



## **FINANCE FOR NON-FINANCIAL MANAGERS (2 DAYS)**

### **THIS COURSE IS ACCREDITED TO UNIT STANDARD:**

Title:	Interpret Basic Financial Statements
Unit Standard ID:	117156
NQF Level:	4
Credit Value:	4

### **INTRODUCTION**

The programme is designed to provide Non-Financial Managers with a better understanding of the dynamics involved in financial management and to equip them with practical experience. Delegates will be given the ability to interpret financial statements and use the information to make a financial decision.

### **REFERENCES**

***“Presentation was very good, insight provided was excellent.” ~ Andrew Mati (Gijima)***

***“Open and friendly interaction and presentation. Good course material.” ~ Basil Bonner (Mediclinic)***

***“Practical interesting and can be applied in workplace and personally.” ~ Daniel Page (Tomtom)***

***“Every minute of this two day course was enjoyable.” ~ Goitsewang Mohajane (Marsh)***

***“I learnt so much. What once seemed complicated is now simple. I will be able to use the skills I learnt in this training.” ~ Lauren Campbell (Monash SA)***

***“This is brilliant, practical and extremely helpful to me. I loved the course; I loved the teaching and feel much more confident.” ~ Marie Mieny (Monash SA)***

***“Overall it has transformed my financial mindset. It has opened my eyes financially.” ~ Oswald Danda (Drake and Scull)***

***“Consistent elaboration on all topics covered.” ~ Sandy Johnson (Mixtelematics)***

## WHAT THIS COURSE CAN DO FOR YOU...

- Understand the importance of financial management
- Identify, solve problems and make financial decisions
- Understand basic accounting principles and concepts
- Analyse the elements of an income and expenditure statement
- Analyse the elements of a balance sheet
- Be able to compile a personal assets and liabilities statement

## TARGET AUDIENCE

The workshop will benefit any businessperson involved in finance requiring a theoretical understanding and practical application of financial tools, techniques, procedures and terminology.

## COURSE CONTENT

### Forms of Ownership

- Identifying forms of ownership

### The Bookkeeping Process / Accounting Cycle

- The basic cycle of financial activities
- The General Ledger

### The Income and Expenditure Statement

- The purpose on an Income and Expenditure Statement
- Sources of income and expenditure
- The Income Statement
- Personal Statement of Income and Expenditure
- Budgeting

### The Balance Sheet

- The purpose of a Balance Sheet – A summary of the business investment
- Elements of the Balance Sheet
- Terminology: Assets, Liabilities and Owners Equity

### Assets and Liabilities

- A personal Assets and Liabilities Statement
- Record keeping

## Financial Decisions and Financial Viability

- Who uses the information obtained from Financial Statements?
- What are possible weaknesses when using Financial Statements to make decisions?
- Using ratios to analyse the financial strengths and weaknesses of an entity
- Financial Relationships
- Cash flow

## Personal Accountability & Commitment Plan

## TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role-plays
- Break-away sessions
- Relevant business exercises
- Presentations
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

## POST COURSE ASSISTANCE

### “Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



## **Personal Accountability & Commitment Plan**

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

## **KWELANGA BUSINESS & EXECUTIVE COACHING**

Kwelanga Training now offers coaching on a one-to-one or team coaching basis. Issues covered are chosen by the organisation or the individual to ensure maximum focus is given to achieve measurable outcomes.

Coaching provided by certified professional business and executive coaches is key in transforming management and support staff's excellent performance to peak performance.

For further details contact:

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