



FINANCE FOR NON-FINANCE MANAGERS

Course Template

Outcomes:

Managers will be able to understand basic accounting theory and jargon, read and interpret financial statements, and prepare/monitor their own budgets.

Target Audience:

Lower to middle-level managers without previous leadership/management training (preferably 12-16 participants)

Duration:

One day

Objectives:

On completion of the training, participants will be able to:

- apply the basics of accounting theory
- read budget reports and financial statements
- apply rigour to the preparation of their budgets
- understand accounting jargon and buzz words
- explore methods for applying financial techniques to their decisions
- effectively communicate with finance and accounting departments

Key Content:

- The Balance Sheet
- The Big Five (Assets, Liabilities, Equity, Revenue, Expenses)
- The Profit and Loss Statement
- Depreciation
- The Journals and Ledger
- The Trial Balance
- Budgets
- Performance Indicators
- Demystifying the Jargon

Comments by Participants:

- *Very good presentation and simple examples to follow up*
- *Presenter easy to communicate with - adjusted terminology with level of skill*
- *Accountancy is not boring!*
- *Exercises very good - help you understand the way it's all put together*
- *All relevant and timely*
- *Working with examples related to council situation was good*
- *I enjoyed the activities and exercises. They were very informative.*
- *All the exercises were relevant and interesting. They also test your knowledge of the subject.*
- *Very good presentation*
- *High opinion of presentation - explanations understood and appreciated.*
- *Excellent - good examples in layman's terms*
- *Very good - clearly explained things and notes are very good*