

Course description

CHV273

BOA - Branch Offices Abroad: Overview and Guidelines

Course goal

In this course, you will get an introduction to BOA (Branch Offices Abroad) in order to understand all BOA governance related topics such as management, roles and responsibilities, processes, guidelines, forms, requirements and assurance.

Learning objectives

Upon completion of the course, participants will be able to

- understand the overall framework of a BOA (opening and closing process, quarterly review, etc.)
- understand function related topics (HR, IT, Tax, SCM, bank accounts, Treasury/Cash management, etc.)
- be aware of and understand all related guidelines, processes and forms
- know who to contact in case of questions or problems.

Participant

All persons involved in activities in foreign countries (Sales people, Project Managers, Risk and Contract Managers, Project Controllers, BOA CFO's and CEO's, etc.)

Prerequisites

None

Topics

All relevant topics from opening, management until closing of a BOA.

Methods

Preparation (individually), presentations, examples, checklists and practical exercises

Duration

0.5 day (08:30-11.35) with subsequent lunch

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