



# FINANCIAL SKILLS FOR NON-FINANCIAL PEOPLE


" Stay on top of your finances. Don't leave that up to others." – Leif Garrett


Finance Basics is a course designed to provide a basic understanding of financial concepts. It covers topics such as budgeting, investment strategies, banking services, credit, and taxation. Students will gain an appreciation of the importance of financial planning and management in their daily lives and develop the knowledge required to make informed financial decisions. The course focuses on practical methods with an emphasis on skill development, encouraging students to become more confident in their financial management and planning capabilities. Take the first step toward becoming financially responsible and join us for the Finance Basics course!

- Key Course Content:**
- Analysing your organisational performance by understanding profit and loss statements
  - How budgets can be used to generate long term profit and revenue
  - How to avoid any budget blow outs
  - Making effective business decisions after understanding the workings of a balance sheet
  - How to use pricing and costing to make effective financial decisions
  - Learning cash management techniques to overcome any potential loss
  - The importance of enhancing assets and reducing liabilities for greater value generation
  - Learning the different types of performance ratios
  - Ways to increase your capital investment and return on investment

 **Target Audience:**  
The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.

 **Duration:**  
This course is available as a 1-day course or a truncated half-day course.

 **Delivery:**  
This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.

 **Group Size:**  
We recommend a group size of 4-10 people.