



## Budgets And Financial Reports in Construction Industry

Enhancing Your Effectiveness In Budgeting & Financial Reporting

CIDB

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

**COURSE CODE:** NT-FI-02

**LEVEL:** Basic

**LANGUAGE:** Bahasa & English

### OVERVIEW

Money matters can be intimidating for even the smartest people. However, having a solid understanding of basic financial terms and methods is crucial to your career. When terms like ROI, EBIT, GAAP, and extrapolation join the conversation, you'll want to know what people are talking about, and you'll want to be able to participate in the discussion.

The Budgets And Financial Reports workshop will give you a solid foundation in finance. We'll cover topics like commonly used terms, financial statements, budgets, forecasting, purchasing decisions, and financial legislation.

### OBJECTIVES

At the end of the program, participants should be able to:

- Understand Commonly Used Terms
- Understanding Financial Statement
- Analysing Financial Statements
- Understanding Budgets
- Develop Budgets
- Managing a budget

### COURSE OUTCOME

- Have a better understanding of financial terminology
- Learn to understand & develop skills for analysing financial statements
- Gain an understanding of budgets & budgeting
- Master techniques for effective budgeting
- Learn advanced forecasting techniques
- Learn how to make smart purchasing decisions
- Understand some of the legal aspects of finances

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

### METHODOLOGY

This program will be conducted with:

- Interactive Lecturers | PowerPoint presentation
- Discussions | Practical Exercise | Role Play | Case Study

### TARGET AUDIENCE

Budgets and Financial Reports Skills is designed to benefit everyone who would like to understand financial reports and budgets better, no matter if you are at work or at home. Supervisors and Managers should definitely develop these skills.

### LOCATION

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

### COURSE CONTENT

#### Module One: Getting Started

- Icebreaker | Housekeeping Items
- The Parking Lot | Workshop Objectives

#### Module Two: Glossary

- What Is Finance | Commonly Used Terms
- Key Players (People, Jobs)
- Important Finance Organizations
- Understanding GAAP

#### Module Three: Understanding Financial Statement

- Balance Sheets
- Income Statements (AKA Profit And Loss Statements)
- Statement Of Retained Earnings
- Statement Of Cash Flows | Annual Reports

#### Module Four: Analyzing Financial Statements, Part One

- Income Ratios | Profitability Ratios
- Liquidity Ratios | Working Capital Ratios
- Bankruptcy Ratios

#### Module Five: Analyzing Financial Statements, Part Two

- Long Term Analysis Ratios | Coverage Ratios
- Leverage Ratios | Calculating Return On Investment (ROI)

#### Module Six: Understanding Budgets

- Common Types Of Budgets
- What Information Do I Need?
- Who Should Be Involved?
- What Should A Budget Look Like?

#### Module Seven: Budgeting Made Easy

- Factoring In Historical Data
- Gathering Related Information
- Adjusting For Special Circumstances
- Putting It All Together
- Computer Based Methods

#### Module Eight: Advanced Forecasting Techniques

- Using The Average | Regression Analysis
- Extrapolation | Formal Financial Models

#### Module Nine: Managing The Budget

- How To Tell If You're On The Right Track
- Should Your Budget Be Updated
- Keeping A Diary Of Lessons Learned
- When To Panic

#### Module Ten: Making Smart Purchasing Decisions

- 10 Questions You Must Ask
- Determining The Payback Period
- Deciding Whether To Lease Or Buy
- Thinking Outside The Box

#### Module Eleven: A Glimpse Into The Legal World

- A Brief History
- The Sarbanes Oxley Act
- CEO/CFO Certification
- Thinking Outside The Box

#### Module Twelve: Wrapping Up

- Words from the Wise | Review of Parking Lot
- Lessons Learned | Completion of Action Plans and Evaluations

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

**Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | HSE | Engineering | 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) (SST ID: W10-1810-32000429)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: [plbk@zohlgroup.com](mailto:plbk@zohlgroup.com)





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## COURSE FEE

### Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

### Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
- **Without Green Card: RM742.00** per person incl. 6% SST

(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.

## CIDB CCD Points

Requested: 20 (for CIDB-Registered Companies)

## REGISTRATION METHOD

1. **Online:** [http://zohlgroupp.com/cidb\\_registration/](http://zohlgroupp.com/cidb_registration/) **OR**
2. Download this brochure at: <http://zohlgroupp.com/cidb-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

**Norani Bt Hj Mohd Nor** - Chartered Accountant | Member of Malaysian Institute of Accountant (MIA) (Member No: CA39610). She graduated from UUM in 1995 with a degree in Accounting. She has extensive experience in Accounting and Financial Management spanning over 20 years.



She has experience in providing training services to entrepreneurs and various clients including:

- MARA Wilayah (PUSMA)

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

Some of the courses she conducted include:

- Bookkeeping for Small Business
- Cash Flow Management
- Bookkeeping and Costing for Small Business
- Costing and Pricing Methodology
- Financial Management for Entrepreneurs

\*Note: Trainer availability is subject to change



## REGISTRATION FORM

Participant : \_\_\_\_\_

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

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

**Note:** please duplicate this page for multiple participants' registrations

Green Card No: \_\_\_\_\_ (only if it is applicable)

CIDB Grade G : \_\_\_\_\_ (only if it is applicable)

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

Training Venue: \_\_\_\_\_

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

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

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

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

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

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

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

Company Website: \_\_\_\_\_

## 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 [plbk@zohlgroupp.com](mailto:plbk@zohlgroupp.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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