

LIDER
RYNKU
SZKOLEŃ

Comprehensive course – VAT/CIT in Accounting Processes

Interactive Instructor-led Training

DESCRIPTION

This comprehensive program provides a structured and practical understanding of VAT and CIT regulations and their direct impact on accounting operations. Designed for professionals involved in transactional accounting, tax compliance, and financial reporting, the course equips participants with the knowledge needed to recognize tax implications in day-to-day processes, ensure accurate postings, and minimize compliance risks. The academy combines theory with real-life examples, case studies, and hands-on exercises to help learners apply tax rules effectively in operational environments.

Basic Level:

Introduction to the EU Common System of Value Added Tax (4h)

Introduction to Polish Value Added Tax Regulations (5h)

Introduction to Corporate Income Tax (CIT) (4h)

Intermediate Level:

Specific Goods Transactions (4h)

Specific Services Transactions (4h)

Foreign VAT (VAT paid abroad) (4h)

Intermediate Level & Advanced Level:

Country-Specific Training – VAT for any selected pairs of countries with VAT legislation; for example:

Norway, Denmark (4h), Finland, Sweden (4h), Lithuania, Latvia, Estonia (4–5 h), Spain (+ Canary Islands IGIC), Portugal (4–5 h), France, Belgium (4h), Germany, United Kingdom (5h), Canada (4h), Brazil, Argentina (5h), United Arab Emirates (4h)

Advanced Level:

Triangular and Chain Transactions (5h)

Planned VAT Changes at the EU Level (3h)

Practical Workshop: VAT Reporting vs. VAT Invoice Coding (4h)

Practical Workshop: VAT Deductibility – Analysis of Selected Invoices and Postings (4h)

TARGET GROUP

This course is designed for accounting and finance professionals who work with VAT- and CIT-related processes on a daily basis. It is ideal for individuals in corporate finance teams responsible for AP, AR, GL, tax reporting, or cross-border transactions. The training is also suitable for specialists transitioning into tax-related roles, new hires who need structured tax onboarding, and anyone seeking to strengthen their practical understanding of VAT/CIT implications in operational accounting.

TRAINING PROGRAM

1. Basic Level

1a. Subject: Introduction to the EU Common System of Value Added Tax

(basic concepts: taxpayer, features of VAT, taxable transactions, neutrality), rules on the place of supply and taxation of goods and service transactions; VAT paid abroad – how to recover it, VAT risks for accountants, practical section).

This training enables participants to understand the specifics of VAT and the taxation method for basic types of transactions (domestic transactions, intra-Community supplies and acquisitions of goods – ICS and ICA, export and import, and the purchase and provision of cross-border services). The training does not directly address Polish regulations; it serves as a good introduction for individuals accounting for foreign VAT.

Agenda:

1. VAT – basic information.
2. Fundamental principles of the VAT system.
3. EU VAT regulations.
4. Case law of the Court of Justice of the EU in VAT matters.
5. Basic VAT- related definitions.
6. VAT- taxable transactions:
 - a. transactions involving goods,
 - b. service transactions.
7. Foreign VAT – refund procedure.
8. VAT risks.
9. Case study.

1b. Subject: Introduction to Polish Value Added Tax (VAT) regulations:

(Taxable transactions under Polish VAT, the moment when the tax obligation arises and the impact of Incoterms rules, VAT rates and exemptions, legal and fiscal requirements – invoicing and self-billing, corrective invoices and corrective notes, receipts and other documents relevant from the VAT perspective, VAT deductibility, recovery of VAT paid abroad, statute of limitations, VAT penalties and audits, Polish VAT-specific regulations such as split payment, the “white list,” or KSeF). Duration: 5 hours

Agenda:

1. Introduction to the VAT system in Poland.
2. Scope of VAT taxation.
3. Tax obligation (chargeability of VAT).
4. VAT rates and exemptions.
5. VAT invoicing.
6. Corrective invoices, corrective notes, bills, receipts, and other VAT documents.
7. VAT deduction.
8. Procedure for refund of foreign VAT.

9. Statute of limitations.
10. Specific domestic VAT regulations (simplified import procedure, split payment, white list, etc.).

1c. Subject: Introduction to Corporate Income Tax (CIT):

The training is not based on Polish CIT regulations; instead, it explains general issues related to direct taxation and includes a comparison of several tax systems within the EU. Duration: 4 hours

Agenda:

1. Introduction to the CIT system / basic principles.
2. Tax base.
3. Deductions.
4. Advance tax payments.
5. Tax-deductible and non-deductible expenses.
6. Tax depreciation.
7. CIT rates.
8. Preparation of the CIT return.
9. Withholding tax (procedure, scope, reporting).
10. Other direct taxes in the EU.

2. Intermediate Level

2a. Subject: Specific goods transactions

(Training on goods transactions, not only basic ones but also more specific cases such as inter-warehouse transfers, call-off stock, chain transactions – introduction, supply with installation, supply carried out by foreign entities). The training is intended for participants who already have basic VAT knowledge. Duration: 4 hours

Agenda:

1. Supply of goods.
2. Domestic transactions.
3. Intra-Community supply/acquisition of goods (ICS/ICA).
4. Export/Import of goods.
5. Transfer of own goods.
6. Call-off stock.
7. Triangular and chain transactions.
8. Local supplies carried out by foreign taxpayers.
9. Supply with installation.
10. Case study.

2b. Specific service transactions

Training on service transactions and their VAT treatment – intermediate level, including specific issues such as the concept of composite supplies, VAT allocation, etc. The training is intended for participants who already have basic VAT knowledge. Duration: 4 hours

Agenda:

1. Introduction.
2. Supply of services – basic definitions.
3. Who is the taxpayer for the supply of services?

4. Place of supply of services for taxpayers (B2B).
5. Place of supply of services for non-taxpayers (B2C).
6. Methods of VAT settlement for service transactions.
7. Composite supplies.
8. Practical issues / Case studies.

2c. Foreign VAT (VAT paid abroad)

This training provides a detailed discussion of VAT paid abroad; it helps understand in which situations such tax arises, how it should be accounted for, and how it can be recovered. The training includes practical examples. It is intended for participants who already have basic VAT knowledge. Duration: 4 hours

Agenda:

1. Transactions that result in foreign VAT being charged:
 - a) Goods transactions
 - b) Service transactions
2. Refund of foreign VAT.
3. Approach to foreign VAT invoices.
4. Practical remarks.
5. Case study.

3. Intermediate Level & Advanced Level

Subject: Taxes in selected countries:

The Netherlands, Norway/Denmark, Sweden, Lithuania/Latvia and Estonia, Spain (+ Canary Islands – IGIC)/Portugal, France/Belgium, The United Kingdom, Germany, Canada, Brazil/Argentina, United Arab Emirates.

3a. Subject: VAT, CIT, WHT in the Netherlands

VAT:

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
6. Time of Taxation (general rule, special rules defining the tax point, issuance of an invoice, continuous supplies, advance payments).
7. VAT rates (standard rate, reduced rates, VAT-exempt transactions, zero-rated transactions, errors in the application of rates, changes in rates).
8. Legal and fiscal requirements for VAT invoices (issue of tax invoices, content of tax invoices, deadlines, correction of invoices, electronic invoicing, storage of invoices, other documents entitling to VAT deduction).

9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

CIT:

1. Introduction to the CIT system (taxpayer, tax period etc.).
2. Taxable income capital gains.
3. Tax prepayments – frequency and deadlines.
4. Deductible expenses and non-deductible expenses.
5. Tax depreciation.
6. CIT rates.
7. Preparation of CIT returns – filing deadlines, tax payment deadlines, settlement of overpayments.

WHT:

1. Scope of WHT.
2. Procedure: payment, deadlines and rates.
3. How to identify the obligation to withhold WHT on an invoice?
4. Whether non-withheld and paid WHT constitutes a tax-deductible expense?

3b. Subject: VAT in Norway and Denmark

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
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9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

3c. Subject: VAT in Finland and Sweden

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
6. Time of Taxation (general rule, special rules defining the tax point, issuance of an invoice, continuous supplies, advance payments).
7. VAT rates (standard rate, reduced rates, VAT-exempt transactions, zero-rated transactions, errors in the application of rates, changes in rates).
8. Legal and fiscal requirements for VAT invoices (issue of tax invoices, content of tax invoices, deadlines, correction of invoices, electronic invoicing, storage of invoices, other documents entitling to VAT deduction).
9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

3d. Subject: VAT in Lithuania, Latvia, and Estonia

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
6. Time of Taxation (general rule, special rules defining the tax point, issuance of an invoice, continuous supplies, advance payments).
7. VAT rates (standard rate, reduced rates, VAT-exempt transactions, zero-rated transactions, errors in the application of rates, changes in rates).
8. Legal and fiscal requirements for VAT invoices (issue of tax invoices, content of tax invoices, deadlines, correction of invoices, electronic invoicing, storage of invoices, other documents entitling to VAT deduction).
9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.

12. VAT reporting.
13. Specific national regulations.

3e. Subject: VAT in Spain (+ Canary Islands - IGIC) and Portugal

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
6. Time of Taxation (general rule, special rules defining the tax point, issuance of an invoice, continuous supplies, advance payments).
7. VAT rates (standard rate, reduced rates, VAT-exempt transactions, zero-rated transactions, errors in the application of rates, changes in rates).
8. Legal and fiscal requirements for VAT invoices (issue of tax invoices, content of tax invoices, deadlines, correction of invoices, electronic invoicing, storage of invoices, other documents entitling to VAT deduction).
9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

3f. Subject: VAT in France and Belgium

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
6. Time of Taxation (general rule, special rules defining the tax point, issuance of an invoice, continuous supplies, advance payments).
7. VAT rates (standard rate, reduced rates, VAT-exempt transactions, zero-rated transactions, errors in the application of rates, changes in rates).
8. Legal and fiscal requirements for VAT invoices (issue of tax invoices, content of tax invoices, deadlines, correction of invoices, electronic invoicing, storage of invoices, other documents entitling to VAT deduction).

9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

3g. Subject: VAT in the United Kingdom

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
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9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

3h. Subject: VAT in Germany

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
6. Time of Taxation (general rule, special rules defining the tax point, issuance of an invoice, continuous supplies, advance payments).
7. VAT rates (standard rate, reduced rates, VAT-exempt transactions, zero-rated transactions, errors in the application of rates, changes in rates).

8. Legal and fiscal requirements for VAT invoices (issue of tax invoices, content of tax invoices, deadlines, correction of invoices, electronic invoicing, storage of invoices, other documents entitling to VAT deduction).
9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

3i. Subject: VAT in Canada

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
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10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

3j. Subject: VAT in Brazil and Argentina

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
6. Time of Taxation (general rule, special rules defining the tax point, issuance of an invoice, continuous supplies, advance payments).

7. VAT rates (standard rate, reduced rates, VAT-exempt transactions, zero-rated transactions, errors in the application of rates, changes in rates).
8. Legal and fiscal requirements for VAT invoices (issue of tax invoices, content of tax invoices, deadlines, correction of invoices, electronic invoicing, storage of invoices, other documents entitling to VAT deduction).
9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

3k. Subject: VAT in United Arab Emirates

1. Introduction to the VAT system (basic information on local VAT, tax authorities, VAT territory).
2. VAT taxpayers (VAT group, purchaser as a VAT taxpayer).
3. Taxable amount (elements to be included in the taxable amount, elements to be excluded from the taxable amount, transactions outside the scope of VAT).
4. Adjustment of taxable amount (period for adjusting, reasons for adjustment).
5. Specific VAT-taxable transactions (such as free-of-charge supplies to third parties, self-supplies).
6. Time of Taxation (general rule, special rules defining the tax point, issuance of an invoice, continuous supplies, advance payments).
7. VAT rates (standard rate, reduced rates, VAT-exempt transactions, zero-rated transactions, errors in the application of rates, changes in rates).
8. Legal and fiscal requirements for VAT invoices (issue of tax invoices, content of tax invoices, deadlines, correction of invoices, electronic invoicing, storage of invoices, other documents entitling to VAT deduction).
9. VAT deductibility (requirements for deduction, deadlines, procedure, excess input tax, exclusions, partial deduction, adjustment of initial input tax deduction, business trips).
10. Domestic reverse charge mechanism.
11. Statute of limitations.
12. VAT reporting.
13. Specific national regulations.

4. Advanced Level

4a. Subject: Triangular transactions and chain transactions:

A comprehensive training covering the issues related to chain and triangular transactions.

Agenda:

1. General rules for taxation of goods transactions:
 - a) Determining the place of taxation for cross-border supplies of goods,
 - b) Possible tax preferences and conditions for their application,
 - c) VAT taxpayer status in domestic and cross-border goods transactions.

2. Chain transactions – place and method of VAT taxation:
 - a) Discussion of key CJEU case law and its impact on VAT settlements,
 - b) The concept of the “organizer of transport,”
 - c) Determining the “moving” supply and the “non-moving” supplies (Polish entity as the first/ second/ or third party in the supply chain),
 - d) VAT changes regarding chain transactions (the so-called “quick fixes” package),
 - e) Documentation and reporting of chain transactions.
3. Triangular transactions – place and method of VAT taxation:
 - a) Conditions for applying the EU simplification for triangular transactions,
 - b) Benefits arising from the simplification,
 - c) Documentation and reporting of triangular transactions.
4. Importance of Incoterms rules for VAT taxation of triangular and chain transactions.
5. Case study based on fictional invoices.

4b. Subject: Planned VAT changes at EU level:

Training preparing participants for upcoming fundamental VAT reforms at the EU level, including mandatory e-invoicing, real-time data reporting, and VAT in the digital age. Duration: 3 hours

Agenda:

1. ViDA package (implementation schedule, main assumptions, taxation of services provided through digital platforms, single VAT registration).
2. Exemptions for small entrepreneurs conducting cross-border activities.
3. Modernization of VAT reporting rules.
4. Mandatory electronic invoicing in the EU.
5. Other planned changes.

4c. Subject: Practical workshop: VAT reporting vs. VAT invoice coding:

The workshop aims to review the tax codes to verify the correctness of invoice posting and the reporting of individual transactions in local VAT returns. During the workshop, participants will also discuss fields within selected VAT returns filed in various EU countries – also to verify reporting accuracy.

Agenda:

1. Analysis of tax codes.
2. Verification of selected postings (i.e., coding).
3. Discussion of specific fields in locally submitted VAT returns (several examples).
4. Verification of adopted VAT reporting rules based on selected VAT returns.
5. Conclusions.

4d. Subject: Practical workshop: VAT deductibility – analysis of selected invoices and postings:

The workshop aims to discuss the rules of VAT deductibility in selected countries and jointly review the correctness of postings.

Agenda:

1. Discussion of VAT deductibility rules in selected countries.
2. Verification of selected company postings related to deductibility (i.e., coding).
3. Conclusions.

COURSE DETAILS

Start dates

TBC

Course fees

TBC

Training time

9:00am – 4:00pm (CEST Warsaw, UCT+2)

Enrolment

ADN offers a variety of training methods including group, online and in-company training.

Online Training

- Access to the MS Teams audio/video platform

In-company training

Tailored training programs designed to meet an organization's specific goals for maximum effectiveness.

Certification

Upon completion of the course, participants receive certificates validating their competencies, enhancing their professional credibility.

TRAINER PROFILE



Agnieszka Pabiańska is a licensed tax advisor and trainer specializing in indirect taxation and international VAT. For over a decade, she has been helping businesses navigate complex tax systems, turning regulatory challenges into strategic advantages.

She combines deep technical expertise with a clear, engaging teaching style, making even the most complex tax topics accessible to finance and tax professionals at every level. Having delivered hundreds of successful training sessions in Poland and abroad, mainly for clients from the SSC / GBS industry.

She has trained teams from Toyota, Lorenz, Volkswagen, Heineken, Velux, Infosys, ING Bank, Pandora, Orange, and many other leading companies, earning recognition for her practical approach and ability to translate tax law into real solutions for corporate teams.

Her professional background includes work with leading international advisory firms, including members of the Big Four, as well as in the Tax centre of excellence of BPO, where she supported clients across various industries in managing VAT compliance, audits, and cross-border transactions.

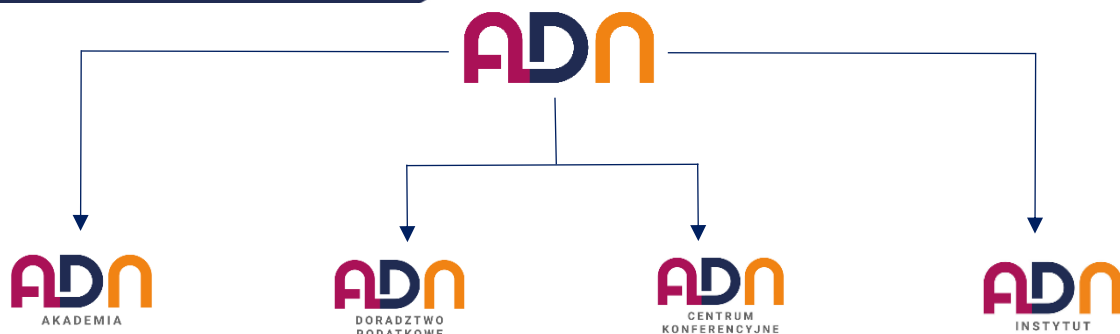
Today, as the founder of a specialized tax consultancy, she continues to support leading businesses across various industries, helping them manage tax risks, ensure compliance, and optimize their indirect tax processes.

She currently also collaborates with the European Commission, being responsible for assessing whether Polish tax regulations are correctly implemented in line with EU directives – a role that highlights her status as a recognized expert in her field.

Clients appreciate her not only for her expertise but also for her ability to inspire confidence and clarity in an area often seen as complex and technical – taxation.

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THE TOTAL VALUE OF ADDITIONAL BENEFITS IS approx.: 2.500-3.000 PLN net

OUR CLIENTS





Feel free to contact us

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Training Specialist



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