FINANCE FOR NON-FINANCE PROFESSIONALS



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GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Finance for Non-Finance Professionals Training Course builds the financial literacy that managers from every function need to make decisions with a financial consequence. Every department spends money, commits resources, and affects profit, yet most of its managers never learned to read a financial statement. That gap shows up in budgets defended on instinct and projects approved without appraisal. This course develops the understanding that closes it. It covers financial statements, cost behaviour, and budgeting. Furthermore, it applies profit analysis, investment appraisal, and working capital. In addition, it develops variance interpretation, forecasting, and financial communication. As a result, participants from any background discuss financial performance with confidence.

Finance for Non-Finance Professionals Course Objectives

- Interpret the three primary financial statements correctly.
- Apply key ratios to assess profitability, liquidity, and efficiency.
- Explain cost behaviour: fixed, variable, mixed, and stepped costs.
- Apply contribution analysis and break-even calculation.
- Prepare and defend departmental budgets.
- Analyse cost, price, and volume variances.
- Apply investment appraisal using NPV, IRR, and payback.
- Manage working capital, cash cycles, and cash flow basics.
- Identify profit drivers and value-creating activities.
- Communicate financial results to finance and non-finance audiences.

Course Methodology

- Interactive lectures with cross-functional business cases.

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- Financial statement and ratio analysis workshops.
- Budgeting, break-even, and variance exercises.
- Investment appraisal and working capital practice.
- Structured peer review with facilitator feedback on business proposals.

Who Should Take This Course

- Managers and department heads from non-finance functions.
- Operations, sales, marketing, and HR managers.
- Engineers, IT, and project managers.
- Small business owners and entrepreneurs.
- Newly promoted managers with budget responsibility.
- Anyone needing financial literacy for business decisions.

Finance for Non-Finance Professionals Course Outlines

Day 1: Understanding Financial Statements

- Purpose and users of financial information.
- Balance sheet: assets, liabilities, and equity explained simply.
- Income statement: revenue, cost, and profit layers.
- Cash flow statement: operating, investing, and financing activities.
- How the three statements connect and reconcile.
- Common accounting terms in plain language.
- Case study: reading a company's statements for business insight.

Day 2: Ratios and Financial Performance

- Profitability ratios: gross, operating, and net margin.
- Return on assets, equity, and capital employed.
- Liquidity ratios: current, quick, and cash ratios.
- Efficiency ratios: receivable, payable, and inventory days.
- Gearing and interest cover analysis.
- Trend analysis and comparison with competitors.
- Workshop: calculating and interpreting key financial ratios.

Day 3: Costs, Contribution, and Break-Even

- Fixed, variable, mixed, and stepped cost behaviour.
- Direct and indirect cost identification.
- Contribution margin and contribution analysis.
- Break-even point and margin of safety.
- Operating leverage and profit sensitivity.
- Cost behaviour effects on pricing and volumes.
- Workshop: building a break-even and contribution model.

Day 4: Budgeting and Variance Analysis

- Budget purpose and the annual planning cycle.
- Incremental and zero-based budgeting approaches.
- Revenue, cost, and capital budget components.
- Flexible budgets and activity-based budgeting.
- Variance analysis: price, volume, and mix effects.
- Responsibility accounting and accountability.
- Workshop: preparing and defending a departmental budget.

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Day 5: Investment Appraisal and Financial Decisions

- Time value of money and discounting concepts.
- Net Present Value and internal rate of return.
- Payback period and profitability index.
- Working capital and cash conversion cycle basics.
- Cash flow forecasting and funding needs.
- Presenting business cases to decision makers.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Finance for Non-Finance Professionals, participants will gain a thorough understanding of financial statements, ratio and performance analysis, cost behaviour and break-even analysis, budgeting and variance analysis, and investment appraisal and financial decision-making. They will also acquire practical skills in financial statement interpretation and ratio analysis, cost behaviour and break-even analysis, budgeting, variance analysis and cost control, and investment appraisal, working capital management and financial communication. In addition, the course prepares them to contribute to financial decisions from any functional background. Gentex Training Center delivers this programme with a strong focus on practical financial literacy and confident business decision-making.

FAQs for Finance for Non-Finance Professionals course

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Q1 What is the "Finance for Non-Finance Professionals" course about?

It is a five-day programme on financial literacy for managers outside finance. It covers financial statements, ratio and performance analysis, cost behaviour and break-even, budgeting and variance analysis, and investment appraisal and financial decision-making.

Q2 What are the key benefits of the "Finance for Non-Finance Professionals" course?

Participants discuss money confidently instead of avoiding it. The course improves statement interpretation and ratio reading, sharpens cost and break-even understanding, strengthens budget preparation and variance explanation, improves investment appraisal judgement, and raises financial communication quality.

Q3 What skills will I gain from the "Finance for Non-Finance Professionals" course?

Participants gain financial statement interpretation and ratio analysis, cost behaviour and break-even analysis, budgeting, variance analysis and cost control, and investment appraisal, working capital management and financial communication. These four skills cover the practical core of financial literacy for managers.

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Q4 What tools, methods, or standards are covered in the "Finance for Non-Finance Professionals" course?

The course covers balance sheet, income statement and cash flow statement structure, statement interconnection, gross, operating and net margin analysis, return on assets, equity and capital employed, current, quick and cash ratios, receivable, payable and inventory days, gearing and interest cover analysis, trend and competitor comparison, fixed, variable, mixed and stepped cost behaviour, direct and indirect cost identification, contribution margin analysis, break-even point and margin of safety, operating leverage, incremental and zero-based budgeting, revenue, cost and capital budget components, flexible budgets, activity-based budgeting, price, volume and mix variance analysis, responsibility accounting, time value of money and discounting, Net Present Value, internal rate of return, payback period and profitability index, working capital and cash conversion cycle analysis, cash flow forecasting, and business case presentation techniques.

Q5 How is the "Finance for Non-Finance Professionals" course applied in real-world practice?

Participants apply the methods to real departmental situations. They read and interpret financial statements, calculate and explain key ratios, classify costs and build contribution models, compute break-even points, prepare departmental budgets, explain cost, price and volume variances to management, appraise investments with NPV and IRR, review working capital and cash cycles, and present business cases to decision makers. Many leave with a ratio analysis template, a break-even model, and a budget and business case structure ready to use.

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