

For managers in today's business world, it's essential to have a working knowledge of finance. We all play a role in our organization's financial health, whether we realize it or not. If you don't have training or a background in finance, you may be at a disadvantage as you sit around the management table. Understanding the cycle of finance will help you figure out where you fit into your company's financial structure, and how to keep your department out of the red. This course will help you prepare budgets and make decisions with confidence.

You should have a basic knowledge of accounting skills before starting this workshop.

COURSE CONTENT

Session 1: Course Overview

- Learning Objectives
- Pre-Assignment

Session 2: Finance Jeopardy

Session 3: The Fundamentals of Finance

- Basic Concepts
- Generally Accepted Accounting Principles
- Your Role in Company Finances
- Identifying the Key Players in Your Organization

Session 4: The Basics of Budgeting

- Defining a Budget
- Types of Budgets
- Understanding Where Your Budget Fits In

Session 5: Parts of a Budget

Session 6: The Budgeting Process

- Overview
- Step One: Gather the Budget Package
- Step Two: Lay the Groundwork
- Case Study (Part One)
- Step Three: Identify Your Goals
- Case Study (Part Two)
- Step Four: Gathering Your Resources
- Steps Five and Six: Planning and Going
- Case Study (Part Three)

Session 7: Budgeting Tips and Tricks

Session 8: Monitoring and Managing Budgets

Session 9: Crunching the Numbers

- Understanding Ratio Analysis

Session 10: Getting Your Budget Approved

Session 11: Comparing Investment Opportunities

Session 12: ISO 9001:2008

- What is ISO 9001:2008?

Session 13: Directing the Peerless Data Corporation

- Task Explanation
- Decision One: Office Relocation
- Decision Two: Reproduction Backlog
- Decision Three: Improving Supervision
- Decision Four: Job Enrichment
- Decision Five: Staff Expansion