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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Finance for Non-Financial Professionals

## المالية والتخطيط لغير الماليين

15 – 19 December 2019

Dubai / UAE

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

This course introduces the up-to-date approaches to financial management for non-financiers along with special distinctive emphasis on the managerial skills required to cope with today`s changing environment. The Course will cover the functional aspects of finance, including dealing with financial statements, financial forecasting, organizing investments and financial, decisions making, the preparation of financial hierarchy and budgeting. This course will also briefly introduce the trainees to the basis of financial planning and its implementation in any sphere of business for continuous improvement of processes and control

## Course Learning Outcomes

Participants attending the programme will:

- Understand, the new trends in accounting and financial statements analysis (Financial Ratios, Sources & Uses of Money, Du-Pont, Market & Economic Value Added)
- Understand the importance of Financial Forecasting and Techniques and their role in assessing and minimizing projects returns.
- Learn the new techniques of financial planning and control.
- Financial Budgeting and Preparations (Items, Financial Cash Flow Forecast, Break-even analysis and Budgeting)

## Who Should Attend?

Seniors engineers, managers, head of department, bankers, non-financials and non-accountants, professional businessmen, auditors, investors, staff and specialists as well as those nominated to join any of these previously mentioned positions.

## Course Outlines

### **DAY 1**

How to interpret and Perform Financial Statement Analysis

Fundamentals of Finance

Understand basic financial statements and be able to explain their usefulness for the external analysis of a firm.

Appreciate the usefulness as well as the limitations of financial ratios.

Resources and uses of Money

Financial Ratios Analysis

Du Pont Formula

Financial & Non-Financial analysis

### **DAY 2**

Financial Forecasting and Techniques

Role of Financial Forecasting

New Techniques in Financial Forecasting

Forecasted Financial Position

Percentage of Sales Percentage

Regression Analysis

Syndicate exercise: Working in small groups.

### **DAY 3**

Financial Budgeting

Know the principles used to decide the most capital budgeting criteria.

Budgeting in today's competitive business

The Budgeting Process

The role of budgeting

Annual budgeting process

Identifying and resolving budgeting variances

Different budgeting systems in use today

Essential of Finance & Accounting

#### **DAY 4**

Financial Planning and Control

Cash-Flow forecast

Break-even analysis (units and monetary)

Operating leverage

Asset Management

Understand the Main Assets Management Techniques

Working-Capital Management & Short Term Financial

#### **DAY 5**

Capital Budgeting

1- Investment profitability analysis:

- Simple Rate of Return (SRR)

Calculations

Return on equity

Pros and Cons

- Payback Period (PBP)

Calculations

Wagner Law

Discounted Payback Period

Pros and Cons

- 2- Discounted Cash-Flow methods:
  - Net Present Value (NPV)
  - Internal Rate of Return (IRR)

Problem Solving, exercises and case studies

Workshops

Group exercises and discussions

Course evaluation

Course Summary

### Who Should Attend

Seniors engineers, managers, head of department, bankers, non-financials and non-accountants, professional businessmen, auditors, investors, staff and specialists as well as those nominated to join any of these previously mentioned positions.

### Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- slides and handouts
- Post-assessment

### Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

### The course agenda will be as follows:

- Technical Session 08.30-10.00 am
- Coffee Break 10.00-10.15 am
- Technical Session 10.15-12.15 noon
- Coffee Break 12.15-12.45 pm
- Technical Session 12.45-02.30 pm
- Course Ends 02.30 pm
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## Course Fees\*

- **3,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

يقدم هذا المساق الأساليب الحديثة للإدارة المالية لغير الممولين إلى جانب التركيز المميز الخاص على المهارات الإدارية اللازمة للتعامل مع البيئة المتغيرة اليوم. سوف تغطي الدورة الجوانب الوظيفية للتمويل ، بما في ذلك التعامل مع البيانات المالية ، والتنبؤ المالي ، وتنظيم الاستثمارات والمالية ، واتخاذ القرارات ، وإعداد التسلسل الهرمي المالي والميزنة. وسوف تقدم هذه الدورة التدريبية على أساس التخطيط المالي وتنفيذه في أي مجال من مجالات الأعمال لتحسين المستمر للعمليات والتحكم

## أهداف البرنامج

في نهاية هذه الدورة المتدربين سوف يتمكن المتدربون من:

- فهم الاتجاهات الجديدة في تحليل البيانات المالية والمحاسبة (النسب المالية ، مصادر واستخدامات الأموال ، السوق والقيمة الاقتصادية المضافة)
- فهم أهمية التنبؤ المالي والتقنيات ودورها في تقييم وتقليل عوائد المشاريع.
- تعلم التقنيات الجديدة للتخطيط المالي والرقابة.
- إعداد الموازنات المالية والإعدادات (البنود ، التنبؤ بالتدفق النقدي المالي ، تحليل التعادل والميزنة)

## الحضور

كبار السن من المهندسين والمديرين ورئيس القسم والمصرفيين وغير الماليين وغير المحاسبين ورجال الأعمال المحترفين ومدققي الحسابات والمستثمرين والموظفين والمتخصصين بالإضافة إلى أولئك الذين تم ترشيحهم للانضمام إلى أي من هذه المناصب المذكورة سابقًا.