

Budgets and Managing Money



For managers in today's business world, it's essential to have a working knowledge of finance. We all play a role in our organisation's financial health, whether we realise it or not. If you don't have training or a background in finances, you may be at a disadvantage as you sit around the management table. Understanding the cycle of finance will help you figure out where you fit into your company's financial structure, and how to keep your department out of the red. This **one day workshop** will familiarise you with the key concepts of finance and accounting and help you prepare budgets with more confidence.

How You Will Benefit

At the end of the workshop you will be able to:

- Assess the financial performance and health of your firm
- Enhance your decision-making skills by integrating financial management concepts into your thinking
- Assess various software applications for managing finances
- Control the flow of money through your department
- Understand the budgeting process and forecasting techniques

What You Will Cover

- Your role in company finances
- Assets, liabilities, and equity
- Accounts payable and receivable
- Understanding financial statements
- Budgeting and forecasting techniques
- Types of budgets
- Comparing software applications
- Tracking business expenses
- GAAP and IFRS
- The human side of finances
- How to make good financial decisions
- Comparing investment opportunities
- ISO 9001:2000

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

YES! Enrol me now!
REGISTRATION FORM
Budgets and Managing Money

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: MasterCard / Visa Only			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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