

Finance for Non-Financial Managers

Take the fear out of finance



Very effective
delivered
in-house using real
data!

WHO IS IT FOR?

- Anyone who wants to understand the day-to-day financial decisions of their business
- Managers who want to budget more effectively
- Those who want to interpret financial statements effectively

WHAT WILL YOU GET OUT OF IT?

- Understanding of financial concepts and reports
- Analytical skills and tips
- Advice and guidance from an expert trainer on applying knowledge practically
- Opportunities to thoroughly practice all key skills

Book now

- 📞 0800 170 7777
- ✉️ MORE.INFO@REEDLEARNING.CO.UK
- 🌐 WWW.REEDLEARNING.CO.UK/FM

What's more...

CMI accredited



inspiring leaders



Finance for Non-Financial Managers

Our Finance for non-Financial Managers course provides a comprehensive overview of the concepts anyone in business should know. It's suitable for delegates with little or no financial knowledge, and is flexible enough to meet each delegate's own objectives. Never be baffled by a balance sheet again!



WHO IS IT FOR?

This course is suitable for anyone who needs a greater understanding of the key financial concepts used by any business.

It's great for anyone who is in a role where they need to analyse or present financial information within a business, or set budgets.

No previous financial experience is necessary, and only basic maths skills (addition, subtraction, division, multiplication) will be required to work through the examples - calculators are provided.

The course is useful for nearly anyone in any organisation, including:

- Newly-promoted managers in any area
- Self-employed businesspeople
- Directors
- Anyone who analyses or interacts with financial data with no previous finance training

WHAT IS IT ABOUT?

This course takes a practical look at the fundamental financial concepts that apply to almost any organisation.

It explores the basic structure of how finance works in business, how it is monitored and how the data it provides can be interpreted.

The content can be tailored according to the specific needs of delegates on the programme, but core topics include:

- The business cycle
- Beginner's guide to financial statements
- Costing projects and appraising capital
- Cash flow management
- Financial analysis using ratios

WHAT WILL I GET OUT OF IT?

- An understanding of how finance relates to your organisation
- Greater confidence with key financial concepts
- Skills and techniques to analyse financial data effectively
- The ability to set more realistic and effective budgets
- Resources and reference material to take away and use back at work

YOUR PLACE OR OURS?

This course works effectively as an in-house programme, which can be tailored to the specific needs and learning objectives of delegates in your business, using your own financial information and processes.

In-house training is an effective alternative and costs less than you think. Courses can be delivered at your premises (or somewhere else if you prefer), and the solution will fit your organisation exactly.

If you have a group requiring Introduction to Management, call our in-company team on 020 7520 6600.

DON'T JUST TAKE OUR WORD FOR IT...

"Great course with complex issues presented in an easy to understand manner." Hector Wells, Windsor Life Assurance

"This course really improved my confidence and gave me a good understanding of all relevant finance issues I need in my work. Not as scary as I thought and I really enjoyed it." Charlotte Ritchie, East Mercia Chamber of Commerce

"Excellent course, helped to span the bridges between my idea of finance and the fact." David Schofield, UK Sales Manager, Biscor Ltd



Course Programme

Typically delivered by
qualified
accountants!

Courses typically start at 9:30am and finish between 4:30pm and 5pm. Refreshments will be available throughout the day. Lunch and course notes are always included.

The course outline below is a typical list of topics covered over the course of the two days. This content can vary and be adapted to the needs of each attendee. Learning is supported throughout with practical exercises and reference to real financial data.



**TO DISCUSS
WHETHER
THIS COURSE IS
RIGHT FOR YOU,
CALL OUR CUSTOMER
SERVICE TEAM ON
0800 170 7777**

Day One

Registration and coffee at 9:30am

Introduction to financial accounting

- The financial statements
- Preparing financial statements
- Generally Accepted Accounting Principles (GAAP)

The Business Cycle

- Profit – the driver of business
- The need for investment
- Financial gearing
- Providing long-term finance for small business

Financial statements and how to use them

The Balance Sheet

- Introducing the balance sheet
- Assets and liabilities
- Net assets and equity
- Creating a balance sheet

The Profit and Loss Account

- Format of the P&L account
- The handling of expenses
- Other bottom line measures

The Cash Flow Statement

- What is a cash flow statement?
- Liquidity and operating cash cycle
- Why profitable businesses can fail

Day Two

Analysis, decision-making and budgeting

Analysing reports and accounts

- Financial ratios and how to use them
- Key Performance Indicators
- What to look for - expert tips and tricks

Capital Investment

- What is investment for and how does it work?
- How investment value changes over time
- Evaluating long-term projects

Costs and Budgeting

- Identifying, classifying and reducing costs
- Cost volume profit analysis
- Preparing a budget
- Assessing risk

Questions and answers, summary of key points, and action planning for delegates

Management Qualifications with the Chartered Management Institute

- This course forms part of our Level 5 Management and Leadership qualifications, accredited by the CMI. Delegates attending this course can complete an assessment to receive a level 5 Award, or use this course as part of the requirements for the level 5 certificate.
- You can call our customer relations team on 020 7170 7777 to discuss our qualifications (or anything else!) in more detail.



Course title

Finance for Non-Financial Managers

Duration & cost

2 Days, £950 + VAT

Birmingham, Bristol, Leeds, London, Manchester, Newcastle

Fortnightly across the UK

Code

FM

Forms part of our CMI Qualifications - see reedlearning.co.uk/cmi



Dull but important – This is your personal code, please quote it when booking

IBC/FM

REED
LEARNING

Call us to book your place on
0800 170 7777 Book online at
www.reedlearning.co.uk/fm

FOUR MORE GREAT REASONS TO ATTEND OUR FINANCE FOR NON-FINANCIAL MANAGERS COURSE

1. IT'S FULL OF PRACTICAL EXERCISES AND HELP TO TAKE THE JARGON AND FEAR OUT OF FINANCE
2. REAL, USEFUL ADVICE FROM EXPERIENCED TRAINERS AND FINANCIAL EXPERTS
3. ALL DELEGATES WILL GET COMPREHENSIVE REFERENCE MATERIALS AND PLANS TO TAKE BACK TO WORK
4. IT'S ACCREDITED BY THE CMI SO DELEGATES CAN RECEIVE A QUALIFICATION

SPACES ARE AVAILABLE NOW

You'll find the next scheduled dates online at www.reedlearning.co.uk/fm Alternatively, our customer services team are waiting to speak to you on 0800 170 7777 If you prefer, email any questions to more.info@reedlearning.co.uk Call us today to book your place on this course.

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WHY CHOOSE REED LEARNING?

We are the UK's leading business training company – and we've helped over 20,000 people learn new ways to improve and make a difference to their organisation in the last year alone.

Reliable 99.5% of our delegates would recommend us to a friend or colleague.

Professional Over 30 years' experience coupled with seamless administration & a no quibble refund if you are not completely satisfied.

Friendly The most generous loyalty discounts in the industry, and you can attend your course again with our FREE refreshers.

Innovative The first training company to offer bite-size MP3 modules and pioneers in developing qualifications in partnership with leading academic institutions.

Visit our website www.reedlearning.co.uk for details of other courses like Finance for Non-Financial Managers, including:

- Successful Budgeting
- Advanced Finance for Non-Financial Managers
- Intermediate Microsoft Excel
- HR for non-HR Managers

FREQUENTLY ASKED QUESTIONS

Q Where will my course be held?

A You can attend our Introduction to Management course from any one of six training venues across the UK. Choose from London, Birmingham, Newcastle, Manchester, Leeds or Bristol.

Q How will I know where to go and what to do?

A You'll be sent comprehensive joining instructions. You can also access maps online at www.reedlearning.co.uk/venues.

Q How many people will be on my course?

A This course rarely runs with more than 10 people in order to maintain the level of individual attention our experiential learning requires.

Q Will there be lunch?

A Of course! You will either enjoy a buffet in the training centre, visit a local restaurant with your fellow delegates or be given vouchers to use in the numerous eateries nearby. All options are included in the course price.



BOOK NOW 0800 170 7777 OR EMAIL more.info@reedlearning.co.uk OR VISIT www.reedlearning.co.uk/fm