

Certified Course

Training on Finance for Non-Finance

Date: 10 & 11 August 2018. **Duration:** 2 Days **Time:** 9.30am to 5.30pm **No of Classes/ Session:** 8 Sessions **Class Schedule:** Friday and Saturday **Total Hours:** 16 Hours **Last date of Registration:** 08 August 2018 **Venue:** Academy of Learning Limited, 115, Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1000. **Contact:** +88 01708 545299 e-mail- training@aolbd.com **Training price:** 8000 + VAT (15 % VAT is applicable in every purchase)

Label of Participant: From Novice to Professionals or as deemed appropriate by the concern Authority.

Boarding: Training materials - Folder, Writing Pad & Pen, Certificate with Folder, Lunch and two times Tea-Snacks would be provided during the training period.

Introduction

This Finance for a non-finance manager's course is designed for students and professionals who want to learn Finance but are from a non-finance background. Impact your financial decisions and learn how to affect the performance of your unit's profitability and of your organization. In this course gain a basic understanding of finance and accounting concepts to drive your organization's growth.

Objectives/benefits:

Upon completion of the course the participants:

- Solidify your grasp of finance fundamentals: amount, timing, revenues & profits.
- Interpret data on financial reports and how these reports impact each other.
- Identify the different categories of cost accounts for budgeting and tracking spending.
- Formulate strong estimates, and determine when to capitalize and depreciate an asset.
- Utilize ratios and measures to gain insight into profitability and performance.
- Develop a business case to provide rationale for why a project should be undertaken.
- Understand cost behavior and cost variance reporting.

Course Contents:

The key financial statements

- Understanding the accounting cycle
- The five main accounts in financial statements
- Income statement: tool for performance measurement
- Accrual basis versus cash basis
- Balance sheet: tool for financial position
- The balanced status
- Statement of owners' equity
- Statement of cash flows: cash is kind
- Wrapping-up: the cycle of financial statements
- External and internal auditors' responsibilities

Analysis of financial statements

- Why are ratios useful
- Horizontal and trend analysis
- Vertical analysis: common size statements
- Common size financial statements
- Building blocks analysis and reading through the numbers:
- Liquidity ratios: ability to settle short-term dues
- Solvency ratios: ability to settle long-term dues
- Activity ratios: ability to manage assets efficiently
- Profitability ratios
- Limitations of financial ratio analysis

Working capital management

- Definition of working capital and working capital management
- Working capital management strategies for current assets
- Balancing profitability and liquidity
- Working capital management strategies for current liabilities
- trade-off between profitability and certainty

Recap: concept of financial management

- Accounting versus finance: rules and responsibilities
- Three pillars of finance
- Financing decisions
- Investing decisions
- Operating decisions

Breakeven analysis and decision making

- Defining fixed costs
- Defining variable costs
- Contribution margin formula
- Computing breakeven point
- Sensitivity analysis: changing assumptions

Operating budget process and techniques

- What is an operating budget
- Steps to budget development
- Master budget components
- Sales forecasting
- Approaches to budgeting
- Incremental budgeting
- Zero-based budgeting
- Budgetary control and correction

Capital budgeting: the investing decisions:

- Examples of exercises involving capital budgeting exercise
- Time value of money: a prerequisite for investing decisions
- Required rate of return for investments
- Examples of cash outflows for capital projects
- Examples of cash inflows for projects
- Net present value calculation
- Internal rate of return

Facilitator Biography: Mr. Kamrul Hassan

Mr. Kamrul Hassan was born in Shariatpur in 1961. A brilliant student in his early years, he secured merit positions in the combined merit list of Dhaka Board SSC and HSC examinations. He graduated in Aeronautical Engineering from the reputed Indian Institute of Technology, Kharagpur in 1986 under an Indian Government Scholarship Program. Later he completed MBA at the Institute of Business Administration (IBA), University of Dhaka in 1993. Kamrul Hassan attended two Post Graduate Training (PGT) Programs in the United Kingdom. The first one on Internal Training & Consultancy at Ilkley College, University of Bradford, in 1992 and the second on Educational Psychology at the University of Edinburgh in 2015.

He started his career as a marketing executive at Beximco Computers Limited. After one year he joined Bangladesh Airlines as an Engineering Instructor. He served the national airlines for two and half years. Later he worked for the National Academy for Planning and Development (NAPD) as an Instructor (equivalent to Senior Assistant Secretary). In a span of 9 years he spent in the corporate sector Kamrul Hassan worked for the British Council, KAFCO and Pan Pacific Sonargaon Hotel (PPSH). At the British Council he was a Projects Officer while at KAFCO he was the head of the Training Department. At PPSH, he worked first as the Reservation Manager, then as the MIS Manager.

Kamrul Hassan joined the academic world back in 1998 when he joined AIUB as a faculty Member. Later he moved to Independent University Bangladesh (IUB) as an Assistant Professor. He taught various business courses from three main domains namely marketing, management and finance at IUB for 4 years. He has been teaching at East West University a mixed basket of courses, but predominantly management courses, as an Assistant Professor for the last 13 years. Apart from the above, he taught, as an adjunct faculty, in a number of public universities including IBA, BUET and JU. He also taught at several private universities. He attended a number of national and international training programs himself, and imparted training to several hundreds of professionals from different organizations at various times. He has several scholarly articles published in academic journals. He also presented his papers in national and international seminars.

Kamrul Hassan is a poet and writer of the 80s. He has 13 published books of poems, one book of short stories, one book of essays, two travelogues and two books on translations. Kamrul frequently translates literary articles from English to Bangla and vice versa. A debater at the national level he is an eloquent speaker. He lives in Dhaka happily with his spouse and four university-going children.