

Technology has significantly improved the way that accounting firms manage their work. In recent years, we've seen a significant improvement in the efficiency of workflow associated with compliance and administrative matters.

However, most accountants, managers and partners in public practice still struggle to find time to think ahead and be proactive with workflow and clients. This limits opportunity to add value through additional services including business and financial advice.

The principles of time and task management are pretty straight forward. Clearly there's a challenge when it comes to the reality of working in public practice. Urgent matters, constant interruptions, lack of effective leverage, external deadlines and procrastination all contribute to decreased efficiency and production.

The GETTING THINGS DONE self-paced eLearning course provides a step by step guide to improving workflow, time management and productivity for accountants, supervisors, managers and partners in public practice.

WHAT'S THE COURSE ALL ABOUT?

In this course, we'll explore the key steps that proactive accountants and firms are taking to improve the efficiency of workflow and create more time for proactive thinking and actions.

Focus will be on daily and weekly planning, managing the throughput of work, improving the recoverability of jobs, managing projects and effective goal setting strategies. We'll look at how to create more time to really engage with clients.

HOW DOES IT WORK?

GETTING THINGS DONE course consists of 8 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, supervisor, manager or partner in public practice who wants to develop their workflow and time management skills.

Whether you're new to the public practice environment or experienced and wanting some fine-tuning with the way you manage your day, this course will add value and provide a pathway to success.

For Registration Details

<https://cpdforaccountants.com.au/courses/getting-things-done>

COURSE CONTENT

This course consists of 8 modules:

1. How to effectively utilise the hours in your day
2. 7 Keys to improve your workflow processes
3. Effective leverage and delegation techniques
4. Maximise recoverability through WIP management
5. How to set and achieve goals through SMART actions
6. Project management skills for accounting professionals
7. Technology tips and techniques to get things done
8. Proactive management of client relationships

CPD - This course is worth 16 CPD hours

Each module includes an online presentation and support materials including templates, scripts and articles.

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.

OUR LEARNING PROCESS

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



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THE ELEARNING ACADEMY

- Learners can complete courses at a place that suits them, within and outside work hours
- Each learner will have a dedicated login to give them personal access to their course
- Module material includes online presentations, workbooks, PowerPoint Slides, templates, scripts and articles
- All modules also incorporate formal qualitative assessment tasks that encourage learners to develop practical actions demonstrating understanding of the concepts
- All assessment tasks are scored, with directed feedback to learners on their response
- As the learner progresses, they develop their personal SMART action list to drive change
- 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

FEEDBACK FROM LEARNERS IN OUR COURSES

" 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!"

For more course feedback, visit

<https://cpdforaccountants.com.au/course-feedback>

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