

i³BAR

integrated. interactive. intelligence



integrated

interactive

intelligent

EXCEL MODELS FOR BUSINESS ANALYTICS & REPORTING

Transforming the Way the World Creates Reports

19, 20 & 21 December 2022 (Monday–Wednesday), Pullman Kuala Lumpur Bangsar

Transforming the Way the World Creates Reports

This three-day intensive programme is presented in partnership with the Institute of Business Analytics focuses on the integrated, interactive & intelligent Excel Models for Business Analytics & Reporting (i³BAR) methodology—a structured best practice approach for spreadsheets. Through intensive hands-on, practical exercises, participants will learn to create impressive, powerful and interactive reports for decision-making that are structured, flexible and reliable and requires no additional software, add-ons or licenses. By relying on simple formulae and automation, i³BAR has been proven in practice by practitioners worldwide to reduce the time needed to carry out routine reporting from hours and days down to minutes. Participants who successfully submit and assimilate programme concepts into their working model will receive an i³BAR Certificate of Competency.

Learning Objectives

At the end of the programme, participants will be able to:

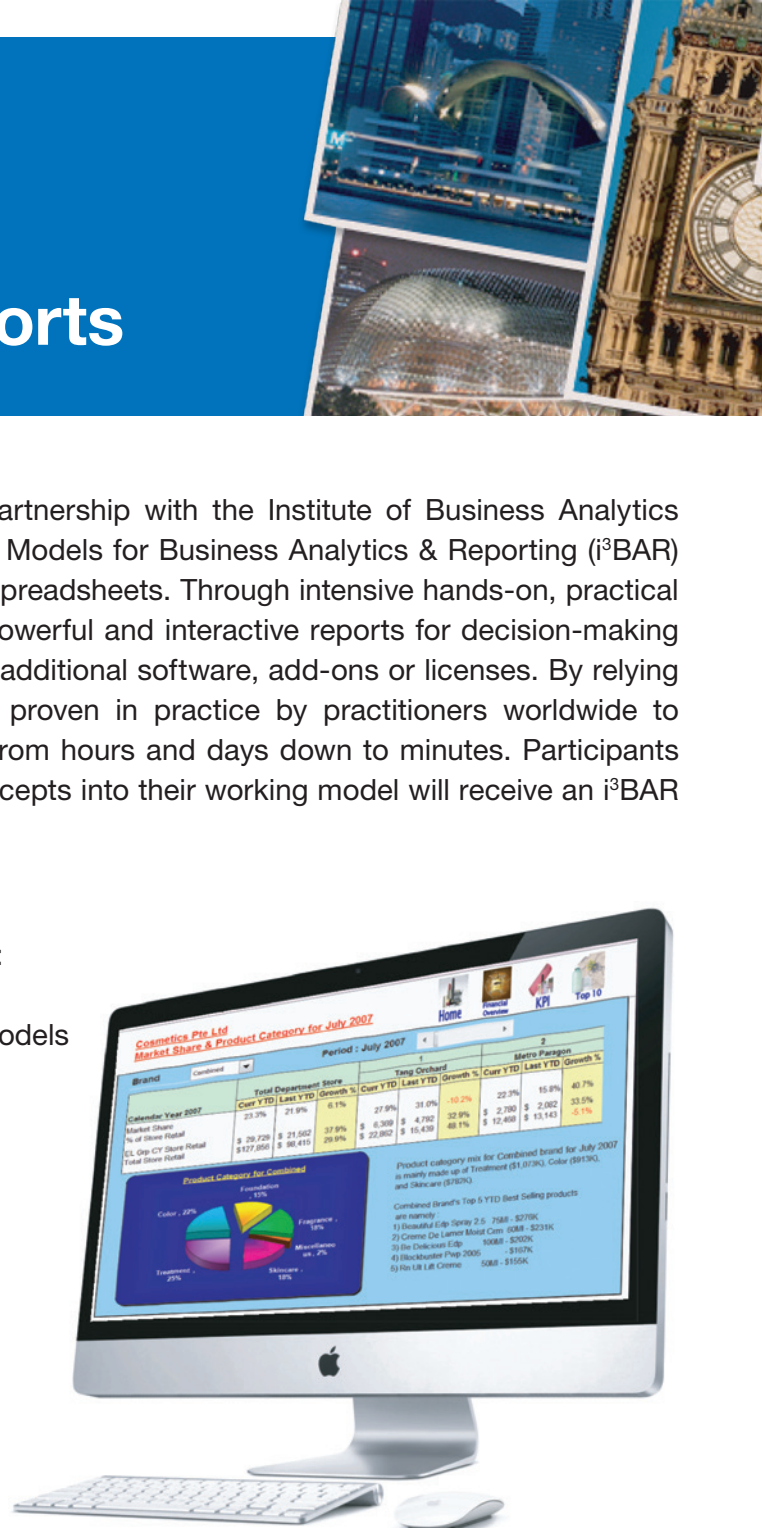
- Integrate data from disparate data sources into Excel
- Build reliable and sustainable excel-based reporting models
- Construct interactive models for decision making
- Create scenarios and what-if analysis for planning & decision making
- Produce visually attractive and impactful reports

Course Outline

- DAY 1** Integrate Multiple Data Sources for quick and instantaneous reporting
- DAY 2** Interactive Reports for insightful and impressive presentation
- DAY 3** Intelligent Models for Simulations to answer What-If questions

PRE-LEARNING MATERIALS

To maximise benefits of this programme, you will be provided with pre-learning materials which require between 1 to 4 hours of learning. Materials will be provided upon successful registration.



Target Audience

CFOs / Finance Directors / Controllers / Accountants, Sales, Marketing, IT, HR and business leaders. Every person who requires a methodology and structure to build interactive Excel models that will provide speed and accuracy in their Reporting and Analysis work.

Learning Method

Classroom Instructor-led with intensive computer hands-on exercises of over 50 challenging case studies and tasks to be discussed, thought through and resolved based on one comprehensive real-life case study.



“My Chief Development Officer always emphasises “Efficiency is of the utmost importance”. One month after attending the i³BAR course, I built a model which epitomises the essentials of work efficiency through a structured i³BAR approach of building sustainable model using simple Excel formula easily maintained by others.

I fell deeply in love with i³BAR, it opened my eyes to speeding up and improving the report preparation process. The i³BAR model is more dynamic than traditional reports and now my users can have relevant information at their fingertips timely and accurately.

I'm really thankful to my CFO, an i³BAR graduate, who recommended this amazing course to me, MIA for organising the course and the i³BAR trainer for sharing her invaluable experience.

CHRISTINE KWAN LAY LING
Finance Manager, KVC Industrial Supplies Sdn Bhd, May 2015

Reinforcing the Learning

In addition to the 3-day hands-on training, Institute of Business Analytics (IBA) reinforces success through a comprehensive learning support system.

Active Community of Practice

i³BAR alumni can tap into the network for additional support in Excel modelling. You will also be invited to networking, sharing and learning sessions for continuous personal development.

Post Course Project Work

You can opt to submit a project work after the programme, to build interactive Excel Models that meet your current business needs. You will receive guidance in applying the newly acquired i³BAR concepts into your project work which is to be submitted 4 weeks after the programme.

Certification of Competency (“CoC”)



A CoC is awarded to all participants who successfully submit and incorporate i³BAR concepts in building a working model. This internationally recognised certificate is valued by employers as it confirms the participant's ability to solve business reporting needs.

Requirements for Digital Badge



Digital badge will be awarded after completion of the programme and fulfillment of the criteria set such as submission of assignments, projects, and assessments.

Detailed i³BAR Course Outline

This is a 3-day intensive hands-on Certification programme in 3 modules. There will be pre-learning materials for you to achieve proficiency in utilising 8 commonly used Excel functions. i³BAR emphasises on creative combination of these functions for amazing results—no programming, macros or complicated formulas required.

Module 1: Integrate Multiple Data Sources

1. Database Design Do's and Don'ts
2. Key components to an integrated model
3. Power of the 3-Block concept
4. Golden rules to structure sustainable database

Module 2: Build and Present Interactive Reports

1. Bad practices that hinder report interactivity
2. Simplify reporting process for speed and accuracy
3. Secrets to building interactive segmental reports
4. Interactive commentaries that auto reflect changes made in data

Module 3: Models to Simulate What-If Scenarios

1. Design of input templates incorporating data validation and protection
2. Best practices to building planning models
3. Simulate varying cost behaviours and trends
4. Instantaneous what-if simulations



Top 7 reasons why people recommend i³BAR

1. 90% file size reduction

"I was already using Excel extensively before the course and my biggest file was 30MB. During the course, I was skeptical as everything seemed so simple, but the thinking behind this course is amazing! I was convinced that I can achieve equal if not more powerful results with simple functions. Now that same file is only 3MB, faster, nicer and the management loves it."

David Miller, Head of Business IT

2. 100% data integrity

"We are now regarded as the authority when it comes to numbers."

Johnny Teo, Finance Manager

3. Interactive reporting with drill down capability

"Instead of giving management tonnes of numbers & tables to read previously, the interactive charts and visuals make report reading a joy than a chore. Management is able to obtain prior months/quarters figures with a click of a button, without having to refer back to old copies of management reports."

Phyllis Chin, FP&A

4. Millions of dollars saved

"We had big plans that required a big system, until we attended this course, all these are now made possible. It is no longer just a dream! And it does not cost millions of dollars to invest in sophisticated systems. Besides the knowledge & concepts, we also learned some soft skills around being creative & flexible in our design, and always start with an end in mind. The knowledge gained is definitely very invaluable!"

Victor Evans, FD, Healthcare

5. Visually engaging presentation

"My model has created a lot of buzz in the board meetings as they have never seen something like this before."

Claire Richardson, CFO

6. Simplicity!

"It took me about a month to build the ideal model for my company—a fully interactive model by using simple excel functions. The sustainability is amazing as the model can be used in future years with very simple updates required and best of all, I'm having my team update the model easily while I free myself to concentrate on other business critical matters."

Kate Davis, Management Accountant

7. Dedicated Course Trainers

"The course is fast-paced and all my classmates seem to be well-versed in Excel but I did not face any peer pressure. Elaine & team are truly dedicated; rarely do I come across trainers that are so passionate and willing to help an individual. Their vast experience and sharing during class made it easy for me to relate to work and helped my understanding."

Kelly Yu, Treasury

The Institute of Business Analytics (IBA) comprises an international team of highly qualified professionals from diverse industries who train and consult organisations in transforming the way the world creates reports. The team brings extensive management experience from the financial, commercial, education, government, military and non-profit sectors. Our collective experience is extensive and has encompassed auditing, financial analysis, management reporting and enterprise system implementation.

The team is a group of passionate professionals who share in the same belief in using technology to create better work life balance. IBA trainers apply Adult Learning Methodology to inspire participants worldwide to make dramatic improvements that optimise their performance in the workplace.



Elaine Chong
MBA, CA

Elaine Chong is an international speaker, public and corporate trainer on business analytics and best practice reporting using Excel. She is also the developer and master trainer of the world renowned courses like i³BAR and Visual Analytics now offered in 11 countries.

Elaine has extensive experience in auditing, financial analysis, management reporting and enterprise systems implementation. She has achieved several global awards for management reporting accuracy, timeliness and presentation. Her passion for this topic has inspired many of her students to make dramatic improvements that optimise their performance in the workplace.



May Wong

May Wong's work experience spans over 17 years with extensive experience in implementation systems and designs in accounting, reporting and consolidation as well as data migration. She has worked for various multi-national companies, including extensive overseas exposures.

She is currently a Member of the Malaysian Institute of Accountants (MIA), and a Fellow member of the Chartered Association of Certified Accountants (ACCA).

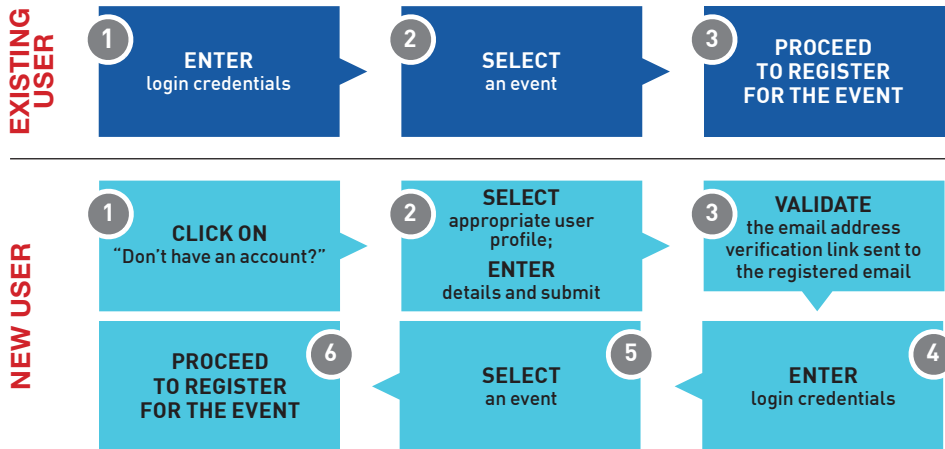
Integrated, Interactive & Intelligent Excel Models for Business Analytics and Reporting (i³BAR)

With immediate effect, enrolment for all CPE programmes will be

STRICTLY VIA ONLINE REGISTRATION ONLY

REGISTRATION PROCESS

- To view more events and download the full brochure, please visit: pd.mia.org.my
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:



For any assistance, please call (8.45am-5.30pm, Monday-Friday)
MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS

PROGRAMME FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- Depending on the event, the fee includes course materials and/or lunch and/or tea breaks.
 - Individual Registration:** Full payment shall be made at the point of online registration.
 - Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the programme, whichever earlier.
- Admittance to the programme shall be granted only upon full payment as per the above requirement.

PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT)**.
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).
- Employer's Obligations**
 - To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
 - To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
 - To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
 - If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
 - To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the programme, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the programme, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the programme or for participants who failed to join the programme. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.

- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.
- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

VERIFICATION OF ATTENDANCE

- All participants are required to present photo identification (NRIC, driving licence or company's ID card) at the point of registration prior to signing the registration list when attending the programme. Admittance may be denied upon failure to present photo identification.

CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Upon full attendance of the programme, participants will be issued an e-certificate of attendance. For this purpose, it is **COMPULSORY** to fill in the email address clearly.
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the programme for participants who have complied with all terms and conditions stipulated herein.
- Participants will only be entitled to the CPE hours upon attending the entire duration of the programme. CPE hours will not be accorded for partial attendance.

COPYRIGHT

The materials of the programme shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the programme.

DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This programme shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the programme's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the programme should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

GROUP REGISTRATION

Enjoy additional 15% group discount for three(3) registrations from the same company

PROGRAMME FEES

Member/Member Firm	RM 4,200
Non-member	RM 4,800

Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.

PROGRAMME PACKAGE INCLUDES

- One (1) hour technical assistance to assist adoption of skills in workplace
- Project Assessment and Certification
- Certificate of Competency upon successful completion of project work

PROGRAMME DETAILS & REGISTRATION

19, 20 & 21 December 2022 (Monday–Wednesday),
Pullman Kuala Lumpur Bangsar

Contact : Suhailah
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Unit 33-01, Level 33
Tower A, The Vertical
Avenue 3, Bangsar South City
No. 8, Jalan Kerinchi
59200 Kuala Lumpur



Participants are required to bring their own laptop installed with Microsoft Excel 2007/2010/2013