

In-house Training Outline

(To be further tailor-made according to the client's request)

Finance for Non-Finance Managers (2 days)

Training Objectives

The 2-day course will provide business managers with the fundamental concepts of accounting and finance management, so that they can handle day-to-day finance-related problems in a professional way. Furthermore this course will help managers improve their performance by monitoring key figures and ratios in financial statements.

Training Outlines

Objectives and Introduction

Objectives of this course: why the training is necessary, what the course will cover and methods the trainer will use.

Introduction of Basic Finance Concepts

Introduce basic concepts that help the participants relate to what they have already known in daily life, so as to remove the "fear" mentality if they run across such terminologies for the first time.

- Exercise: household finance
- History of Accounting
- Basic accounting terminologies such as Assets, Liabilities, Cash and Inventory.

Financial Statements

Understand the 3 statements of Balance Sheet, Income Statement and Cash Flow Statement.

- Use the go pieces to "lay out" the 3 statements
- Interrelationship among the three statements

Case studies: financial statements of public listed companies

Ratio Analysis

The five sets of ratios that measure the performance of a company and department.

Application of these ratios and analysis using benchmark figures.

- Ratio exercise using actual figures from the statements
- Analysis of case studies using ratios
- Benchmark studies of industry averages

Business Decision Making

Introduce cost accounting, including cost analysis and control and CVP analysis

- Cost accounting: allocation of overhead
- Activity-based accounting: a more precise way of accounting for costs
- CVP analysis to determine breakeven points
- Sensitivity analysis by changing one or more elements

Budget Making

The basic concepts in financial statements, the significance of using budgets and relationship between financial budgets and statements.

- The purpose of having budgets
- Different types of budgets
- Making operational budgets