

# Performance Management Workshops *with David Parmenter*

Implementing  
*and* Applying  
Better Practices

**Melbourne:** 21st February  
**Sydney:** 22nd February  
**Brisbane** 27th February

## Course Format

This course will be held in a highly interactive workshop format with case studies, better practice examples and implementation guidelines. Participants can choose to attend one workshop or both.



## Workshop 1

Implementing quarterly rolling forecasting and planning – and getting it right the first time.

## Course Material

- A whitepaper (valued at \$180) for each half day workshop attended.
- An understanding of the leading better practices to be implemented immediately
- Access to the electronic templates featured in the workshop
- A chance to share progress and discuss issues with fellow participants during the workshop exercises
- 7 CPE hours



## Workshop 2

How to implement quick month-end reporting – by day 3 or less!



Led by author, presenter and facilitator

### David Parmenter

B.Com, FCA (ICAEW)

- Author of six books on performance management all published by John Wiley & Sons
- Over 20 years of consulting and benchmarking experience with a variety of organisations around the world
- Has been a full time speaker and writer for the last twelve delivering workshops in over 20 countries
- Has worked for BP Oil, Ernst and Young and Arthur Andersen & Co

“Very useful, reinforced some thoughts. Especially relevant with our planned introduction of a planning tool.”

David O'Reilly, Financial Controller, Ballance Agri-Nutrients Ltd



# Workshop 1 (8:45am - 12:15pm)

## Implementing quarterly rolling forecasting and planning – and getting it right the first time

To build a quarterly rolling forecasting (QRF) process, typically going out 18 months at a time, in a planning tool requires a detailed understanding of **the foundation stones** and **the rules** for QRF. This workshop will show you “how to implement quarterly rolling forecasting – and get it right first time” based on the better practices that exist around the world.

Quarterly rolling planning is a process that will revolutionise any organisation, whether public or private sector. It removes the four main barriers to success that an annual planning process erects: an annual funding regime where budget holders are encouraged to be dysfunctional, a reporting regime based around monthly targets that have no relevance, a three - month period where management is not particularly productive, and a remuneration system based on an annual target.

This workshop is part of the “lean accounting” movement that is gaining momentum around the world. No longer should we lock the finance team and the organisation into inefficient processes that limit performance.

### Content

- The foundation stones for a better practice forecasting process
- The rules for implementing quarterly rolling forecast process in a planning tool
- Why you need to migrate from Excel to a forecasting tool
- How a forecast should be built in a planning tool (three case studies)
- Templates to report the forecast in a clear and concise way
- How to sell the change to management
- 10 pitfalls to avoid at all costs
- How the process will bring about a quick annual plan – in two weeks
- An implementation roadmap

### Why should you attend?

Upon attending you will be able to:

- Explain the common pitfalls in forecasting
- Recall the foundation stones to a quarterly rolling forecasting process
- Use the checklists and templates designed to help you with your implementation
- Explain to your management why your organisation should implement quarterly rolling forecasting
- Review, at your leisure, all workshop content in the comprehensive accompanying paper which is valued at over \$180

### Who should attend?

- Finance Directors, CFOs or financial controllers who are involved in annual planning process
- Financial accountants and management accountants performing forecasts
- Corporate service managers who have the accounting team reporting to them

**CPE Hours:** Up to 3.5 hours



## Workshop 2 (1:00pm - 4:30pm)

### How to implement quick month-end reporting – by day 3 or less!

This workshop is part of the “lean accounting” movement that is gaining momentum around the world. No longer can we lock the finance team into inefficient processes that limit the added value the finance team is contributing. Finance team around the world have freed up time from the accounting routines so they can be active business partners to management.

Organisations around the world are spending far too much time on month-end reporting where the real decision based reports are those issued daily and weekly. In other words telling management the horse has bolted after month-end is too late. David Parmenter has presented this course successfully to over 2,000 attendees. It has had a profound impact across all sectors. If your month-end is slow this is a must attend course.

David states he has yet to find an organisation that cannot achieve day 3 reporting if they apply his methodology developed from the better practices of hundreds of fast reporting organisations.

David will explain that month-end reporting by day one is being achieved by some leading organisations around the world. While day one reporting may not be a goal you wish to achieve, day three reporting may well be. Attending this workshop will provide an impetus to shorten your month-end reporting process. This is expected to be a well attended course so book early! David is known for his ability to facilitate sharing of ideas and practices by attendees.

#### Content

- Review case studies on quick month-end reporting (day one and virtual closing)
- The twelve steps for quick month-end processes will be covered in detail including:
  - The reporting rules within the finance team
  - Ban spring cleaning at month end
  - How to avoid high processing of AP invoices at month end
  - How to avoid late month-end inter-company adjustments
  - The steps to ensure an early closing of the accounts payable ledger, accruals, accounts receivables, capital expenditure and inventory
  - The key tasks from 5pm last day to 5pm first working day
  - The flash report of the expected month-end numbers at the end of day one
  - The key tasks from 5pm first working day to the final report

- What needs to be done in the next six months to get further efficiency gains, including:
  - Increase electronic interfaces with major suppliers
  - Working more efficiently with suppliers
  - Implement 21st century AP practices
  - Avoid late time sheets
  - Minimise budget holders' month-end reporting
  - Avoid the rewriting stage
  - Replace monthly forecast with a quarterly forecast
  - Improve budget holders' co-operation
  - Close on the same day each month
  - Introduce a friendly front-end to the G/L
  - Removing Excel from the month-end routines
- How to run a “post-it” re-engineering workshop on your month-end processes
- Discuss & workshop the implementation issues of quick month-end reporting
- The connection to decision based reporting and quarterly rolling forecasts

#### Why should you attend?

Upon attending you will be able to:

- complete your month-end by three working days
- recall course material that has already helped organisations slice weeks out of their month-end routines
- identify the appropriate better practices to speed up month-end routines
- apply a step-by-step implementation work programme
- run an in-house workshop to “post-it” re-engineer month-end processes
- review, at your leisure, a comprehensive paper valued at over \$180.

#### Who should attend?

- Management accountants, and financial accountants who are involved in month-end reporting
- Finance directors, CFOs, financial controllers
- Practitioners who need to prepare timely month-end reports for their larger clients

**CPE Hours:** Up to 3.5 hours



## Presenter

**David Parmenter** is an international presenter who is known for his thought provoking and lively sessions, which have led to substantial change in many organisations. He has spoken in over 30 countries and in most continents in the world. Besides delivering in-depth workshops he has been a keynote speaker for the IBM Finance Forum, The World Capability Congress, TEC Malaysia, and Profiles International Romania. David is a leading expert in: the development of winning KPIs, replacing the annual planning process with quarterly rolling planning, quick month-end processes and making reporting a decision based tool.

John Wiley & Sons Inc have published his four books, including "Winning CFOs: Implementing and Applying Better Practices", "The leading-edge Manager's guide to success – strategies and better practices" and "Key Performance Indicators – developing, implementing and using winning KPIs".

David has also worked for Ernst & Young, BP Oil Ltd, Arthur Andersen, and Price Waterhouse. David is a fellow of the Institute of Chartered Accountants in England and Wales.

He has written over 50 articles for the accounting and management journals. He has won two 'article of merit' awards from the International Federation of Accountants. (2007 and 2009). His published articles titles include: *"Quarterly rolling planning - removing the barriers to success"*, *"Throw away the annual budget"*, *"Beware corporate mergers"*, *"Implementing a Balanced Scorecard in 16 weeks not 16 months"*, *"Convert your monthly reporting to a management tool"*, *"Smash through the performance barrier"*, *"Is your board reporting process out of control?"*, *"Implementing winning Key Performance Indicators"*, *"Quick month end reporting"*, *"Conquest leadership- lessons from Sir Ernest Shackleton"*, *"Should we abandon performance measures?"*, *"Putting the finance team on the map"* etc.



## Venue Information

### Melbourne

Level 10, 500 Collins Street  
Phone: 03 9613 0205

### North Sydney

Level 16, 124 Walker Street  
Phone: 02 9919 8900

### Brisbane venue: TBA

Lunch is provided. We will aim to start around 8.45am and finish at 4.30pm enabling those flying home to get back at a reasonable time.

## Course Booking

The early bird registration price is (excl GST) A\$850 for one person, A\$1,600\* for two. The day can be shared between two attendees just put both names on one form.

**Early bird cut-off date is 7th February after which the attendance fee is A\$1,000 per person.**

Name(s) & Titles of those attending	City	Price	Sub Total
			\$
	GST (\$0) (Waymark is registered in NZ)		\$00.00
	Total		\$

Email to [parmenter@waymark.co.nz](mailto:parmenter@waymark.co.nz)

Payment required by direct credit before attending the workshop.

The invoice will be emailed and will include direct credit details.

[www.davidparmenter.com](http://www.davidparmenter.com)

PO Box 10686, Wellington, New Zealand Tel: +64 4 499 0007