



# Finance

Managers must often familiarize themselves with areas of operations that are related, but may not directly fall under, their areas of supervision. Finance courses cover the basics of finance to help better manage budgets and understand financial operations.

## **Accounting for Non-Financial Managers I**

This course provides an overview of how financial data is generated and reported and how it is used for decision-making, analysis, and valuation. The core concepts include terminology and principles, financial statements, distinction between income and cash flow, debits and credits, and assets and liabilities. Participants will also learn to examine accounting methods and read financial statements.

## **Accounting for Non-Financial Managers II**

This course explains how to understand financial and operational measures, prepare and utilize budgets, respond to inquiries about the dollars-and-cents consequences of actions taken by you or your department, and speak the jargon of finance with fluency and ease. The participants will gain an awareness of how financial decisions are made and how those decisions impact the bottom line.

## **Budget Planning**

Do you know how to effectively plan and manage your budget? This course will show you how to develop, implement, and maintain departmental budgets that support and contribute to the goals of the company as a whole. Covering both the planning and controlling sides of the budget system, you'll learn how to document the company's goals and performance objectives in financial terms and how to interpret the comparison of actual results with budgeted results.

## **How to Read Financial Statements**

This course provides you with both the financial and non-financial measurement tools you need to assess financial success, internal business processes, and growth in your organization. Whether you're a brand-new supervisor or a senior executive, you won't go far without having a solid understanding of key financial documents.

## **Cash Flow Management**

The nuts-and-bolts to understanding proven techniques to plan and manage cash flow, sources, and use short-term funds, and working capital (including cash, short-term securities, receivables, inventory, payables, and short- and intermediate-term debt). This course shows you how to manage working capital efficiently and how to maximize and minimize the cost of short-term credit.

## **How to Set Up Internal Financial Controls**

This course provides you with both the financial and non-financial measurement tools you need to assess financial success, internal business processes, and growth in your organization. Whether you're a brand-new supervisor or a senior executive, you won't go far without having a solid understanding of key financial documents.

# Finance

“Before the training, financial statements were just numbers on a page. I have greater confidence that I can interpret financial reports accurately. More importantly, I'm able to make better financial decisions for my company.”

- Mid-sized business owner

