

Knowledge Bits study modules



Order form

Please complete the form below and return it to szkolenia@bpp.pl.
If you would like to order study modules for more people, please complete a separate form for each participant or contact us.

Participant	Buyer on the invoice
First and last name	Full name and address of the buyer on the invoice
Phone number	
Email address	NIP (VAT tax number)
	Email for sending VAT invoice

Select the package you wish to order			
Package of 5 study modules (remember to select module topics on the next page)	☐	Package of 10 study modules (remember to select module topics on the next page)	☐
Package of 15 study modules (remember to select module topics on the next page)	☐	Leadership Skills - a package of 10 study modules	☐
Finance partnering - a package of 10 study modules	☐	Technical Skills for Finance Professionals - a package of 25 study modules	☐
GDPR - everything you need to know - a package of 3 study modules	☐	Introduction to the digital age - a package of 6 study modules	☐
Interpersonal Skills - a package of 12 study modules	☐	Understanding Finance - a package of 10 study modules	☐

I am taking advantage of the promotion	
Discount code or name of the offer:	☐

Consent to receive commercial information			
I consent to the sending of commercial information by means of electronic communication. Consent may be revoked at any time.	YES ☐	NO ☐	Date:

EXTRACT FROM TERMS AND CONDITIONS (FULL DOCUMENT AVAILABLE ON BPP.PL).

- By placing an order you are accepting BPP's offer for the sale of goods and/or services within the meaning of Art. 66 § 1 of the Polish Civil Code dated 23 April 1964 (Polish Journal of Laws (Dz. U.) of 1964, No. 16, item 93, as amended) and you are deemed to have thereby concluded an agreement.
- Pursuant to Art. 27 of Act on the Consumer Rights, dated 30 May 2014 (Polish Journal of Laws (Dz. U.) of 2014, No. 827), a consumer who entered into a contract away from the seller's business premises, may withdraw from such contract without giving reasons for such withdrawal, by submitting an appropriate form in writing (available on bpp.pl) within 14 days from the date on which the relevant products were delivered and, if the contract is for the sale of services, from the contract conclusion date. No right of withdrawal exists if the provision of the service was commenced, with the consumer's consent, before the lapse of the above timeframe.
- Once payment for your order has been recorded, a VAT invoice will be issued. The VAT invoice will be sent electronically to the email address indicated in the order.
- The participation in a course/training and the collection of the studying materials must be preceded by the payment of the entire purchase price/the price of the service.
- If a resignation is made after the lapse of 14 days from the conclusion date of the agreement, the payment is not refundable.
- BPP reserves the right to cancel or change the time and date of a course.
- The courses and study materials sold by BPP are additionally governed by BPP's General Rules and Privacy Policy and other rules and regulations available on bpp.pl.

I DECLARE THAT I HAVE REVIEWED THE TERMS AND REGULATIONS OF THE BPP AND FULLY ACCEPT THEM.

Full list of Knowledge Bits study modules



If you have chosen a personalised package of 5, 10 or 20 modules, then tick the appropriate number of topics in the list below.

Business Skills

Adding Value from Finance
An Introduction to Project Management
An Introduction to the UK Corporate Governance Code for Listed Companies
An Introduction to UK Financial Regulation
Analysing Strategic Success
Artificial Intelligence
Bitcoin & Blockchain Technologies
Building Better Business Cases
Building Powerful Value Propositions
Business Growth and the Finance Role
Change Management for Leaders and Professionals
Commercial Nouns and Adding Value as a Finance Professional
Constructive SWOT Analysis
Consumer Law – Distance Selling, Doorstep Selling and Enhanced Consumer Rights
Cost and Return – Professional Ethics in Business
Dealing with Conduct Issues in the Workplace: A Manager's Guide
Dealing with Employment Tribunal Claims: A Manager's Guide
Dealing with Stress in the Workplace: A Manager's Guide
Directors' Duties under the CA 2006
Domain Names and Intellectual Property – Avoiding the Pitfalls
Employment Status
Enforceable Online Contracts
Equality and Diversity in Law Firms
Excel Dashboards – Introduction
Financial Modelling Introduction 1: Golden Rules
Financial Modelling Introduction 2: Absolute Cell Referencing and Formatting Tips
Financial Modelling Introduction 3: Logical Statements and Lookups
Formation of a Contract of Employment
General Data Protection Regulation – Data Security
General Data Protection Regulation – Direct Marketing
General Data Protection Regulation – The Essentials
Implementing Strategy
Influential Business Report and Persuasive Proposal Writing
Introduction to Company Accounts
Introduction to Company Secretary
Lean Finance
Lean Manufacturing
Lean Six Sigma
Liquidated Damages – The New Rules
Machine Learning & The Future of Business
Managers Guide to Redundancy
Managing Business Performance Improvement and Turnaround
Managing Intangibles
Money Laundering and Proceeds of Crime for Solicitors
Money Laundering and the Proceeds of Crime for Finance Professionals
Online Defamation Update
Organisational Risk Management
Practical Accounts Payable
Practical Accounts Receivable
Practical Inventory
Pricing Strategies and Tactics
Private Company Acquisitions
Process Excellence
Senior Management Responsibilities
Shared Service Provision
Social Media – Risks and Opportunities
Strategic Performance Measures
Strategy in Action
Successful Joint Ventures
Sustainability Performance Measures
The 21st Century Workplace – Managing Social Media Use
The Accounting Input into the Strategic Plan
The Biggest Mistakes an Accountant can Make

The Bribery Act 2010
The Effective Use of Social Media
The Manager's Guide to Employment Law – Effective Performance Management
The Manager's Guide to Employment Law – Equal Opportunities
The Manager's Guide to Employment Law – Recruitment
The Manager's Guide to Employment Law – Statutory Rights
The Manager's Guide to Employment Law – Using Agency Workers
Unauthorised Deductions from Wages
Understanding Contracts – Part 1
Understanding Contracts – Part 2
Whistleblowing – An Introduction
Winning Business Cases
Workforce Restructures
Working Capital – The Strategic View
Working Time Regulations – A Manager's Guide

Leadership Skills

Dealing with Change
Delegation for Success
Feedback that Works
Finance Business Partnering in the Digital Age
Leadership and Management Skills
Managing Difficult Members of Staff
Project and Stakeholder Management
The Successful Manager

Understanding Finance

Accounting for Transactions
Budget vs Actual
Budgeting in Context
Evaluating Business Plans
Introduction to Accounts
Introduction to Business Plans
Introduction to Financial Statements
Theory of Budgeting
Understanding Costs
Understanding Profits and Investor Ratios

Technical Skills

Accounting and Financial Analysis – Introduction
Activity Based Costing Made Easy
An Introduction to IFRS
An Introduction to Investment Banking
An Introduction to the City and Financial Markets
An Introduction to the Taxation of Doctors and Dentists
An Introduction to Venture Capital and Private Equity
Balanced Scorecard
Big Data
Big Data and Cloud Computing
Brand Valuation
Budgeting for Beginners
Corporation Tax – What an Accountant needs to know: Capital Allowances
Corporation Tax – What an Accountant needs to know: Computation of Profits
Corporation Tax – What an Accountant needs to know: Loss Relief, Capital Gains and Groups
Corporation Tax – What an Accountant needs to know: The Basics
Cybersecurity – Introduction
Enterprise Risk Management
Equity Derivatives
Forecasting & Budgeting Techniques with Excel
Forecasting in Uncertainty
FRS 101 – The Reduced Disclosure Framework
FRS 102 – Business Combinations
FRS 102 – Financial Instruments

FRS 102 – Goodwill and Intangibles
FRS 102 – Introduction and Presentation of Financial Statements
FRS 102 – Practical Challenges and Emerging Issues
FRS 102 – Property, Plant and Equipment and Investment Property
FRS 102 vs US GAAP
FRS 105 – Reporting for Micro Entities
Hedge Funds
IAS 1 – Presentation
IAS 12 – Income Taxes
IAS 19 – Employee Benefits
IAS 38 – Intangible Assets
IAS 7 – Statement of Cash Flows
IAS 8 – Accounting Policies, Changes in Accounting Estimates and Errors
IFRS – Share Based Payments
IFRS 1 – First Time Adoption of IFRS
IFRS 15: Revenue for Contracts with Customers
IFRS 16 – Leases
IFRS 17 – Insurance Contract Accounting
IFRS 8 – Operating Segments
IFRS 9 – Financial Instruments Part 1
IFRS 9 – Financial Instruments Part 2
IFRS Group Accounting and Business Combinations
IFRS vs US GAAP
Integrated Reporting
Internal Audit
Introduction to Investment Banking – Mergers and Acquisitions
Introduction to Treasury
Investment Appraisal – Using Sensitivity to Assess Risk
Investment Appraisal Basics
Management Accounting Update: Adding Value Beyond the Numbers
Managing External Risks and Liabilities – Accounting for Natural Capital
Market Abuse and Insider Dealing
New Age Budgeting
Operational Cost Reduction and Procurement
Operational Excellence in Cost Reduction
Operational Risk and Compliance
Performance Metrics – Measure What Matters
Pricing – The Urban Legends
Profit vs Cash – Understanding the Differences
Raising Business Finance
Risk Management – Intermediate
Shareholder Value
Tangible Non-Current Assets
Technology Revolution and the Impact on Finance
Transfer Pricing – An Introduction
US GAAP Introduction
VAT Basics
Working Capital Management

People Skills

A Leader's Guide to Mastering Influence
Assertiveness
Boost your Emotional Intelligence, Boost your Career
Commercial Skills for Finance Professionals
Communication Skills – An Introduction
Effective Business Writing Skills
Handling Difficult Conversations
Negotiation Mastery
Presentation Skills
Presenting Financial Information with Impact
Producing and Presenting Financial Information with Impact
Producing Financial Information with Impact
Smarter Thinking, Smarter Working
Speed Reading in 10 Easy Steps
Stress Management – Introduction
The Accountant as Strategic Influencer and Adviser – Becoming a Business Partner
The Accountant as Strategic Influencer and Adviser – The Role of Business Partner
Time Management for Professionals