

Business Financials for Non Financial Personnels (2 Days)

Details of the program

Date : 1st – 2nd April 2020

Time : 9am – 5pm

Venue : Concorde Hotel, Kuala Lumpur

Fee : RM1,500.00 per pax



Overview

Don't Let the Fear of Finance set You Back! Business Finance for Non-Finance –a program designed for non financials personnels of every functional area be it marketing, business development, legal, customer service, human resource and purchasing just to name a few, in any industry. In today's uncertain economy, when every manager is being held accountable for the bottom line, you have to be “finance-savvy.” & cost reduction initiatives You've got to know how to justify a request...quantify your contributions to the company...spot profit drains immediately. Because no matter how effective your management style or how innovative your ideas, your performance will be measured in Ringgits and cents!

Learning Outcomes

- At the end of this course, participants shall be able to:
- What are the finance terms/jargons and what do they mean? Lets ‘de-mystify’ the meaning of terminologies.
- Able to interact with Financial personnels on various Business and Financials issues and perspectives,
- How to analyze and interpret the Financial Reports using various tools such as Ratio analysis, Horizontal & Vertical analysis (Financial Statements). Profit and Loss/(Income Statement), Balance Sheet and Cash Flow – TOP DOWN APPROACH
- Cost-Volume-Profit analysis and its importance in Budgeting
- The various practical tools of proper Budgeting(Capex and Opex Budgets) such as Activity Based Budgeting and Variable-Fixed Costs analysis; Criterias to decide Capex or Opex
- Techniques of Investment Appraisal: Calculating NPV and IRR.....understanding fully the approach & meaning of each technique
- Payback, ROI and their roles in project evaluation and investment decision making.

Methodology

The highly interactive training method used is designed to assist participants to grasp the fundamentals and understanding of Financials in a short time. The approach adopted induces maximum retention of what is learnt. A combination of workgroup discussions using real financial reports from your organization, slides, case studies and interactive participation would be structured into the course to enable participants to learn effectively and practically.

Course Outline

Module 1

LEARNING THE LANGUAGE: FINANCIAL JARGONS & TERMS

- Definitions and terms (depreciation, profits, income, costs, losses, capital, etc)
- Capital vs Revenue Expenditure (Capex vs Opex) –the criteria to decide each items (Case study)
- Identifying what are financial statements and their purposes

Module 2

ACCOUNTING CONVENTIONS AND STANDARDS

- Understanding ‘Matching’ concept and ‘Accrual’ concept
- Other financial standards and their role in financial reports
- Accrual accounting vs Cash accounting

Module 3

CRITICAL COMPONENT : ANALYZING INCOME STATEMENT & INTERNAL REPORTS

- Understanding the Income Statement in detail
- Use of ratio analysis for evaluating performance
- Use of Key Performance Indicators (KPI) to track performance effectiveness
- Improving performance based on Income Statement Report
- Analyzing Internal reports

Module 4

CRITICAL COMPONENT : UNDERSTANDING & ANALYZING BALANCE SHEET and CASHFLOW STATEMENT

- Understanding the Balance Sheet and its various components
- Appreciating CashFlow statement and its difference from Income Statement and Balance Sheet.
- Performing Ratio Analysis on profitability, liquidity and solvency of the organization
- Using Horizontal and Vertical analysis on Financial statements

Module 5

COST BEHAVIOURS AND COST-VOLUME – PROFIT ANALYSIS

- Departmental Fixed and variable costs – understanding the cost structure
- Break-even point analysis and Margin of safety
- Using CVP analysis for budget approvals, profit target, etc

Module 6

CRITICAL COMPONENT : VARIANCE ANALYSIS & BUDGETING

- Budgeting process: Detailed steps in preparing Departmental Budgets
- Understanding ‘Zero-based’ budgeting & Incremental budgeting
- Using Activity Based Budgeting for more reflective and accurate Budgets in order to minimize surplus/deficity budgets.
- Realizing the connection between various Departments via Budgets preparation

Module 7

PROJECT (CAPEX) & INVESTMENT APPRAISAL

- Understanding Capital Expenditures (CAPEX) vs Operating Expenditures OPEX).... when does an expenditure fall in either category.
- Understanding the NPV (Net Present Value) method of evaluating Projects
- Using IRR (Internal Rate of Return) in projects evaluation and its connection to NPV
- Payback analysis (Case study) and ROI (Return On Investment)
- Time value of money and investment decision using Net Present Value

Business Financials for Non Financial Personnels (2 Days)

Master Trainer

Dr. Harjit Sidhu (FCCA, NLP, Ph.D), a Fellow of Certified Chartered Accountant, UK has been in the corporate field for the past 16 years (in Internet, travel & hospitality (hotel), music, consultancy and manufacturing in which he served as part of Senior Management in world class multi national corporations and thereafter venturing into corporate training where in last 15 years, he has consulted and trained on various personal development topics that ranges from technical knowledge (Finance related) to various soft skills and other specific agendas for some re-knowned domestic and multinational companies and countless public programs.

The use of gaming, relevant case studies and easy to understand method of delivering complex Financial concepts and knowledge have been the trademark of Dr. Harjit. In order to engage and make these subjects easy to understand, Dr Harjit uses NLP and other techniques of persuasion. Harjit furthered his studies and obtained his Doctorate of Philosophy (**PhD**) in **Metaphysical Hypnotherapy**. He is an attendee of Tony Robbins's (world's No 1 success coach) "Unleash the Power Within" program, and is a **certified NLP Trainer (American Union of NLP) & Practitioner** (International Society of Neuro Semantics, USA). He is also a **Certified Hypnotherapist** (IHA, USA) and a **certified trainer with HRDF** (Human Resource Development Council, Malaysia). Dr. Harjit uses NLP to engage the participants in his technical programs (such as 'Finance for Non Finance' and Business Acumen Skills, etc) and constantly develop 'financial based' programs such as 'SmartSpend' or cost reduction initiatives which many organizations have found to be beneficial especially during these low economic/business periods.

Dr Harjit's programs such as '**Financial Analysis, 'Financial Modelling', Finance for Non Finance'** & others have received rave & excellent feedbacks as he uses various interesting methodologies to 'engage & transfer knowledge' to non-financial individuals. His knowledge, experience and passion in personal skills development particularly in the science of human behaviour & metaphysics and how it applies to working and business environments allow him to approach the training he is conducting on a specific topic in a holistic, exciting and integrated manner.

His remarkable Finance programs, drawing 'Excellent' evaluations have been conducted within ASEAN region (Malaysia, Myanmar, Cambodia, Pakistan, Sri Lanka, Singapore, Brunei, Thailand, Vietnam and India) which makes him the sought-after trainer in the region. Dr. Harjit possesses a unique ability of making complex topics and subject matter easy to understand. His clear and interactive style has won him much praises from participants from leading companies in Malaysia.

Registration Form

ORGANISATION

CONTACT PERSON

ADDRESS

ENROLLMENT (NO. OF PAX)

TEL

EMAIL

TERMS AND CONDITIONS

COST FEE

Cost RM1,500 per pax (inclusive of all materials and certifications).

Please pay full amount of RM1,500 per person to secure your place.

The full fee is required with your registration 2 weeks prior to the training. The Fees include lunch, coffee/tea breaks and notes and Certificate of participation.

3 Persons registered are entitled to a 10% discount. Further discount are available for large group

Written Cancellation : Registration cancelled 7 days prior to the event are subject to a RM110.00 service

Charge per pax. There will be no refunds for notice received less than 7 days to the event.

A substitute may be made at anytime at no extra cost.

PAYMENT MODE

All Bank Draft / Local Order / Cheques must be crossed and made payable to:

Quantum Achievers International SDN BHD

BANK TRANSFER

Account Name – Quantum Achievers International Sdn Bhd

Account No – 512-400-500374 (Maybank)

All enquiries must be forwarded to: -

Quantum Achievers International S/B

Suite 7-23, 7th Floor, PVI 6, 2 Jalan Danau Saujana,

Danau Kota, 53300 Kuala Lumpur

www.quantumintl.net

sandra@quantumintl.net

Tel: +603- 4131 2591/ 603- 9212 0111

Mobile: 012-3583264



Free Gadget Organizer Bag for each participant

Organised by,

