



Meeting Agenda

9.15 - 9.30	Welcome coffee and refreshments.
9.30 - 9.45	Modern IT tools as elements facilitating management of the company and its finances.
9.45 - 10.30	Reducing invoice handling costs, i.e. electronic document flow in practice.
10.30 - 11.10	Effective company budget planning and management. Approval, versioning, revisions, forecast costs and ongoing analysis of the company's financial performance.
11.10 - 11.30	Break.
11.30 - 12.00	Effective project management in time and space – structure of tasks, deadlines, budget, costs, ongoing monitoring and settlement of intermediate and final results.
12.00 - 12.30	Modern and comprehensive reports supplied in real-time as an indispensable support for the correct business decisions.
12.30 - 13.00	Document management – quick search, versioning, control and archiving.
13.00 - 13.30	Individual consultations. Question and answer session. End of the seminar.