

# **Management Development Programme on Finance for Non-Finance Executives**

## **Theme**

A successful Manager need to take his decision from all the dimensions and aspects under consideration. Such decision has an ultimate effect on the profit/wealth generating capacity of the business unit. A sustained effort and appropriate skill on part of executives is required in the area of finance for accomplishing better financial practices & formulating reasonable financial policies of the unit concerned. The non finance executives are often found in puzzling situation while dealing with procedures & practices in finance. The program provides the managers with a comprehensive working knowledge of critical financial principles in an easy manner that will help them to make better decisions in their organization.

## **Objectives**

This programme has an emphasis on creating financial skills among participants to use financial data for analysis and decision-making.

- To understand the basic knowledge in book keeping accounting.
- To understand financial statements and how they are made
- To enable non-finance executives to understand the dynamics of finance, interpretation of financial statements and MIS
- Analyzing the impact of decision making on finance
- To understand the various aspects of planning and control through finance
- To develop guidelines to measure success in financial terms.
- To understand the impact of financial variables on all decisions and *vice versa*

## Participants

- The programme is designed for executive from non finance background.
- Middle level Managers.
- Heads of Divisions/Functions and Owner Managers
- Managers who wish to update their knowledge on basis of Finance and Accounts.
- Engineers, technical and software professionals.

## Contents

<p><b>Session - 1</b>  <b>Basic Accounting Concepts</b></p> <ul style="list-style-type: none"> <li>- Basic Principles of Book keeping Accounting</li> </ul>	<p><b>Session – 2</b>  <b>Preparation of Final Accounts</b></p> <ul style="list-style-type: none"> <li>- Structure of Final Accounts</li> <li>- Trends in Presenting Financial Statements</li> </ul>
<p><b>Session – 3</b>  <b>Basic Concepts regarding Capital and Cost</b></p> <ul style="list-style-type: none"> <li>- Concepts and Cost Classification</li> <li>- Costs Relevant to Decision Making</li> <li>- Cost-Volume-profit-Analysis</li> </ul>	<p><b>Session – 4</b>  <b>Budgeting as a Tool for Planning &amp; Control</b></p> <ul style="list-style-type: none"> <li>- Concepts</li> <li>- Functional Budgets</li> <li>- Zero Based Budgeting</li> </ul>
<p><b>Session 5</b>  <b>Financial Analysis &amp; Control</b></p> <ul style="list-style-type: none"> <li>- Important Ratios</li> <li>- Cash Management</li> <li>- Capital Budgeting &amp; Project Appraisal</li> </ul>	<p><b>Session 6</b>  <b>Overview of Taxation</b></p> <ul style="list-style-type: none"> <li>- Income Tax</li> <li>- Excise and Service Tax</li> <li>- Value Added Tax</li> </ul>

## Methodology

The course uses participative discussion, lectures, cases and practical assignments to achieve the learning objective.

## Duration

The course would be spread over six sessions of 90 minutes each.