



GRADUATE ACCOUNTANT INDUCTION COURSE

A step by step guide to workflow, clients and teams

A self-paced eLearning course for interns and graduate accountants in public practice | 8 modules | 16 CPD Hours

Do your young accountants struggle to get through their work in a timely and effective manner?

University should have prepared interns and graduates for work life, right? The reality is that new accountants are often unprepared to work in a busy public practice environment. They are not shown how to effectively manage workflow, engage with team members and communicate with clients. The responsibility for this generally rests with managers who don't always have the time to coach. The result is:

- Lack of workflow control and management of priorities
- Loss of time and cost with picking up and putting down work
- Not proactive in communicating workflow status and issues
- Insufficient planning for their own professional development

How can this course help your young accountants take control of workflow?

The Graduate Accountant Induction eLearning course is designed to provide new accountants and trainees with a practical understanding of the public practice environment. A key focus will be on a forward thinking approach to workflow so that jobs are completed in a timely and effective manner. The course is based on over 20 years' experience working with accountants to improve their professional skills.

We'll show your young accountants how to:

- Really take control of their jobs and their workflow
- Manage team and client relationships proactively
- Develop core skills of effective communication
- Take control of personal time and work tasks
- Engage proactively in professional development

ARE YOUR YOUNG ACCOUNTANTS PROACTIVE?

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 their professional development.

This course is designed to help young accountants take control of their work and their professional relationships, freeing up managers and partners to focus on clients and advice.

HOW DOES THIS COURSE WORK?

This self-paced eLearning course will run over 8 modules, each consisting of:

1. A recorded presentation
2. Workbook and support materials
3. Assessment tasks

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.

Learners will develop and implement their own SMART action with feedback from our course presenters and your managers. Regular review of progress is ensured through commitment to completing the course in a timely manner.

WHO SHOULD ENROL IN THIS COURSE?

- This course is suitable for interns and graduate accountants working in a public practice environment.
- Any undergraduate or graduate accountant with up to 18 month's experience in public practice will benefit from this course.



For Registration details:

cpdforaccountants.com.au/courses/graduate-induction

COURSE CONTENT

This course consists of 8 modules:

Modules 1 & 2

How to take control of accounting workflow

Keys to understanding accounting workflow including following a job budget and timeline.

- Key principles of effective workflow management
- How to identify and manage scope of work
- Key steps to preparing and following a job budget
- What to do if the WIP gets out of control

Modules 3 & 4

How to effectively engage with firm's clients

The role of accountants, managers and partners in communicating with clients effectively.

- What do clients expect from us and why?
- Rules for communicating clearly with clients
- How to request and receive information
- How to think beyond the numbers to add value

Modules 5 & 6

How to work collaboratively with colleagues

Key steps to working with colleagues, managers and administrators in accounting firms.

- What team collaboration is all about
- Keys to managing tasks and projects proactively
- How to work effectively with your manager
- How to think ahead and anticipate issues

Modules 7 & 8

How to take control of projects, tasks and activities

Essential principles of time and task management in an accounting firm.

- How to understand internal goals and expectations
- Structure your day for maximum productivity
- Deal with interruptions and time wasters
- Manage conflicting priorities and roadblocks

CPD – This course is worth 16 CPD hours

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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

- 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 PREVIOUS COURSE LEARNERS

Fantastic course. You focused on the soft skills which many of us would have simply brushed off as unimportant or “core” to the necessary skill sets / job scope of a traditional accountant. As we gravitate further away from traditional roles, this course has helped me profoundly in identifying possible futures and opportunities in this role.

I have enjoyed working through this course at my own pace and on the online platform. The information contained in has been clear and concise and very thought provoking. It has encouraged a deeper thinking and reflection on the practical application of ideas and systems.

I have thoroughly enjoyed this course. The videos are very informative and I have learnt a lot. I feel very confident going into my workplace with some strategies to make the workplace a better environment and have those repeat happy clients.

I enjoyed the course and found it well constructed and well presented. I have taken a lot out of this course to apply to my relationships with clients and there are very similar circumstances with conversations with managers.

For more course feedback, visit:

cpdforaccountants.com.au/course-feedback

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cpdforaccountants.com.au/courses/graduate-induction