Course Topic: Business finance for non-financial managers and professionals

Date: March 26-27 2015

Venue: CIE Building, NUST H-12 Campus

Course Overview

Recommended for: Individuals and professionals having prior and practical work experience of three years or more in middle or senior managerial positions.

Training Objectives

After attending this workshop participants will be able to:

1. Understand the differentiation between Finance and Accounting
2. Learn the purpose of Accounting cycle, Elements of managerial accounting and Basics of financial statements and their affect on business operations
3. Evaluate Business through financial statements of counterparties
4. Take effective decisions through Management accounting and Management information system
5. Understand the Stock market and Bond market operations and Enterprise (financial) performance management.

Training Methodology

Written material complimented with case studies covering key accounting concepts, Flip-charts and visuals aid (Ppt. etc.), topic-based group activities and role-play exercises to encourage the participants and reinforce the learning process.

Resource Person

Mr. Muhammad Ahmed Khan is a retired banker with over four decades of service during which he served at various locations and banks in Pakistan and eleven countries. In the year 2011; he authored the prescribed ‘Reference book’ for the Institute of Bankers Pakistan, i.e., “Finance of International Trade & related Treasury operations’.

Mr. Khan has over 450 workshops and training sessions to his credit on various banking- specific topics. He is a certified trainer duly accredited by the World-class training system ‘Business Edge’, the brand name for the International Finance Corporation’s (IFC World Bank Group) that caters for a range of management training products and services. Besides teaching at universities he is also associated with reputed Human Skills development organizations, financial institutions, The Institute of Bankers Pakistan and a classified government organization.
Target Audience

Self-employed entrepreneurs, CEOs, company executives, Senior management officials, Functional managers, Business professionals from trading concerns, officials serving in Government departments.

Benefits to Organization

- An opportunity for capacity building of staff and management
- Tailor made for management and officials
- Modular training approach
- Cost-effective and focused program
- Qualified and experienced training staff
- Improved skills leads to greater efficiency and long-term benefits to the organization

Benefits to Individual

- Fast track knowledge assimilation program
- Conducive environment for interactive learning process
- Learning process through group-based activities
- Help improving the financial management of the organization
- Ensure better resource management
- Compliments professional and career growth.

Course Outline

Day 1:

- Introduction - the basics of finance
  i. Basic principles
  ii. Common financial terms used in business
  iii. Accounting equation
  iv. How receivables and payables drive a business
  v. Accounting cycle and operating cycle
  vi. Financial information of a business entity
- Financial statements - what they tell us.
- Financial statement analysis and key ratios
- Managing the Income and expenses
- Criteria for income and expense recognition
- Cash flows and Cash flow management.
- Business liquidity and operating cycle
- Pricing and behavior of costs in a business
- Planning, directing and controlling costs
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- Improving budgeting skills
- Budgeting techniques and pitfalls
- Capital budgeting
- Variance analysis
- The objectives and structure of Working capital management

Day 2:

- Cost analysis for planning, control and decision-making.
- Standard costs
- The objectives and structure of Working capital management
- Flexible budgets
- Calculation and evaluation of return on investment (ROI).
- Investible funds and investment instruments
- An overview of stock market and bond market
- Potential benefits of Financial reporting
- Applying the information in decision-making
- Management information system (MIS)
- How to get the best out of Management information system (MIS)
- Tools for performance evaluation
- Accounting and management by exception
- Enterprise (financial) performance management
- Balance score card approach for performance evaluation