

# Finance for non-Finance Professionals

## About the Workshop

The purpose of this workshop is to provide professionals and decision-makers, who do not possess a strong grounding in finance, an understanding of their firm's financial paradigm. Participants will gain a detailed understanding of critical financial fundamentals and will, as a result, be able to communicate with financial practitioners with more confidence.

## Learning Objectives

Upon completion of workshop participants will be able to:

- Identify the main types of assets, liabilities, and stockholder's equity in the balance sheet of a corporation
- Identify the principal elements in the income statement of a corporation
- Interpret a statement of cash flows
- Understand how investors and managers use balance sheets, income statements, and cash flow statements to aid their decision making
- Understand how companies make long term capital investment decisions and how decisions can affect the company's financial result for years to come
- Follow the principal steps in preparing a master budget
- Prepare the operating and the financial budget
- Understand the importance of budgeting to managers
- Calculate break-even sales volume in total dollars and total units
- Understand the types of futures contracts and the meaning of indexes

## Target Audience

This course will appeal to a wide range of audiences and is intended for Business Professionals who intend to earn financial skills.

# Topics Covered

- 1. Essential Financial Statement:**
  - a. Balance Sheet
  - b. Assets
  - c. Liabilities
  - d. Owners' equity
  - e. Working Capital
  - f. Financial Leverage
- 2. Income Statements**
  - a. Operating Expenses
  - b. Gross Profit
  - c. EBIT
  - d. Net Income
- 3. Cash Flow Statement**
  - a. Operating Activities
  - b. Investment Activities
  - c. Financing Activities
- 4. Finding Meaning in Financial Statements**
  - a. Profitability Ratios
  - b. Return on Assets
  - c. Earning Per Share
  - d. Return on Investment
- 5. Activity Ratios**
  - a. Day Receivables Outstanding
  - b. Inventory turn over
  - c. Solvency Ratios
  - d. Liquidity
  - e. Quick Liquidity
- 6. Time Value of Money**
  - a. Compounded Interest Rate
  - b. Opportunity Cost
  - c. Present Value
  - d. Net present Value
  - e. IRR
- 7. Economic Value Added**
- 8. Budgeting**
  - a. E-Budget
  - b. Budget Functions
  - c. Setting Assumptions
  - d. Operating Budget
  - e. Capital Budget

- f. Cash Budget
- 9. Breakeven Point**
  - a. Cost Behavior
  - b. Variable Cost
  - c. Fixed Cost
  - d. Variable Contribution
  - e. Graphic Presentation
- 10. Futures Market Overview**
  - a. Type of futures contracts
  - b. Applications

## Methodology

- Learning Concepts/Presentations
- Group Activities and Discussions
- Tips and Tools
- Individual and Team Exercises
- Role Plays/Case Studies
- Educational Videos
- Action Plan to ensure Application of the Learning

**Duration:** 12 hours