



Finance for Non-Finance Managers

Enhancing Your Effectiveness In Financial Analysis for Sound Decision-Making

CIDB

www.zohlgroup.com

COURSE CODE: NT-FI-03

LEVEL: Basic

LANGUAGE: Bahasa & English

OVERVIEW

This course is for "Non-financial Managers" who want to understand key financial principles and apply them in a real-world context. Over the course of the program window, you will work your way through a series of ten modules and a case study that move from understanding basic financial principles to applying financial analysis and ratios to drive decisions.

OBJECTIVES

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

- Understand the language associated with finance
- Know how and when to use financial terms and analysis techniques
- Read and assess company performance using financial statements
- Recognize the link between organizational strategy and financial objectives
- Use "the numbers" to your best advantage to make more informed decisions

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)

METHODOLOGY

This program will be conducted with:

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

TARGET AUDIENCE

This course is appropriate for professionals within any functional area who have limited knowledge and/or experience with finance and who need to enhance their financial acumen. Such knowledge enables managers and leaders to ask more meaningful questions, to assess the financial implications of decisions, and to be better equipped to make informed strategic choices. Participants should have working knowledge of Microsoft Excel and understand basic financial calculations.

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

- Introduction of Accounting
- Management of Accounting Information

Module Three

- Reporting - Business Performance Measurement
- Requirement for Information Disclosure

Module Four

- Accounting for Asset
 - Current Asset
 - Non-current asset
- Accounting for liabilities and owner equity

Module Five

- How to manage Single entry and incomplete records?

Module Six

- Analysis of Financial Statements

Module Seven

- Introduction to Management Accounting and Cost Accounting
- Three importance Cost - Management of Cost

Module Eight

- Management Accounting vs Financial Accounting

Module Nine

- Job Costing in the service Industry

Module Ten

- Costing Technique and Cost Volume Analysis

Module Eleven

- Accounting for Control and Performance Measurement
- Strategic Management Accounting

Module Twelve

- Case Study

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



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



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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://zohlgroup.com/cidb_registration/ **OR**
2. Download this brochure at: <http://zohlgroup.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

Noraini 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@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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