"An investment in knowledge pays the best interest."

FINANCIAL ACUMEN FOR **NON-FINANCE** LEADERS

AUDIENCE

FL Front-Line Leaders

LL Leaders of Leaders

FORMATS

In-Person: 1 Day Virtual: 2 hrs. X 4 sessions

COURSE OVERVIEW

Topics covered in this series of 4 2-hour virtual workshops:

- Key finance terms: assets, liabilities, capital, depreciation, capitalization, current ratio and others
- The accounting process: journals and ledgers, how debits and credits work
- Mastering the mind-set: see business in terms of dollars-and-cents decision options that pay off—short- and long-term
- Basic accounting principles
- Applying accounting conventions and guidelines
- Developing working rules regarding your corporate financial statements
- Using the balance sheet to examine assets and liabilities
- Analyzing the income statement to assess revenues and expenses
- The statement of cash flow: sources and uses of funds
- Content and format of the annual report
- Debt vs. equity financing
- How leveraging can increase return to shareholders
- Keeping your plan on target with budgetary controls
- Using profit-planning tools, break-even analysis, financial forecasting
- Cash flow: where cash comes from and how it's applied
- Elements of cost accounting

Employees develop greater financial

acumen and become better stewards

Employees are better able to make

well-informed decisions that have a

financial impact on the organization.

of the organization's resources.

- Analyzing payback method, discounted cash flow, present value and present value index in making profitable capital investment decisions
- Understanding the cost of capital

BUSINESS IMPACT

Employees gain confidence and comfort

reading and interpreting financial metrics that guide the organization.

Δ

3

Participants are prepared to advance their career trajectories beyond their direct functional capabilities.



2

1

Benjamin Franklin

Employees are equipped to avoid making 5 decisions without full awareness of the financial impact of those decisions.

6

Employees are able to help the organization manage and leverage financial resources more effectively.

^{(#) © 2023} Infopro Learning

FINANCIAL ACUMEN FOR **NON-FINANCE** LEADERS

AUDIENCE

- FL Front-Line Leaders
- Leaders of Leaders LL

FORMATS

In-Person: 1 Day Virtual: 2 hrs. X 4 sessions

LEARNING JOURNEY (Series of 4 2-hour virtual workshops)

Session 1		Session 2		Session 3		Session 4
Business and Financial Management 101		The Income Statement and Analysis • Income Statement Elements		The Balance Sheet and AnalysisBalance Sheet Purpose		The Cash Flow S Analysis
 Goals of financial management and metrics Accounting basics The operating cash cycle Cash flow vs. time analysis Income Statements Balance Sheets Cash Flow Statement 	Intersession Activity**	 Costs: Variable vs. Fixed Financial Statement Analysis Methods Income statement ratios Return on Sales (ROS) B=Gross Margin (GM) Selling, General & Administrative Expense Ratio (SG&A Operating Margin 	Intersession Activity**	 Fixed Assets and Depreciation Working Capital Management Actions and the Balance Sheet Balance Sheet Analysis Analysis Methods Balance Sheet: Main Links to the Income Statement Limitations of the Balance Sheet 	Intersession Activity**	 Why do we lo Cash vs. Incom Five Sources of Uses of Cash Typical Opera Common proformer operating cash How to speed cycle Cash Flow State Exercise Free Cash Flow

Learning Objectives

- Describe the business and financial management goals of an organization ٠
- Describe the key measures of value creation from different stakeholder ٠ perspectives
- Describe the key components of a business' cash cycle ٠
- Describe the purpose, key components, goals, and drivers of the income statement
- Link the income statement line items to key operating decisions made by ٠ managers and employees
- Use various financial statement analysis methods to assess financial ٠ management measures
- Describe the purpose, key components, goals, and drivers of the balance sheet ٠

management measures

٠

- ٠ and employees
- ٠
- Describe the purpose, key components, goals, and drivers of the cash flow statement
- managers and employees
- statement and the balance sheet

Statement and

- ook at cash?
- ome
- of Cash
- rating Cash Cycle
- oblems in the
- sh cycle
- ed up the cash
- tatement Analysis
- ow

Reinforcement

- Personal Action Planning
- 30-60-90 Day Virtual Group Touchpoint: Action Plan Reviews

Use various financial statement analysis methods to assess financial

Link the balance sheet to key operating decisions made by managers

Identify the key linkages of the balance sheet to the income statement

Explain the major differences between cash and income

Link the cash flow statement to key operating decisions made by

Identify the key linkages of the cash flow statement to the income