



BDO JORDAN ACADEMY

Training, Capacity Building & Consultancies

2024

Global
solutions.
Driven
to be the best.

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MESSAGE FROM BDO JORDAN'S MANAGING PARTNER

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It has always been a source of pride how much BDO Jordan Academy has contributed to elevating skills, upgrading competencies and building capacities for individuals and organizations operating in a wide spectrum of sectors in the region. Whether via training, capacity building or consulting services, we are committed to providing our solutions in the most proficient manner possible, in addition to continuously adapting our approach to meet, and even exceed, our clients' needs. In this way, we are able to ensure that our clients' goals are achieved, new skills are cultivated and trainees are given the tools they need to flourish.

Sincerely,

RAMI SAMMAN

Managing Partner
BDO Jordan





MESSAGE FROM THE HEAD OF THE BDO JORDAN ACADEMY

“

In my role as Head of the BDO Jordan Training Academy, I have seen first-hand how both companies and individuals benefit greatly from the work we do. We continuously strive to ensure that those who participate in our trainings leave with knowledge and skills that are relevant to their specific sector and business requirements, and that can be successfully applied in today's professional landscape.

Sincerely,

Dr Jamal Tareireh

Financial Partner
Head of Training Academy

- ▶ Dr. Jamal is a Financial Consulting Partner at BDO Jordan with over 31 years of experience in training, accounting and financial management.
- ▶ Jamal has taught courses in International Accounting Standards (IFRS & IPSAS), Forensic Accounting, Advanced Cost Accounting, Advanced Financial Analysis, JCPA, CIA, ACPA, and CMA courses, among others.
- ▶ He was an Instructor and Head of the Accounting Division at the University of Petra.
- ▶ Jamal holds a bachelor's, master's, and Ph.D. in Accounting and CBA.



MESSAGE FROM OUR TRAINING MANAGER

“

For me, the value of our Training Academy is evident in our outcomes; empowered individuals, employees and organizations which go on to increase their productivity, achieve their business goals and enhance their operating procedures. We are able to facilitate this success through the provision of a comprehensive learning experience that includes an extensive analysis of current needs, after which we draw on our high-quality instructors and tailor-made materials and courses to remedy areas for improvement. I truly believe that no matter the size or structure of your organization, an investment in the capacity-building of your human capital will contribute to tangible and positive organizational development.

Sincerely,

Abeer Al-Dweik
Training Manager



Experts in training Partners in development

ABOUT THE BDO GLOBAL NETWORK

BDO is an international network of public accounting, tax and advisory firms which perform professional services under the name of BDO. Our initial international organization, founded in 1963, was known as Binder Seidman International Group, formed by respected firms that were already well established in Canada, Germany, the Netherlands, the UK and the USA. In 1973, the network adopted the name of BDO, made up from the initials of the three founding European member firms: Binder (UK), Dijker (Netherlands), and Otte (Germany).

We're proud to say that in the subsequent 50+ years, BDO has grown into a US \$14 billion business which currently operates in 166 countries. We have achieved this growth by adapting to the changes brought about by external forces, such as regulation and globalization, as well as the changing needs and expectations of our clients.



BDO Global Statistics 2023



Revenue

US\$14 bn **↑** +10.2%
€13 bn **↑** +11.9%



By region

57% Americas
32% EMEA
11% Asia Pacific



By service line

42% Audit & Assurance
21% Advisory
23% Tax
14% Business Services & Outsourcing



People

115,661
↑ +3.9%



Presence

1,776 offices
166 countries & territories



About BDO Jordan Academy

The BDO Training Academy was developed as the brainchild of eminent training professionals in a diverse range of fields. Our goal; to contribute to the development and optimization of organizations, either through enhancing the performance of individual human capital, or building the skills of their staff at the organization-wide level.

All services offered by our Training Academy draw on our innovative tutoring approaches, which integrate updates in industries and technology while blending theoretical exercises with live project-oriented or field training exercises. Trainees and organizations leave with a refined skillset, increased confidence, and a practical knowledge of how to use lessons learned to contribute to their professional/organizational growth.



Training Services for Individuals

A diverse set of individuals, among them University students or recent graduates looking to enhance their skillset, as well as professionals aiming for career advancement, benefit from our training programs. We offer a wide selection of certifications and qualifications in a range of areas, such as Accounting, Project Management, and Office Management, among others. No matter what they study, what unites our students is that they leave with increased confidence and the ability to apply their new skills towards a successful career.

Capacity Building for Organizations

Numerous entities wishing to see impactful growth and development have achieved their goals through collaboration with the BDO Jordan Academy. NGOs, governmental agencies and the private sector have consulted with the BDO Academy for the provision of trainings in a diverse range of areas, including procurement, administration, management, finance, and supply chains, among many others. Whether BDO has been contracted to provide these services for a third party, or for the organization in question's internal growth and development purposes, our in-house instructors, lecturers, and coaches have extensive experience in evaluating an organization's needs and responding with tailored, technologically advanced and industry-relevant training services.

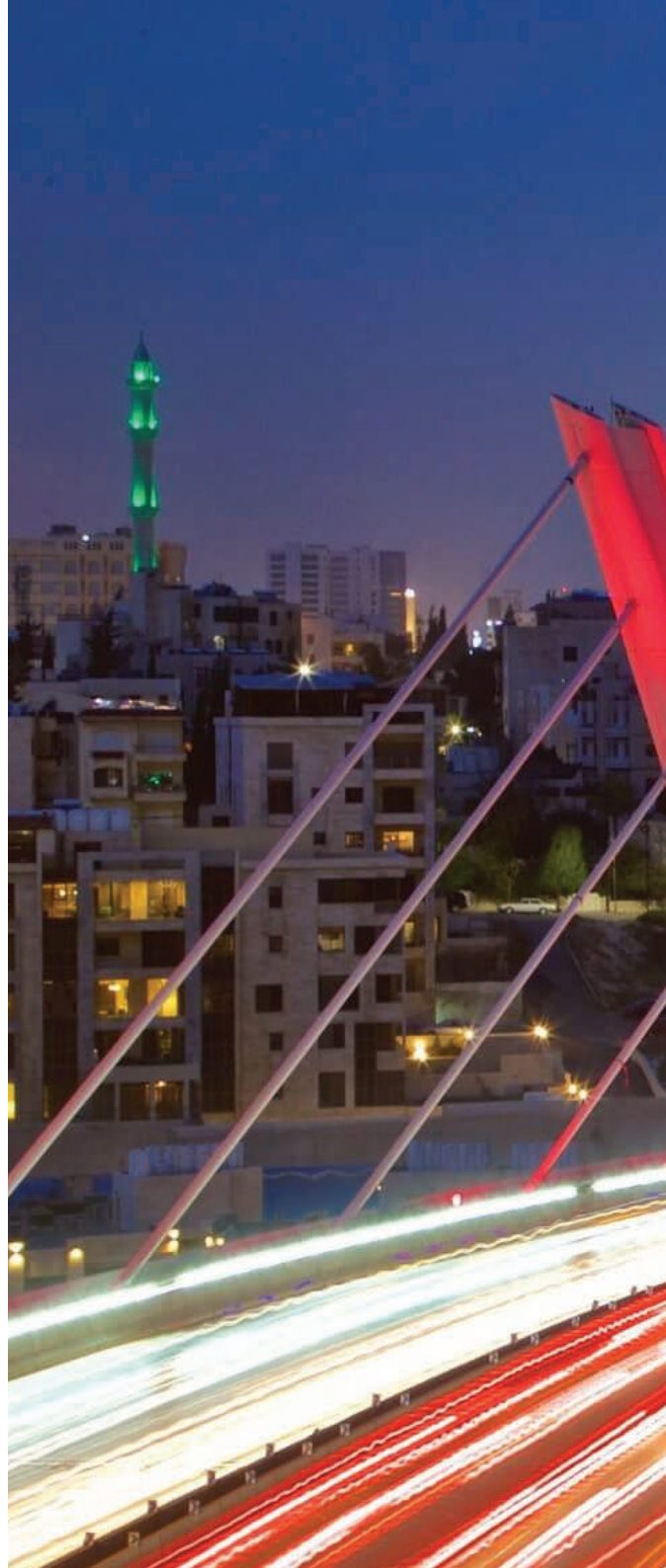
OUR APPROACH

We Draw on Our History

- ▶ Our Audit, Tax and Advisory firm has been running since 1987
- ▶ We have experience identifying the training and development requirements of our own employees
- ▶ This led us to craft relevant solutions that can aid other individuals and organizations

We Partner with You

- ▶ We become a part of your business to understand your operations and challenges
- ▶ We provide tailor-made solutions





We Apply Our Know-How

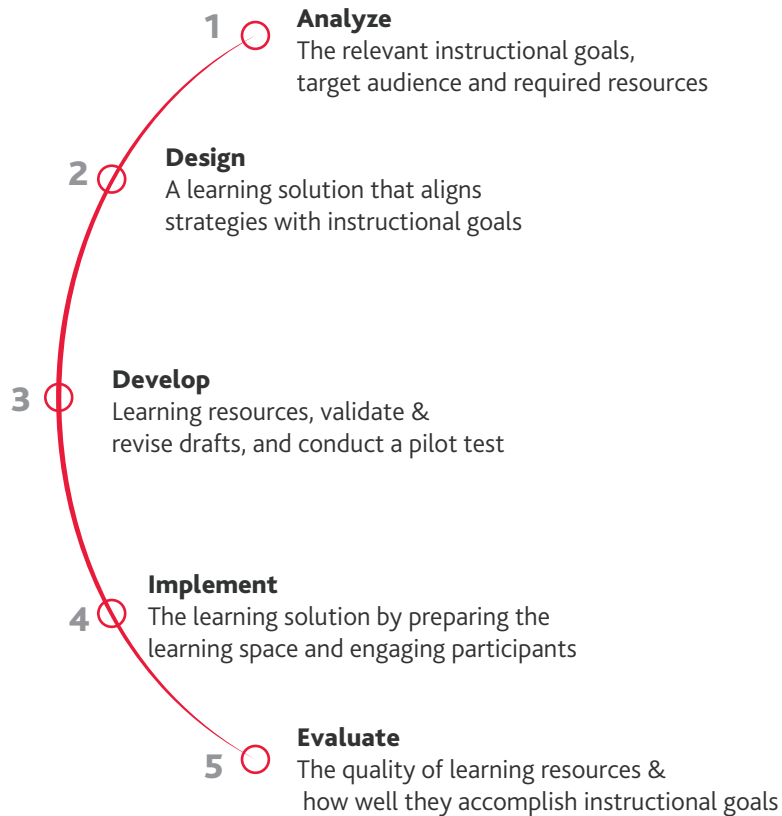
- ▶ Our programs are designed by a team of specialized practitioners with experience and dedication to quality
- ▶ Our trainers use creativity and innovation to encourage learning
- ▶ Our approach can adapt to trainees of different ages, roles and levels of experience

We Bridge the Gap

- ▶ We enable professionals to bridge the gap between expectation and achievement
- ▶ They become better team players, communicators, leaders, planners and managers

OUR PROCESS

Our training process follows the ADDIE Model:



MONITORING AND EVALUATION AT BDO JORDAN ACADEMY

Our commitment to continual Monitoring and Evaluation (M&E), a process that includes collecting and analyzing data to measure progress towards achieving specific goals and objectives, is a key contributor to the success of the BDO Jordan Academy. This process helps our Academy identify the aspects of our work that are performing as intended, as well as those which are failing to meet our objectives. Armed with this knowledge, we are able to make informed decisions and apply effective change procedures.

4

Level Four: Result

The result the learner's progress has on the business.

Our Monitoring and Evaluation Model

Our Training Academy employs the Kirkpatrick Model for Monitoring and Evaluation. The most well-known model for M&E as relates to the training sector, this model consists of four levels of evaluation, as outlined:

3

Level Three: Behavior

Change & improvement in trainees after applying their learnings on the job.

2

Level Two: Learning

Trainees' increase in knowledge and progress made as a result of the training program.

1

Level One: Reaction

The learner's reaction to the training program and their thoughts on it.



DIPLOMAS

Many of our trainings result in a training certificate or professional qualification, which enhances our trainees' level of competency and ensures they leave with a thorough, provable knowledge of their chosen subject matter.

We offer Training Diplomas for:

- ▶ Human Resources Management
- ▶ Digital Marketing
- ▶ Accounting and Audit Management

COURSES

We offer trainings in a variety of areas, including but not limited to:

- ▶ Secretariat and Office Management
- ▶ Project Management
- ▶ Security, Safety, Occupational and Environmental Health
- ▶ Procurement and Warehousing
- ▶ Oil and Gas
- ▶ Investment Portfolios
- ▶ Human Resources



BDO JORDAN ACADEMY
TRAINING PLAN

Secretariat and Office Management

- ▶ Effective Writing & Report Preparation
- ▶ Managing Meetings & Developing Effective Agendas
- ▶ Document & Archive Management & Digital File Archiving
- ▶ Executive Secretarial Skills & Office Management
- ▶ Effective & Productive Administrative Officer Skills
- ▶ Management & Coordination of Leaders' Offices
- ▶ Prioritization and Time Management
- ▶ Artificial Intelligence in Secretarial Management
- ▶ Senior Office Management

Project Management

- ▶ Governance & Project Management
- ▶ Project Scheduling Management
- ▶ Preparing, Analyzing & Evaluating Feasibility Studies
- ▶ Project Decision Making & Analysis
- ▶ Project Budgeting & Costing
- ▶ Preparing Project Bids & Negotiation Techniques with Suppliers
- ▶ Project Management Skills for Non-Project Managers

Security, Safety, Occupational and Environmental Health

- ▶ Leadership in Crises, Emergencies & Disasters
- ▶ Occupational Health & Safety in the Industrial Sectors
- ▶ Methods of Developing Maintenance Performance Indicators
- ▶ Occupational Health & Safety Maintenance Performance Indicators
- ▶ Occupational Health & Safety Administration Standards
- ▶ Management of Industrial Hygiene Operations & Supervision of Health Risks
- ▶ Hazardous Waste Management
- ▶ Security Supervision & Preparation of Security Strategic Plans
- ▶ Awareness & Education in the Areas of Occupational Safety
- ▶ Fire Protection & Advanced Firefighting Technologies
- ▶ Industrial Security & Public Safety Systems

Procurement and Warehousing

- ▶ Purchasing & Warehouse
- ▶ Leading & Managing Supplier Relationships
- ▶ Supply Chain & Materials Management
- ▶ Negotiation Strategies to Achieve the Best Value
- ▶ Stock Control
- ▶ Tenders, Contracts & Bids Management
- ▶ Procurements Contracts' Negotiation
- ▶ Negotiation Skills During Sales
- ▶ Managing Warehouses According to International Quality Approaches
- ▶ Modern Strategies in Resource Management, Supply Chains & Operation Evaluation



Oil and Gas

- ▶ Piping Technology in Petroleum Industries
- ▶ Gas Compressors
- ▶ Heat Exchangers & Cooling Towers
- ▶ Underground Storage Tanks
- ▶ Wireline Operations
- ▶ Hydrocarbon Gases Dehydration Using Triathlon Glycol
- ▶ Liquefied Natural Gas & Natural Gas Liquids Plant Concepts Overview
- ▶ Oil from Old Wells
- ▶ Safety in Petroleum Operations
- ▶ Fire Prevention & Emergency Control
- ▶ Corrosion Control in the Oil & Gas Industry

Investment Portfolios

- ▶ Investment Portfolios Management
- ▶ Risks & Crisis Management
- ▶ Portfolio Management Techniques & Methods for Making Selling Decisions
- ▶ Investment Analysis
- ▶ Feasibility Studies & Evaluation of Investment Opportunities
- ▶ Stock Portfolio Management
- ▶ Financial Analysis of Companies for Investment Purposes

Human Resources

- ▶ Human Resources Management Based on Competencies
- ▶ Human Resources Policy Building
- ▶ Human Resources Management Legislation
- ▶ Institutional Restructuring
- ▶ Competency Selection and Talent Management
- ▶ Performance Analysis and Evaluation
- ▶ Conducting Interviews and Hiring Using CBM Methodology
- ▶ Training, Career Development, and Enhancing Organizational Performance
- ▶ Performance, Strategic Planning and Building Effective Action Plans
- ▶ Specialized English Language for Human Resources.

- ▶ Managing Investment Portfolios Using the Computer
- ▶ Preparing Feasibility Studies & Evaluating Investment Opportunities
- ▶ Preparing Financial Reports in Investment Portfolios
- ▶ Internal Control of Investment Portfolios
- ▶ Methods for Measuring Risks & Returns on Investments
- ▶ Portfolio Strategies



PROFESSIONAL CERTIFICATIONS



Project Management Professional Certifications

- ▶ Project Management Professional (PMP)®
- ▶ Certified Associate in Project Management (CAPM)®
- ▶ Project Management Institute Risk Management Professional (PMI-RMP)®
- ▶ Project Management Institute Agile Certified Practitioner (PMI-ACP)®
- ▶ Project Management Institute Professional in Business Analysis (PMI-PBA)®
- ▶ Project Management Institute Scheduling Professional (PMI-SP)®



Jordanian Association of Certified Public Accountants

Jordan Certified Public Accountants (JCPA)

Jordan Certified Public Accountants (JCPA) is a professional certification program that aims to provide trainees with the information and abilities needed to flourish in the fields of accounting and finance. The JCPA course covers a wide range of topics important to accountants, including financial accounting, management accounting, auditing, taxation, and company law.

BDO is committed to providing trainees with the necessary information to qualify them to take the Jordanian Certified Public Accountant exam. This profession gives the certified public accountant experience in all industries in which an accountant can work.





SURGENT 
MENA ACCOUNTING & FINANCIAL EDUCATION
للتعليم المحاسبي والمالي

WE ARE A SURGENT® RESELLER

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- About Surgent USA ◀
- Countries ◀
- SurgentMENA Professional Certifications ◀
- Features of Surgent ◀

We Are a Surgent Reseller

BDO Jordan is a reseller of Surgent Accounting and Financial Education in the MENA region. Through our collaboration with Surgent, we will meet our goal of delivering high-impact, personalized education to the region by combining Surgent's high-quality review courses and training solutions with our certified instructors' expertise and Arabic language knowledge. Our students will therefore benefit from the opportunity to clearly communicate with instructors in their own language, learn from their instructors' experience of having succeeded in the certification exams, and take part in one-to-one coaching and direct meetings with instructors.



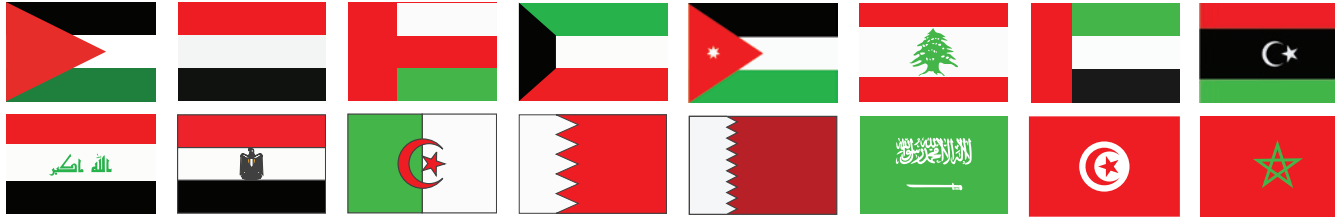
About Surgent USA

Surgent Accounting and Financial Education is an American leading provider of continuing education and professional certification, such as the Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Enrolled Agent (EA) and other high-level professional accreditations. Surgent's mission is to develop and provide continuing professional education services; a mission it has pursued successfully for the past 35 years.

Surgent's professional approach is based on continuous development and innovation. Thanks to their reliance upon advanced electronic technologies and software, such as A.S.A.P® Technology and ReadySCORE™, they have helped thousands of trainees finish review courses in a fraction of the time of other review courses on the market.

Countries

SurgentMENA is the reseller of Surgent Accounting and Financial Education USA in the MENA region and North Africa, including in the following countries:



SURGENT PROFESSIONAL CERTIFICATIONS



Certified Public Accountant (CPA)

Certified Public Accountant is an accounting certification issued by the American Institute of Certified Public Accountants (AICPA). It signifies expertise in finance, accounting, and business, among other essential high-level skills. CPA holders gain a respectful and prestigious position among professional communities. Obtaining this certificate indicates a high level of professional skills and Continuous Professional Development (CPD).



Certified Management Accountant (CMA)

Certified Management Accountant (CMA) is an accounting certification issued by the Institute of Management Accountants (IMA®). It signifies expertise in financial accounting, strategic management, and decision-making, among other high-level skills. Obtaining this certificate opens new doors for professional expansion, qualifies trainees for a variety of leadership roles, and increases their earning potential. This partnership focuses on supporting CMA exam candidates each year, while also exposing more professionals to our unique approach to CMA exam preparation.



Certified Internal Auditor (CIA)

Certified Internal Auditor is an accounting certification issued by the Institute of Internal Auditors (IIA), for finance professionals and accounting managers. It signifies the ability to work within the International Professional Practices Framework (IPPF) and perform audits in accordance with international standards.

Obtaining this certificate indicates professionals' deep understanding of corporate governance and their ability to use risk assessment and control techniques. Holding CIA certification opens new doors for professional expansion and increases your earning potential.



Certified Information Systems Auditor (CISA)

Certified Information Systems Auditor is a globally recognized certification for information system audit control, assurance, and security professionals, issued by Information Systems Audit and Control Association (ISACA). It signifies profound audit experience, skills, and knowledge, and also demonstrates its holders' ability to assess vulnerabilities, report on compliance issues and institute controls within their enterprises.



Enrolled Agent (EA)

Enrolled Agent is a credential awarded by the Internal Revenue Service (IRS). Becoming an EA means that you are a federally authorized tax specialist, who provides advisory services to American taxpayers on issues regarding the Internal Revenue Service (IRS). "EA" status is the highest credential awarded by the IRS and is legally recognized in all 50 US States.



Features of SURGENT

**A.S.A.P
Technology™**

ReadySCORE™

Mymcq™

**Customized
Study Plans**

**Optimized
Content**

Books

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Updates**

**Bite-Sized
Videos**

**Audio
Lectures**

**Virtual
Coaching**

**Practice
Exams**

**Customer
Support**

**Exam
Questions**

Test Bank

**Device
Compatibility**

Experts **in** **training**
Partners **in** **development**

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GLOBAL TRAINING **SERVICES**
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Thank you for taking the time to learn more about BDO Jordan Academy.

It will be our pleasure to be a part of your journey to reach your goals!

BDO is the brand name for the International BDO Network and for each of the BDO member firms.



BDO Jordan Academy



SURGENTMENA



Training Plan



BDO JORDAN

