



Course : Accounts Payable and Management Skills

accounts payable processes, improve financial controls, and enhance overall efficiency

City :	Kuala Lumpur	Hotel :	Kuala Lumpur
Start Date :	2025-12-01	End Date :	2025-12-12
Period :	2 Weeks	Price :	5925 \$

Course Overview

This training program is designed to delve into the intricacies of accounts payable processes and develop the essential managerial skills required to oversee this critical function. Through a combination of theoretical knowledge, practical exercises, and case studies, participants will gain the expertise needed to optimize accounts payable operations and effectively lead a team.

Course Objectives

At the end of this program, participants will be able to:

Understand the core functions and importance of accounts payable in financial management.

- Streamline accounts payable processes for improved efficiency and compliance.
- Develop leadership skills specific to managing and motivating accounts payable teams.
- Apply effective time and stress management strategies in accounts payable operations.
- Build high-performing teams and foster leadership development within accounts payable.

Target Audience

- Accounts payable managers and supervisors.
- Finance professionals involved in accounts payable processes.
- Team leads responsible for accounts payable functions.
- Employees seeking to improve their accounts payable knowledge and management skills.

Methodology

The course uses a practical and interactive methodology that combines instructor-led presentations, real-life case studies, group discussions, and hands-on exercises. Participants will work through scenarios and problem-solving activities related to accounts payable operations and management challenges. Role-playing and simulations will also be used to strengthen communication, teamwork, and decision-making skills, ensuring participants can directly apply what they learn to their workplace.

Course Outline

Unit 1:

Introduction to Accounts Payable:

The role and significance of accounts payable in the financial ecosystem.

Key terminology and concepts in accounts payable.

The accounts payable cycle: from invoice receipt to payment.

Regulatory and compliance considerations in accounts payable.

The impact of effective accounts payable on organizational finances.

Unit 2:

Accounts Payable Processes and Efficiency:

Streamlining the accounts payable workflow.

Invoice processing best practices.

Vendor management and relationships.

Approvals and authorization in accounts payable.

Auditing and controls to ensure accuracy and compliance.

Unit 3:

Management and Leadership Skills:

The role of leadership in accounts payable.

Effective communication and collaboration within the accounts payable team.

Setting goals and performance metrics for accounts payable.

Motivating and developing accounts payable staff.

Conflict resolution and problem-solving in accounts payable.

Unit 4:

Time and Stress Management for Accounts Payable Managers:

Prioritizing tasks and responsibilities in accounts payable management.

Effective time management techniques to handle workloads efficiently.

Strategies for managing stress and maintaining a healthy work-life balance.

Delegation and empowering team members for increased productivity.

Resilience and adaptability in the face of challenges in accounts payable management.

Unit 5:

Leadership Development and Team Building:

Strategies for developing leadership skills in accounts payable management.

Building and leading high-performing accounts payable teams.

Communication strategies to inspire and motivate the team.

Conflict resolution and fostering a positive work environment.

Succession planning and talent development in accounts payable management.