

Course Title: Finance for non financial managers

Course Length: Two - day course

Available as: Open Course / In Company

Course aim:

To ensure that the delegate gains a basic understanding of the value of finance and accounting for the organisation and how this can be used to improve the use of the resources they manage.

Through practical workshop style the delegate will learn how to apply this knowledge to his or her own area of influence. Each delegate will take away action points, which will help them work towards improvement in efficiency and/or effectiveness of the resources within their control.

Objectives:

- For the delegate to understand basic accounting and how they affect the financial results of the organisation
- For the delegate to learn how to manage resources physical, human and financial, through planning, budgeting and monitoring activity
- For the delegate to identify a specific area where a simple change can be made to improve effective or efficient use of the organisation's resources. The delegate will be able to justify this change from a financial point of view

Designed for people who:

- Have management responsibility or who are training to become managers
- Have an impact on the efficient and effective use of organisation's resources; human, physical and financial

Key points:

- The Profit & Loss, Balance Sheet and Cash flow forecast
- Understanding Profit
- The practices and procedures that prevent errors and fraud
- Effectiveness, efficiency and value for money when managing resources
- Understanding working capital
- The financial effect of every day decisions and individual actions
- Budgeting, forecasting and costing
- Using finance to justify change

This two-day course will be run in a workshop style encouraging the delegate to work through practical examples supplied by the course tutor along with real examples supplied by the delegates themselves.