

Finance for Non Finance Course Brochure

1 Day Practical Workshop



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The Right Fit.....For You

Our Finance for Non Finance course is designed to provide learners with an understanding of the importance of good financial management and to give them the skills needed to read and manage financial accounts with confidence.

Our one day **Finance for Non Finance** course enables you to get straight to the heart of financial issues, demystifying financial information and **giving you confidence and control when making financial decisions.**

The course helps learners to gain a clear **understanding of the fundamentals of business finance** and the financial implications of decisions they make.

Finally, the course looks at preparing and managing budgets as well as tips and **techniques for managing payment schedules and bad debts.**

Our courses are very **practical and interactive.** Our aim is that each learner leaves the course with a list of key points to take away and work on back on the job.

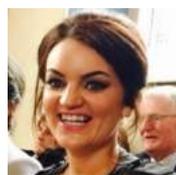
"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

Dearbhla Casey, HR Manager, Irish Country Meats



"We are all very happy with the training carried out last week & will definitely be in contact in the future."

Aoife O'Rourke, Key Account Manager, Tool & Plastic



"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose This Course

DCM Learning's Finance for Non Finance course provides learners with an understanding of the importance of good financial management and gives them the skills needed to read and manage financial accounts with confidence, giving them a clear understanding of the fundamentals of business finance and the financial implications of decisions they make.

Specific reasons to choose this course:



Experienced: We have trained over 252 individuals successfully in Finance for Non Finance over the last two years.



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Excellent Trainers: Our trainers combine professional training know-how with relevant experience in their chosen training field.



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

You're in Good Company

We have delivered our Finance for Non Finance programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.





Finance for Non Finance Course

COURSE OVERVIEW

This 1 Day course enables learners to get straight to the heart of financial issues, demystifying financial information and giving them confidence and control when making financial decisions.

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LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Read accounts and understand financial issues
- Understand how their day-to-day decisions impact profit and cash-flow
- Review financial information relating to the business
- Manage the budgeting process
- Understand the importance of good credit management

Below you will find a proposed course outline detailing all the topics covered on the training programme.



Course Content

TOPIC 1: THE NATURE AND PURPOSE OF ACCOUNTING

- Who uses the accounts and what do they use them for?
- Where can you find out about the organisation's financial position?
- Analysing your competition

TOPIC 2: PROFIT AND LOSS ACCOUNTS, BALANCE SHEETS AND CASH FLOW STATEMENTS

- Structure and terminology, what they tell us and why they need to be reviewed
- Using financial information as a management tool
- Understanding how operational income and costs are accounted for

TOPIC 3: MANAGING FINANCE

- Understanding working capital: What it is? How can we manage it?
- The distinction between profit and cash flow
- Considering sources of funding
- Putting together a robust budget
- Assessing variances and re-forecasting the budget

TOPIC 4: CREDIT MANAGEMENT

- Understanding the need for credit
- Reducing the risk of bad debts
- Determining "Can't Pay" versus "Won't Pay"
- Types of customers - Willing and Able/Unwilling but Able etc.
- Problem Solving - working towards resolving the debt, creating urgency, getting commitment



Larry Power

Training Associate

Larry is an extensively qualified and professional trainer. He works with Owner/Managers to assist them to grow their business successfully and profitably. Larry's delivery style is highly interactive and he has proven himself delivering training time and time again.

Larry provides a wide range of Business and Accounting Training to our clients in the SME sector. In the present economic climate, he specialises in Cash Flow management to ensure that the business has adequate financial resources and is efficiently managing its working capital. .

He also set up and implement Accounting and Payroll software and run a Payroll bureau for clients. Larry provides Company Secretarial and Taxation services to clients

Larry's areas of expertise include Finance, Credit Control, Debt Collection, Budgeting & Forecasting, Finance for Senior Managers & Directors, Financial Modelling.

Some of Larry's qualifications and affiliations include:

- Degree in Commerce, Accounting and Finance from UCD
- Fellow member of the Chartered Institute Management Accountants



Inhouse Training, One Size Doesn't Fit All.

Does your team need Finance for Non Finance training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the
right course**

DUBLIN

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Centre

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