

Leading With Numbers: Finance Skills for Business Leaders

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

INTRODUCTION

In today's fast-paced and complex business environment, understanding the essentials of finance is crucial for every leader, regardless of their primary expertise. This course is meticulously crafted for non-finance professionals who aspire to drive successful business results through informed financial decision-making.

As a business leader, your decisions impact not only your department but also the financial health of the entire organization. A robust understanding of financial principles enables you to manage financial budget and planning, interpret financial results, evaluate investment opportunities and communicate your business results effectively to your stakeholders.

LEARNING OUTCOME

Upon completion of this program, participants will be able to:

- advance their understanding of key financial terms and concepts, becoming more fluent in the language of business and finance.
- Develop a solid foundation in the basic principles of accounting and finance, essential for strategic decision-making and gaining a competitive edge in the business world.
- Acquire critical skills in budget creation and management, learning to analyze and interpret financial variances for better fiscal control effectively.
- Learn to strategically manage costs strategically, enhancing the efficiency and profitability of projects, departments, or entire organizational divisions.
- Equip with the ability to detect early indicators of potential project or business challenges, reducing risk and securing project success.
- Attain proficiency in essential financial and management accounting tools, enabling more effective and informed decision-making processes.
- Understand the critical importance of individual business units in achieving overarching corporate objectives, fostering a holistic view of organizational success.

TARGET AUDIENCE

Non-Finance Business Leaders, managers or executives who are accountable to drive business its/departmental financial goals and make critical business decisions based on financial data.

METHODOLOGY

The training methodology will include reviewing the company's financial statements, case studies, group and personal activities, presentations, discussions, and ideas sharing with continuous evaluation and real-time feedback.

KEY CONTENT

MODULE 1- INTRODUCTION TO FINANCIAL MANAGEMENT

- The Overview of Financial Management
- The Importance of Finance In Business
- Understanding Financial Statements
- Reporting Requirements of Private and Public Companies

MODULE 2- FUNDAMENTAL OF ACCOUNTING FRAMEWORK

- Understand The Difference Between Conceptual Framework And Regulatory Framework
- What Are The Fundamental Accounting Concept And Assumptions Used In Preparing Accounting Records
- GAAP to Statutory Differences

MODULE 3- TYPES OF ACCOUNTS IN FINANCIAL STATEMENTS

- Definition and Purpose of Assets, Liabilities, Equities, Income and Expenses.
- Understanding The Accounting Equation
- Differences Between Opex and Capex

MODULE 4- ANALYZING FINANCIAL STATEMENTS

- Statement of Profit and Loss
- Statement of Comprehensive Income
- Statement of Financial Position (aka Balance Sheet)
- Statement of Changes in Equity
- Statement of Cash Flows
- Notes to Financial Statements
- Financial Statement Analysis

- Vertical Analysis
- Horizontal Analysis (Trend Analysis)
- Ratios Analysis – Understanding Profitability, Liquidity and Solvency
- Key Financial Ratios and Their Interpretation
- Understanding Profitability, Liquidity, and Solvency

MODULE 5- BUDGETING AND FORECASTING

- The Difference Between Budget and Forecast
- Principles of and Types of Budgeting
- Techniques of Forecasting
- Introductions of Key Forecasting Methods (Qualitative and Quantitative)
- How To Forecast Sales Revenues And Expenses And Building Up The Budgets Numbers
- When To Adjust The Budget To Reality

MODULE 6- UNDERSTANDING COST AND BREAK-EVEN ANALYSIS

- Types of Cost – Fixed Cost, Variable and Marginal Cost
- Differentiate Between the Direct and Indirect Cost
- Differentiate The Controllable and Uncontrollable Cost
- Types of Common Costing Methods – Standard Costing, Activity-Based Costing etc
- Calculating Break-Even Points
- Cost-Volume-Profit Analysis

MODULE 7- CAPITAL BUDGETING AND INVESTMENT DECISION

- Making Capital Investment Decision
- Time Values of Money
- Net Present Value (NPV) and Internal Rate of Return (IRR)

MODULE 8- FUNDAMENTAL OF COMPANY TAXATION

- Differences Between Accounting Net Profit Versus Taxable Income (Accrual Basis Vs Cash Basis)
- Differences Between Accounting Expenses Versus Deductible Expenses
- Differences Between Accounting Depreciation Charges Versus Tax Initial Allowance (IA) and Annual Allowance (AA)