



# CATALOGUE OF BESPOKE PROGRAMMES FOR COMPANIES.

We are more than a course provider,  
we are your education partner.



# About BPP.

BPP Professional Education Sp. z o.o. is part of an international education company that was established in 1976 in the UK. Since then, our mission has been to support working professionals to enhance their qualifications and acquire new skills.

With a wide range of trainers, we support our clients in both the induction of new employees and the upskilling and cross-skilling existing employees to keep their roles and departments relevant.

We work with local, business-experienced specialists and benefit from the opportunities that come from being part of an international organisation, i.e. trainers working on a daily basis in the UK or worldwide.

BPP Group is Europe's largest training organisation specialising in accounting, finance, business, law and digital competences. We have our own publishing house, BPP Learning Media, and BPP University with four schools: Law School, Business School, School of Technology and School of Nursing.

Our team is here to support your employees to upskill and achieve their professional goals. This helps them, and you, reach new levels of productivity, value and growth.



# About our courses.

Good training is customised to the needs of its participants. We take time to ask the right questions, gain an understanding of your business goals and priorities, and recommend the right solution – however big or small. Our offer ranges from off-the-shelf training (see the following pages for a list of topics) to bespoke solutions. We do this via a range of modes: face-to-face, in-house and online; with practical application at the heart of learning. We know how to use available technology to meet our clients' needs.

We deliver courses in English or Polish, for groups of 5 to 25. Would you like to organise a face-to-face course with training materials in PDF format? Maybe online training with hard copies of materials would work better for you? Whatever solution you choose, we will deliver it to the highest standard.

## Face-to-face

Traditional face-to-face courses are usually organised at the client's premises. Typically, in this case, our clients opt for hard copies of course materials. We deliver those in advance before the course.

Many learners value the opportunity to meet with the tutor in the training room. This allows not only exchanging information face-to-face, but also gives the reason to „get from the behind the desk” and meet your colleagues.

## Online

Interactive online courses are delivered live through Microsoft Teams or Adobe Connect. We make full use of both applications (chats, surveys, polls, separate rooms for group work). Thanks to that participants are actively engaged in the course and the tutor monitors understanding of the topic and adapts the pace of the training.

With online courses, clients usually opt for electronic materials, but we can also provide hard copies should those be needed.

QR codes for attendance lists and online feedback forms are our standard practice with online courses.

## Topic scope.

### Finance and accounting:

- > Financial accounting.
- > Management accounting.
- > Audit and internal controls.
- > Taxation.
- > Finance and investments.
- > IFRS and US GAAP.

### Business and management competences:

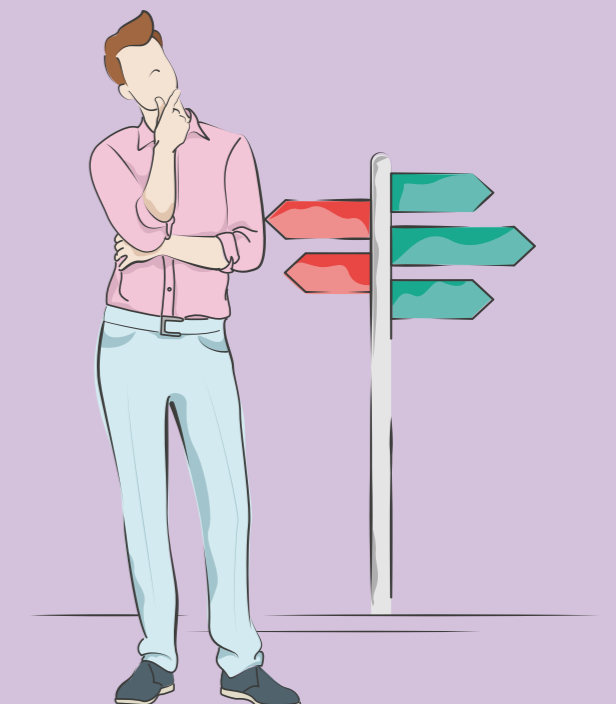
- > Business competences.
- > Leadership and management.
- > Personal effectiveness.
- > Interpersonal skills.

## Budget.

The prices of our courses are calculated individually for each training project. When pricing the project we take into account the mode and length of the course and complexity of the topic discussed.

Average cost of a course day\* ranges from PLN 6,000 to PLN 9,000 (net).

*\* A course day is 8 training hours (8 x 45 minutes).*



# Top 5 - our most popular courses.



Course	Duration	Language	Level of difficulty	Description
<b>Introduction to Accounting - Foundation</b>	2 course days	Polish or English	basic	The Introduction to Accounting - Foundation course includes topics in basic financial accounting as well as the general ledger area. The aim of the training is to provide participants with a clear understanding of the basic concepts and terminology of accounting.
<b>Introduction to Finance and Control</b>	3 course days	Polish or English	basic	The Introduction to Finance and Control course is designed to prepare learners to work as finance controllers. The aim of the training is to help trainees to acquire specialised controlling competences such as budgeting, management reporting or cost accounting.
<b>US GAAP</b>	5 course days	Polish or English	intermediate	The US GAAP training covers the basic regulations of US Generally Accepted Accounting Principles. The objective of the training is to gain skills on how to apply specific US GAAPs. The training covers the US regulatory environment and conceptual framework, in addition to the specifics of revenue recognition, deferred taxation, leases and advanced practical aspects of accounting for intangible assets.
<b>Financial Reporting</b>	6 course days	Polish or English	intermediate/advanced	The Financial Reporting course provides comprehensive guidance on International Financial Reporting Standards. The objective of the training is to acquire and systematise the knowledge necessary for the preparation of financial reports for different stakeholders.
<b>IFRS Refresher</b>	2 course days	Polish or English	intermediate	The IFRS Refresher course provides an update on selected IFRS relevant to the client. The aim of the training is to present the latest changes that have taken place in recent years in international financial reporting standards.

# Accounting, Finance, Audit.

Course	Language	Duration
Introduction to Accounting - Foundation	Polish or English	2 days
Introduction to Accounting - Practitioner	Polish or English	5 days
Introduction to Finance and Control	Polish or English	3 days
IFRS Workshop	Polish or English	depending on the needs
IFRS Refresher	Polish or English	1-2 days
Financial Statement Analysis	Polish or English	2 days
IFRS vs US GAAP	Polish or English	1-2 days
US GAAP	Polish or English	5 days
US GAAP Refresher	Polish or English	2 days
US GAAP Revenue Recognition	Polish or English	1 day
Financial Reporting	Polish or English	6 days
Finance Academy	Polish or English	6 days
Controlling Academy	Polish or English	2 days
Management Accounting	Polish or English	2 days
Budgeting and Controlling	Polish or English	2 days
Working Capital, Risk, Mergers and Acquisitions	Polish or English	2 days
Investment Project Evaluation	Polish or English	2 days

Course	Language	Duration
Implementation of Controlling Solutions	Polish or English	2 days
Process Management	Polish or English	3 days
Taxation	Polish	2 days
VAT Refresher	Polish	2 days
Basis of Tax System	English	1 day
Taxes Overview (for SSC)	English	1 day
VAT in the European Union	English	1 day
Tax and Balance Sheet Aspects of the Year End	Polish	1 day
Internal Audit in Practice	Polish	3 days
Identifying and Preventing Fraud	Polish	2 days
Compliance Function in Financial Institution	Polish	2 days
Internal Control System in the Company	Polish	2 days
Finance for Non-Finance Manager	English	1 day
Cashflow Management	English	0,5 day
Investment and Business Case Evaluation	English	0,5 day
Business Planning and Forecasting	English	0,5 day
Balance Sheet Analysis and Performance Evaluation	English	0,5 day
Profit & Loss Statement Analysis and Performance Evaluation	English	0,5 day

## Business and management competences.

Course	Language	Duration
Storytelling in Business Presentations	Polish	2 days
Motivation and Engaging Your Team	English	0,5 day
Creating an Exeptional Team	English	0,5 day
Dealing with Difficult Situations	English	0,5 day
Developing Strategic Thinking	English	0,5 day
Communication and Influence	Polish	1 day
Change in Professional Life	Polish	1 day
Business Development Skills	English	0,5 day
Influencing Others	English	0,5 day
Negotiating with Clients	English	0,5 day
Interview Skills	English	0,5 day



## Our other business solutions.

Professional  
Qualifications:  
ACCA, CGMA, CFA

Continuing  
professional  
development:  
online courses

### Discover how we can help your business.

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