

FINANCE FOR NON-FINANCE MANAGERS



Finance for Non-Finance Managers' course is to empower managers to more effectively communicate with accounting and finance people and to better understand the financial aspects of business decisions. Many operating managers have had limited exposure to financial data, and are afraid of accounting statements, and need to know more about this important business function.

■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- ✓ Improve their understand the financial ramifications of their decisions: Whether these relate to impacts on the income statement, balance sheet or cash flow statement;
- ✓ Plan their works and business more efficiency
- ✓ Apply key ratios and performance measures
- ✓ Understand growth, cash-flow and profitability considerations
- ✓ Understand and contribute more value creation of the company

■ Course Structure

The certificate course in Finance for Non-Finance Managers spends approximately 16 hours OR is offered a 2-day period.

The course is based on a participatory, active learning approach, and group discussions. An Action Guide for Finance for Non-Finance Managers, by Ms. Pich Rathmony. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

■ Course Outline

Module 1: Understanding Financial Basic

- Financial principles and common financial terms
- Financial information processes
- Understand costing and its accounting classification

Module 2: Reading and Interpretation of Financial Statement

- Income statement
- Balance sheet
- Cash flow statement

Module 3: Financial Planning: The Budget

- Approaches to financial planning
- Financial planning (Budgeting)
- Monitoring and evaluating financial plan

Module 4: Financial Decision and Financial Business Evaluation

- Investing Decision
- Financing Decision
- Selected financial indicators for business performance

■ Who Should Attend?

This course is designed to provide managers in non-financial positions with a practical understanding of finance and accounting. It is assumed that participants will have no formal accounting or finance knowledge.