

Finance for the Non-Financial Manager

(5 day course)



SHMAILAN

COURSE OBJECTIVE

Having a good understanding of Finance is critical to business success. Whether you are a CEO, manager or administrator, being familiar with finance side of the business is critical. This course provides managers with a basic understanding of financial management. It demonstrates how to read and understand key elements of financial statements and reports, such as balance sheets, income statements and cash flow statements. Participants also learn how to apply basic financial and accounting principles to budget preparation and analysis. Delegates will be provided with practical exercises that will further develop their financial know how and skills.

AUDIENCE

Who does this training benefit :

Individuals looking to improve their understanding of the finance.

- Managers
- Planners
- Project Managers
- Marketing/Sales Staff
- Administrative Staff

Course Prerequisites :

None

Workshop Structure :

- Theory supported by examples
- Case study
- Practical group exercises
- Supporting training material is provided to each participant

Timing :

9.00am to 1.00pm*

Refreshments and a one hour lunch break is provided

* Hours can be flexible based on client needs

Location :

Four or Five Store Hotel in Dubai*
Details provided upon registration

Course Benefits

- Be able to read and interpret financial instruments easily
- Understand the role of finance in you current job
- Be able to converse in the language of finance
- Manage budgets better and help achieve a better ROI for your organisation

Finance for the Non Financial Manager- Course Review

What You Will Learn

- Recognize the goals of financial management
- Define key accounting concepts
- Understand Gaps and Audits
- Understand the Financial Instruments like Balance Sheet, Income Statement, and Cash Flow
- Know how to record necessary financial information
- Be able to benchmark financials using key concepts and formulas
- Understand Ration Analysis and Time Value of Money

Course Content

Introduction to Financial Management

- >What is Financial Management?
- >Goals of Financial Management
- >Definition of Profitability and Viability
- >Definitions of Key Accounting Terms

Gaps and Audits

- >Generally accepted accounting principles
- >The audit, including the management letter and auditor's report

Budgeting for Non-Financial Managers

- >Elements of a budget
- >Using a budget to set goals, evaluate results and improve decision-making effectiveness, communication and coordination
- >Preparing a budget
- >Break-even analysis
- >Reading, understanding, organizing and using departmental budgets

Key Financial Statements

- >Balance sheet
- >Income statement
- >Statement of cash flows
- >Notes to financial statements

Recording Information

- >Key concepts
- >Recording financial events in journals and ledgers
- >Using financial information to improve decision making, budget planning, proposals and communication of information

Benchmarking Information

- >Summary of total process
- >Application of concepts and formulas
- >Basic financial ratio analysis
- >Time value of money

CANCELLATION POLICY

Delegates can cancel in writing at any time with the following fee applicable
 13 – 5 days 20% of training cost
 5 – 3 days 40% of training cost
 2 – training date 80% of training cost

NOTIFICATION

Joining instructions will be emailed to the training coordinator 5 days in advance of the workshop date

SCHEDULE

	January	February	March	April	May	June
Finance for the Non-Financial Manager						X
	July	August	September	October	November	December
						X

PRICE

	US \$
Per delegate	\$2995.00

BOOKING

1. **RESERVE** your place by emailing us at info@sigtraining.com
2. **CONFIRM** your attendance using the attached booking form

Finance for the Non-Financial Manager

Booking Form Fax Back
To
FAO INFO
Fax Number: 97143415352

Shmailan International Training
P.O. Box 118485
Dubai
United Arab Emirates
www.sigtraining.com
Phone: 971502977030
Email : info@sigtraining.com

Company :
Address :
.....
.....Postcode :
Telephone : Fax :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department :
Email : Telephone :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department :
Email : Telephone :

Course : Finance for the Non-Financial Manager

Date of Workshop :

Invoice Details

Company : Mr/Mrs/Miss/Ms. (please circle)
First Name : Surname :
Department : Email :
Address :
PO Number..... Postcode :
Telephone : Fax :

Cost of Course per delegate :
Number of delegates attending :
Total Cost :
Name (please print) :

SIGNATURE

