



## PFT CORPORATE TRAINING SERIES

### COURSE TITLE

GENERAL FINANCIAL AWARENESS FOR NON-FINANCIAL STAFF (Course code: PCTS0002)

### LEARNING OUTCOMES

This course will enable participants to develop an understanding of how finance and the financial decision-making process works within organizations. It will also provide participants with an overview of how to understand financial statements and how cost behavior affects business decision making. In addition, participants will also understand how budgets are formulated and used for financial control.

### COURSE CONTENT

- Overview of the finance, accounting and related functions
- Understanding the components of financial statements
- General principles in accounting and the preparation of financial statements
- Assessing financial performance using published financial statements
- Profit vs cashflows - wearing the decision-making lens
- Overview of the capital budgeting and project decision making process
- Understanding cost behavior and the impact on short-term business decisions
- Fundamentals of break-even analysis
- Budgets – the purpose and process
- The use of budgets for financial control

### WHO SHOULD ATTEND?

This course is a comprehensive over-view of all aspects of finance, an understanding of which will enable non-financial staff to take practical, financially focused decisions within the organization. This is particularly relevant for business leaders involved in organization-wide decision making from technical backgrounds (such as engineering, marketing & sales, procurement or any non-finance function), who will get to appreciate the impact of their decisions on the organization's financial statements. Participants will also acquire skills to help them make the right long-term project choices and the nuances behind the use of budgets in driving the organization towards achievement of its financial and corporate strategy.

### DURATION

12 hours (this is run as 4 sessions of 3 hours each or 2 full days of 6 hours)

