FINANCE FOR NON-FINANCIAL PROFESSIONAL



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TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Finance for Non-Financial Professional Training Course builds the financial literacy that specialists outside finance need to work effectively with budgets, costs, and financial results. Engineers, doctors, IT specialists, and operational experts solve complex technical problems, yet many avoid financial conversations. That avoidance costs them influence. Decisions about staffing, equipment, and projects all carry a financial dimension, and managers who cannot read it lose their case. This course develops the understanding that restores that influence. It covers financial statements, ratio analysis, and cost behaviour. Furthermore, it applies budgeting, variance analysis, and break-even techniques. In addition, it develops investment appraisal, working capital awareness, and financial communication. As a result, participants engage financial matters with confidence.

Finance for Non-Financial Professional Course Objectives

- Explain the purpose and structure of financial information.
- Read and interpret the three primary financial statements.
- Apply key ratios to assess profitability, liquidity, and efficiency.
- Explain cost behaviour and cost classification clearly.
- Apply contribution analysis and break-even calculation.
- Prepare departmental budgets and justify resource requests.
- Analyse cost, price, and volume variances.
- Apply investment appraisal using NPV, IRR, and payback.
- Understand working capital, cash flow, and liquidity basics.
- Communicate financial results to finance and non-finance audiences.

Course Methodology

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- Interactive lectures with cross-functional business cases.
- Financial statement and ratio interpretation workshops.
- Budgeting, break-even, and costing exercises.
- Investment appraisal and financial communication practice.
- Structured peer review with facilitator feedback on business cases.

Who Should Take This Course

- Specialists and technical professionals outside finance.
- Engineers, IT, and clinical professionals.
- Operations, production, and quality managers.
- Sales, marketing, and business development staff.
- Project and programme managers.
- Anyone needing financial literacy for professional decisions.

Finance for Non-Financial Professional Course Outlines

Day 1: Financial Information and Statements

- Purpose, users, and limits 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 link and reconcile.
- Common accounting terminology in plain language.
- Case study: reading a company's statements for business insight.

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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 peer comparison.
- Workshop: calculating and interpreting 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.
- How cost behaviour affects 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.

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-Financial Professional, participants will gain a thorough understanding of financial information and 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 professional 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-Financial Professional course

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

It is a five-day programme on financial literacy for technical and specialist professionals. It covers financial information and 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-Financial Professional" course?

Participants join financial conversations with confidence rather than avoiding them. The course improves statement interpretation and ratio reading, sharpens cost and break-even understanding, strengthens budget preparation and resource justification, improves investment appraisal judgement, and raises financial communication quality.

Q3 What skills will I gain from the "Finance for Non-Financial Professional" 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 professionals.

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

The course covers balance sheet, income statement and cash flow statement structure, statement interconnection and reconciliation, 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, trend and peer 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-Financial Professional" course applied in real-world practice?

Participants apply the methods to real departmental and project situations. They read financial statements, calculate and interpret key ratios, classify costs and build contribution models, compute break-even points, prepare and defend departmental budgets, explain cost, price and volume variances, appraise equipment and project 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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