

Finance for Non-Financial Managers



OVERALL OBJECTIVE

The Finance for Non-Financial Managers Workshop aims to ensure that participants improve their financial literacy, understand basic financial principles, and can engage in the budgeting process. Participants need to understand and practice some of the financial skills needed by all managers in order to operate ethically and soundly in today's world of work.

OUTCOMES

Participants will be able to:

- Understand financial concepts
- Communicate financial information
- Execute effective budget management
- Calculate the cost of organizational activities
- Interpret financial information in order to make decisions or recommendations

CONTENT

- **Basic Financial Terms**
- **Financial Questions for Better Results**
 - How did we do?
 - How are we doing?
 - How are we going to do?
 - What opportunities are there?
 - What areas need improvement?
- **Budgeting**
 - Types
 - Different approaches
 - As a planning and control tool
- **Accounting**
 - GAAP (generally accepted accounting principles)
- **Tracking the Numbers**
 - Sales
 - Discounts
 - Warranties
 - Returns
 - Inventory
 - Debts
 - Expenses
 - Equipment
 - Cash flow
- **Financial Reporting**
 - Balance sheets
 - Assets
 - Liabilities
 - Income statements
 - Working capital
 - Reports
- **Public vs. Private Methodologies**
- **Implications of Financial Position Changes**