

Duration 1 day

TC1095

OVERVIEW



In today's economic times, a sound understanding of business and project financials are paramount to meeting organisational goals.

This workshop is designed to introduce participants to basic accounting theory, budgeting, performance indicators and accounting terminology.

Finance and accounting concepts will be explained at a high level in plain speaking, non-technical language.

WORKSHOP OBJECTIVE

Our aim is to introduce participants to the task of understanding, interpreting and working with financial information. It provides an overview of the essentials of accounting and financial management from a business and managerial perspective.

Participants will also gain knowledge and confidence to read financial reports and better communicate with finance departments and senior executives.

TARGET AUDIENCE

This workshop is designed for:

- People that have to interpret, understand or report financial information
- Managers
- Project managers
- Consultants

7 PROFESSIONAL DEVELOPMENT UNITS (PDUs) AWARDED

PMPartners is a Global PMI (Project Management Institute) Registered Education Provider.



Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 7 PDUs for their participation in this workshop.

DELIVERY

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook. Our participants are also entitled to complementary telephone consultation/advice within 60 days of workshop completion.

ASSESSMENT/ASSIGNMENTS

Assessment of competence is established by observation of contribution and participation during exercises and group discussion.

Workshop Content Summary

- Introductions & Outline of Workshop

- Basics of accounting theory and terminology
 - Accounting systems and terms
 - Financial statements (including P&L, balance sheet and Cash flow)
 - How sales impacts business
 - Calculating ROI

- Budgeting
 - Role of budgets
 - Types of budgets

- Business drivers (using financial information)
 - Understanding ratios

- Measures of financial performance
 - Profitability
 - Liquidity
 - Efficiency
 - Market capitalisation
 - Contractual Terms & Issues To look Out For

- Multiple Choice Review