Finance for Non-Finance Professionals – Course Outline and Schedule

Course Description

This course is tailored for non-finance professionals seeking to build a solid understanding of finance. It covers financial statements, financial analysis, Microsoft Excel applications, financing concepts, and career insights in finance. The course ensures a balance between theoretical knowledge and hands-on exercises with practical case studies.

Who should attend?

- Managers and Supervisors from non-finance departments who want to understand financial information to better manage their teams and departments.
- Entrepreneurs and Small Business Owners who need to develop an understanding of financial management to manage their business finances more effectively.
- Sales and Marketing Professionals who want to understand how their activities impact the financial performance of their organization.
- Human Resource Professionals who want to understand how their HR decisions affect the financial performance of their organization.
- Project Managers who need to understand the financial implications of their project decisions.
- Operations Managers who need to understand the financial impact of their production processes and operations.
- IT Professionals who need to understand financial management principles to manage IT projects and budgets.
- Non-finance professionals who are considering a career change into finance-related roles.

Learning Outcomes

On successful completion of this Finance for Non-Finance Managers workshop, the participants are expected to be able to:

- Understanding of Financial Statements: Participants will be able to read, interpret and analyze financial statements, including the balance sheet, income statement, and statement of cash flows.
- Financial Analysis: Participants will gain an understanding of financial ratios and be able to use them to analyze the financial health of an organization.
- Microsoft Excel for Finance: Participants will gain hands-on experience using Excel for financial calculations, reporting, and analysis.
- Financing & Credit Analysis: Participants will explore different financing options, including debt vs. equity financing, understand the fundamentals of credit analysis, and learn about financial covenants used in lending agreements.
- Career Exploration in Finance: Participants will gain insights into various finance-related career paths, including corporate finance, investment, credit risk, and financial reporting, equipping them with the knowledge to transition into finance roles.

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Course Outline

Day 1 : Finance Fundamentals & Analysis

Time	Contents
9:00 am to 10:00 am	**Module 1: Introduction to Finance** • Overview of Finance • Difference between Finance and Accounting • Simple breakdown of Financial Statements • Role of Finance in Business
10:00 am to 1:00 pm	**Module 2: Decoding Financial Statements & Key Accounting Terms** • Exploring Different Types of Financial Statements • Breaking Down the Income Statement • Interpreting the Balance Sheet • Analyzing the Cash Flow Statement
1:00 pm to 2:00 pm	**Lunch**
2:00 pm to 3:00 pm	**Module 3: Mastering Financial Ratios** • Introduction to Financial Ratios and Their Importance • Profitability Ratios – Evaluating business performance and profitability • Liquidity Ratios – Assessing short-term financial stability and cash flow efficiency • Efficiency Ratios – Measuring operational effectiveness and resource utilization • Solvency Ratios – Analyzing long-term financial health and risk exposure
3:00 pm to 4:30 pm	**Module 4: Financial Ratio Analysis for Decision-Making** • Applying Financial Ratios to Business Scenarios – Interpreting company financials for strategic insights • Practical Case Studies – Identifying trends, risks, and opportunities using real or sample financial reports • Driving Business Decisions – Leveraging financial metrics to enhance profitability, efficiency, and sustainability
4:30 pm to 5:00 pm	**Recap** **Q&A session**

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Day 2 : Practical Finance Applications & Career Insights

Time	Contents
9:00 am to 10:00 am	Recap of Day 1
9:30 am to 10:30 am	**Module 5: Mastering Microsoft Excel for Financial Efficiency** • Essential Excel Keyboard Shortcuts for Productivity • Navigating Excel's User Interface & Understanding Financial Reports
10:30 am to 11:30 am	**Module 6: Decoding Financial Reports for Business Decisions** • Understanding Common Financial Reports in Corporate Finance • Analyzing Key Financial Metrics • Hands-on Exploration of Sample Excel Reports (Budget Report, P&L working report)
11:30 am to 1:00 pm	**Module 7: Mastering Personal Finance** • Budgeting & Effective Expense Management • Understanding Debt Management & Credit Score Improvement • Learning Savings & Investments
1:00 pm to 2:00 pm	**Lunch**
2:00 pm to 3:00 pm	**Module 8: Understanding Business Financing & Credit Analysis** • Differences Between Debt & Equity Financing • Fundamentals of Credit Analysis & Risk Assessment • Exploring the 5 Cs of Credit (Character, Capacity, Capital, Collateral, Conditions) • Understanding Financial Covenants in Lending Agreements
3:00 pm to 4:30 pm	**Module 9: Practical Budgeting & Financial Modeling** • **Hands-on Case Study** – Developing budgets, analyzing costs, and building financial models for real-world business scenarios.
4:30 pm to 5:00 pm	**Recap** **Q&A session**

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