Finance for Non-Finance Professionals

TRAINIT ACADEMY

COURSE TITLE

Finance for Non-Finance Professionals

COURSE DATE/ VENUE

07th-11th Oct 24'

Barcelona, Spain

COURSE REFERENCE

FA121

COURSE DURATION

05 Days

DISCIPLINE

Finance & Accounts

COURSE INTRODUCTION

This intensive 5-day program has been carefully designed to empower non-finance professionals with the knowledge and skills needed to navigate the intricacies of budgeting and forecasting in a corporate setting.

In today's dynamic business environment, the ability to understand and contribute to financial planning processes is crucial for professionals across all departments. This course is tailored specifically for individuals who may not have a finance background but play a pivotal role in decision-making within their organizations.

COURSE OBJECTIVE

Upon successful completion of this course, the delegates will be able to:

✓ Develop Financial Literacy: Gain a solid understanding of financial statements, key metrics, and the fundamentals of budgeting to make informed business decisions.

✓ Advanced Budgeting Techniques: Explore advanced budgeting methods such as zero-based budgeting, activity-based budgeting, and rolling forecasts to enhance your budgeting skills.

- ✓ Forecasting Mastery: Learn various forecasting methods and tools, and apply them to predict future financial trends and make proactive business decisions.

- ✓ Performance Measurement: Understand how to measure and analyze performance through the effective use of key performance indicators (KPIs) and variance analysis.

- ✓ Communication and Decision-Making: Acquire the ability to communicate financial information to non-finance professionals, create impactful visualizations, and use financial data for strategic decision-making.

COURSE AUDIENCE

- Professionals from non-finance backgrounds
- Managers and team leaders involved in decision-making
- Entrepreneurs and business owners seeking financial insights
- Anyone eager to enhance their financial acumen and contribute more effectively to their organization's success

COURSE CONTENT

Day 1: Understanding Financial Basics

- ✓ Introduction to Financial Statements
- ✓ Key Financial Metrics and Ratios
- ✓ Basics of Budgeting: Why it's crucial for decision-making
- ✓ Budgeting vs. Forecasting: Understanding the Difference
- ✓ Importance of Budgeting in Organizational Planning
- ✓ Case Study: Analyzing Financial Statements and Budgets

Day 2: Advanced Budgeting Techniques

- ✓ Zero-Based Budgeting (ZBB)
- ✓ Activity-Based Budgeting (ABB)
- ✓ Beyond Traditional Budgeting Approaches
- ✓ Rolling Forecasts: Flexibility and Adaptability
- ✓ Scenario Planning and Sensitivity Analysis
- ✓ Practical Exercises on Advanced Budgeting Techniques

Day 3: Forecasting Methods and Tools

- ✓ Overview of Forecasting Methods
- ✓ Time Series Analysis and Forecasting
- ✓ Regression Analysis for Financial Forecasting
- ✓ Introduction to Forecasting Tools (Excel, Financial Software)
- ✓ Forecasting Best Practices
- ✓ Hands-on Practice: Building a Financial Forecast

Day 4: Performance Measurement and Key Performance Indicators (KPIs)

- ✓ Introduction to KPIs
- ✓ Selecting and Defining KPIs
- ✓ Aligning KPIs with Organizational Goals
- ✓ Monitoring and Evaluating Performance
- ✓ Variance Analysis: Understanding and Responding to Deviations
- ✓ Interactive Session: Analyzing and Discussing KPIs

Day 5: Communication and Decision-Making

- ✓ Communicating Financial Information to Non-Finance Professionals
- ✓ Effective Visualization of Financial Data
- ✓ Creating Dashboards for Decision-Making
- ✓ Group Project: Applying Budgeting and Forecasting Concepts to Real-world Scenarios

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

£5,500 per Delegate. This rate includes participant's manual, Hand-Outs, lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- ▪ 30% Lectures
- ▪ 30% Workshops and work presentation
- ▪ 20% Case studies & Practical Exercises
- ▪ 10% Role Play
- ▪ 10% Videos, Software or Simulators (as applicable) & General Discussions