

Why Buy?



Developing People > Advancing Business

High spots

- Learning how to read a set of company accounts and spot its strengths and weaknesses
- Predicting the likely effects of your decisions on the bottom line
- You will be given the opportunity to turn around a failing company in a computer simulation. See exactly the impact your management decisions make to profit, return on investment and cash flow

"I never would have thought that finance could be made interesting – I was wrong!"

"I came with almost non-existent formal knowledge, absolutely terrified of accounts. I am leaving with a clear understanding."

To book or find out more:

t: 0845 072 0144

e: info@tack.co.uk

Finance for Non-Finance Managers

Plan your profits, take control and protect your cash flow

Duration: 2 days

Fee: £990 + VAT

Business benefit

This course gives the manager the tools required to understand how business works financially, interpret financial jargon, contribute to discussions on financial topics and make decisions which will be positive for the future of their businesses.

Target audience

Managers from any function who have found that their technical knowledge and ability needs to be supplemented by an improved knowledge of finance and management accounting to enable them to play a full part in management will benefit from attending.

Objectives

You will leave the course able to:

- Read company accounts and understand the business from the figures
- Identify what the figures really represent and understand the key financial ratios
- Assess the cash flow implications of management decisions
- Acquire the necessary financial information to make the right decisions
- Assess the impact of pricing by using the TACK Price/Volume card to see how pricing can dramatically affect your profitability
- Prepare meaningful budgets and forecast profitability
- Understand the different tools and approaches available for long-term decision making

Before, during & after your programme

You'll receive support at every stage to maximise your investment and bring your learning to life:

- Pre- and de-brief calls to establish your goals and assess progress
- One to one input from your TACK consultant as group sizes are limited for maximum personal benefit
- All TACK programmes are interactive in style. We believe in 'learning by doing' to ensure your learning experience is 100% relevant to 'real life' situations
- Comprehensive materials including workbook and Personal Action Plan
- TACK Tips – SMS messages designed to inspire, motivate and reinforce key learning points!

Module	Learning points	Outcomes After this module you will...
Understanding the financial structure of businesses	<ul style="list-style-type: none"> - Profit and return on investment - Fixed and working capital - Financial objectives 	<ul style="list-style-type: none"> - Understand what drives profitability - Know what your offering does to your customer's Return on Investment
Different terms of business and what we need to know about them	<ul style="list-style-type: none"> - Limited companies, partnerships, public and private companies, sole traders - What is the difference and does it matter? 	<ul style="list-style-type: none"> - Be aware of the risks you take when dealing with the different types of business
Basic financial statements	<ul style="list-style-type: none"> - What financial information is needed to run a business? - What do the statements mean? - How to measure cash flow 	<ul style="list-style-type: none"> - Understand what is shown by the three main financial statements used by any business the Profit Statement, the Balance Sheet and the Cash Flow Statement - Know how to judge results
Financial Accounting explained	<ul style="list-style-type: none"> - Understand where the figures come from - Know the principles which underlie the figures - Understand the importance of cash flows 	<ul style="list-style-type: none"> - Gain deeper insight to the Profit Statement, Balance Sheet and Cash Flows
Annual Reports	<ul style="list-style-type: none"> - Know what information companies have to reveal - Find the information n which is useful to you 	<ul style="list-style-type: none"> - Be able to source and use information relating to any company
Analysing accounts and finding the 'hot buttons'	<ul style="list-style-type: none"> - The financial ratios which reveal performance and trends - Assess the viability of a business - What the traditional ratios mean 	<ul style="list-style-type: none"> - Know what drives the business - Identify their issues - Gain insight to the business trends

Module	Learning points	Outcomes After this module you will...
Understanding your costs	<ul style="list-style-type: none"> - Fixed, variable and mixed costs and how they behave when sales volumes change - The importance of 'contribution' 	<ul style="list-style-type: none"> - Be able to make a business decision knowing the impact on your costs - Know how 'contribution' affects profits - Understand the 'bottom line' impact of your decisions
The structure of a business' costs	<ul style="list-style-type: none"> - Some businesses have high fixed costs and some low – what does this mean? - How do I find the break-even point of the business in sales? 	<ul style="list-style-type: none"> - Know how falling or rising sales affect a business - Be more informed about extending credit
Costing case study – 'what if' decisions	<ul style="list-style-type: none"> - A number of 'what if' decisions are to be made - How do we approach them and calculate the bottom line impacts? 	<ul style="list-style-type: none"> - Feel confident in assessing the financial impact of your decisions
Pricing	<ul style="list-style-type: none"> - The economics, accounting and marketing approaches to pricing are very different and all have something to contribute to price setting - Are they relevant to sales negotiation and how do we get the best out of all of them? 	<ul style="list-style-type: none"> - Understand the different influences on price - Be able to sell at higher prices with confidence - Be able to calculate the cost of discounts
Capital Investment Appraisal	<ul style="list-style-type: none"> - Understand the different approaches to appraisal - Understand the jargon - Know what metrics are used by most companies when deciding on a long term project 	<ul style="list-style-type: none"> - Be able to identify the factors which determine the acceptability of a project - Be able to discuss the factors revealed by the analysis
Budgetary control	<ul style="list-style-type: none"> - The Budget process - Interpretation of management reports - Identify the key limiting factors of the business 	<ul style="list-style-type: none"> - Understand the process - Understand your management reports better - Use them to control your area of responsibility
Practical case study – putting it all together	<ul style="list-style-type: none"> - A very complex negotiation is about to take place - Your Financial Director has prepared a spreadsheet which takes all variables 	<ul style="list-style-type: none"> - Be able to identify which variables have to be protected and which may be flexed with little impact on the bottom line
Quiz – what we have learned?	<ul style="list-style-type: none"> - Revision and discussion of key points of course 	<ul style="list-style-type: none"> - Reinforce your learning - Identify any future study needs

Why Buy?

Why open programmes?

With courses ranging from 1-3 days and running regularly across the UK, TACK's open programmes give you access to training and development at a time and place that's convenient to you:

- As well as networking opportunities you'll gain a different perspective from other delegates, their companies, sectors and experiences
- You can be more open and self-critical amongst strangers
- The right programme can be selected to address individual development needs
- Training one or two people at a time spreads your investment
- Departmental work schedules are less likely to be disrupted
- TACK handles all the administration

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Finance for Non-Finance Managers

Supporting your career development

Whatever route you take in your career, we're on hand to provide support and access to a programme that is specific to your needs.

The key to success is your people – their skills, motivation, flexibility and productivity. The ability of your leaders, managers and supervisors to inspire and develop your people to achieve optimum performance is therefore vital. So whatever your level of management experience, TACK has a selection of highly practical programmes designed to meet the challenges you and your team face in an ever changing business environment.

Senior level	Leadership in Senior Management Finance for Non-Finance Managers
Specific skills	Interpersonal and Communication Skills Presentation Skills Making Your Time Count Successful Networking Measuring Training Return on Investment
Entry level 2	Motivational Leadership
Entry level 1	Management Essentials 2 Management Essentials

The TACK difference

- Accredited Centre for sales and sales management qualifications from The Institute of Sales & Marketing Management
- Winner of the Sales Trainer of the Year at the British Excellence in Sales and Marketing awards in 2008
- The only training company to have won two National Training Awards for sales training
- First training company to achieve ISO 9001 Quality Assurance, continuously maintained since 1992
- First training company to achieve Investors in People accreditation, maintained continuously since 1991
- Leadership & management programmes endorsed by The Institute of Leadership and Management
- Training designed and delivered in 45 countries and 25 languages

