



# FINANCIAL MANAGEMENT

financial development for non-financial managers

HRDF

[www.zohlgroup.com](http://www.zohlgroup.com)

## COURSE CODE: NT-ENT-03

LEVEL: Basic to Intermediate

LANGUAGE: English

## OVERVIEW

Can you **demonstrate your value** and ROI to your boss? Are you able to **interpret financial reports** and make decisions based on the data they provide? Can you draft an accurate budget? Can you **justify your ideas** in dollars and cents? You didn't get to this point in your career only to be held back by weak financial skills. This program for non-financial managers makes the basics of finance accessible to anyone in just 2 days.

## OBJECTIVES

- To introduce fundamental bookkeeping and accounting concepts to course participants to enable them to manage the financial aspects of their role more effectively.
- To review the different approaches taken in the public and private sector
- To make sense of key financial statements and some key ratios
- To enable participants to manage financial aspects of projects more effectively
- To participate more knowledgeably in the budgeting process.

## COURSE DURATION

2 days (9am—5pm).

Tea Breaks: 10:30am & 3:30pm.

Lunch: 1:00pm-2:00pm

**Note:** Please contact our office for Training Date or visit our website for details

## METHODOLOGY

The course will be interactive and practical with learning methods to suit every kind of learning preference. There will be activities in groups and pairs as well as individual exercises and everyone will get an opportunity to discuss their work challenges in a supportive environment. There will also be opportunity to practice assertive communication skills through role play and to present a presentation towards the end of the program.

## TARGET AUDIENCE

Those for whom finance is not a significant part of their responsibility, but who will benefit from understanding it in more depth. They will be from all sectors, including private, public and not-for-profit including:

- Those who are new managers or managers wanting a refresher
- Budget holders who want to create and manage their budgets more effectively
- Operations managers who want to know more about cost management and projects
- Sales and marketing employees who want to understand financial statements
- Anyone who needs to understand key accounting concepts, and improve forecasting and cost management skills
- Managers who are about to be promoted into positions which require financial literacy
- Managers facing financial decisions or expect to make a contribution to a wider planning process.

## LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or any hotel in the selected Region(s)

## COURSE CONTENT

### **Key Financial Concepts and Principles**

- Bookkeeping versus accounting
- Cash accounting versus accrual accounting and use in private and public sectors
- Types of accounts in the General Ledger, their purpose and the chart of accounts
- Double-entry bookkeeping concepts and implications
- Depreciation and amortisation

### **Reading Financial Statements, Public and Private Sector**

- International standards in the private and public sectors, IFRS and IPSAS
- Format and content of the statement of financial position (balance sheet)
- Format and content of the statement of profit or loss
- IPSAS principles of financial statements presentation for the public sector
- Investor ratios

### **Management Accounting**

- Financial accounting and management accounting compared
- Types of management information prepared for internal consumption
- Financial information managers need to manage – the power of comparisons
- Analysing costs, key ratio calculations for management and variance analysis, including ROI, ROA and liquidity ratios

### **Managing the Finances and Costs of Projects.**

- Financial aspects of building the business case and getting approval for funding
- Estimating project costs – different estimating techniques, expert, analogous, parametric, bottom up etc.
- Project forecasts, cost variances and cost control
- Project risks and financial implications

### **Building an Effective Budget**

- Public sector v. Private sector budgeting differences in purpose, processes and motive.
- Budgetary methodologies, incremental and zero-based
- Budget and variance analysis
- End of week quiz to appraise learning achieved.

Customized In-House Training Program is available in the following areas:

**Sales & Marketing | Leadership & Management | Entrepreneurship | Customer Engagement | Soft Skills | Telecoms | IT**

CALL US FOR DETAILS or VISIT OUR WEBSITE AT [WWW.ZOHLGROUP.COM](http://WWW.ZOHLGROUP.COM)



Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(GST ID:000327831552)

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Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.206.1038 E: [training@zohlgroup.com](mailto:training@zohlgroup.com)



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## COURSE FEE

RM1,200 per person

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

## CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

## HRDF CLAIMABLE

Yes. SBL Khas. If your company contributes to HRDF Fund

## REGISTRATION METHOD

1. **Online:** [http://zohlgroup.com/hrdf\\_registration/](http://zohlgroup.com/hrdf_registration/) OR
2. Download this brochure at: <http://zohlgroup.com/hrdf-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

## FACILITATOR

**Noraini Binti Haji Mohd Nor** – graduated in 1991 with Diploma Perakaunan, KUSZA, Kuala Terengganu and in 1995 she obtained Ijazah Sarjana Muda Perakaunan, UUM, Sintok, Kedah. She is Chartered Accountant and Member of Malaysian Institute of Accountant (MIA) (Membership No: CA39610). She is currently a Trainer at Institut Keusahawanan Negara (INSKEN); Biskaunselor at Institut Keusahawanan Negara (INSKEN) and Freelance Trainer at ZOHL Consultancy Sdn Bhd.



Since 1995 she has been working at the Audit and Accounting Firms such as Firma Audit – Al Jeffri & Co, Account Executive at a property development company, and Accountant at Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN).

She has extensive background in:

1. conducting workshops, coaching, and mentoring for entrepreneurs with problems in account management. Some of the agencies included:

- Mara Wilayah (PUSMA)
- MARA Selangor - Sepang
- FAMA - Kuala Lumpur
- Institut Keusahawanan Negara (Inskan)
- Maktab Koperasi Malaysia (MKM) – Petaling Jaya
- Jabatan Pertanian Klang
- SME Corporation Malaysia – Yayasan Inovasi Malaysia

2. preparing monthly Financial Statements for entrepreneurs.  
3. additionally, she has also conducted the following courses either through in-house programs or public training programs:

- Book keeping for Small Business
- Cash Flow Analysis
- Book keeping and Costing for Small Business
- Costing and Pricing Analysis
- Financial Management
- Debt Collection Strategy

\*Note: Trainer availability is subject to change

## REGISTRATION FORM

Participant#1: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Participant#2: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Training Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## PAYMENT

CASH: RM \_\_\_\_\_ OR

CHEQUE No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to [training@zohlgroup.com](mailto:training@zohlgroup.com)

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

Signature & Company Stamp

### Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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