



Finance for Non-Financial Managers – One Day

Many of us flinch when we hear terms like depreciation, cash flow, balance sheet, and (worst of all!) budgets. However, these are all important concepts to understand if you're going to succeed in today's business world, particularly as a supervisor

Getting the Facts Straight

The first session will go over basic financial terms. Participants then explore their role, and that of other important player's, in company finances.

The Accounting Cycle

Next, participants will learn about the four phases of the accounting cycle. They will also learn about key underlying concepts, including cash vs. accrual methods of accounting.

The Key Reports

In this session, participants will take a close look at balance sheets and income statements. They will also review cash flow statements and statements of retained earnings.

Understanding Debits and Credits

De-mystifying two terrifying accounting terms: debits and credits.

Your Financial Analysis Toolbox

We'll cover how to calculate common ratios, how to read an annual report, and some useful decision-making tools.

The Basics of Budgeting

Participants will learn what a budget is, how their budget should fit into the big picture, and what the budgeting process should look like.

What it covers:

- The art of finance and financial management
- Key financial terms
- Various types of financial reports, including income statements, balance sheets, cash flow statements, and statements of retained earnings
- Cash and accrual accounting
- Debits and credits
- Identifying and analysing important financial data
- Making financial decisions
- Reading annual reports
- Different types of organizational financial plans
- What budgets are and how to prepare them

Fees and dates are negotiable for on-site courses, public course dates and fees can be provided on request.

Image by [Fabian Blank](#) on [Unsplash](#)