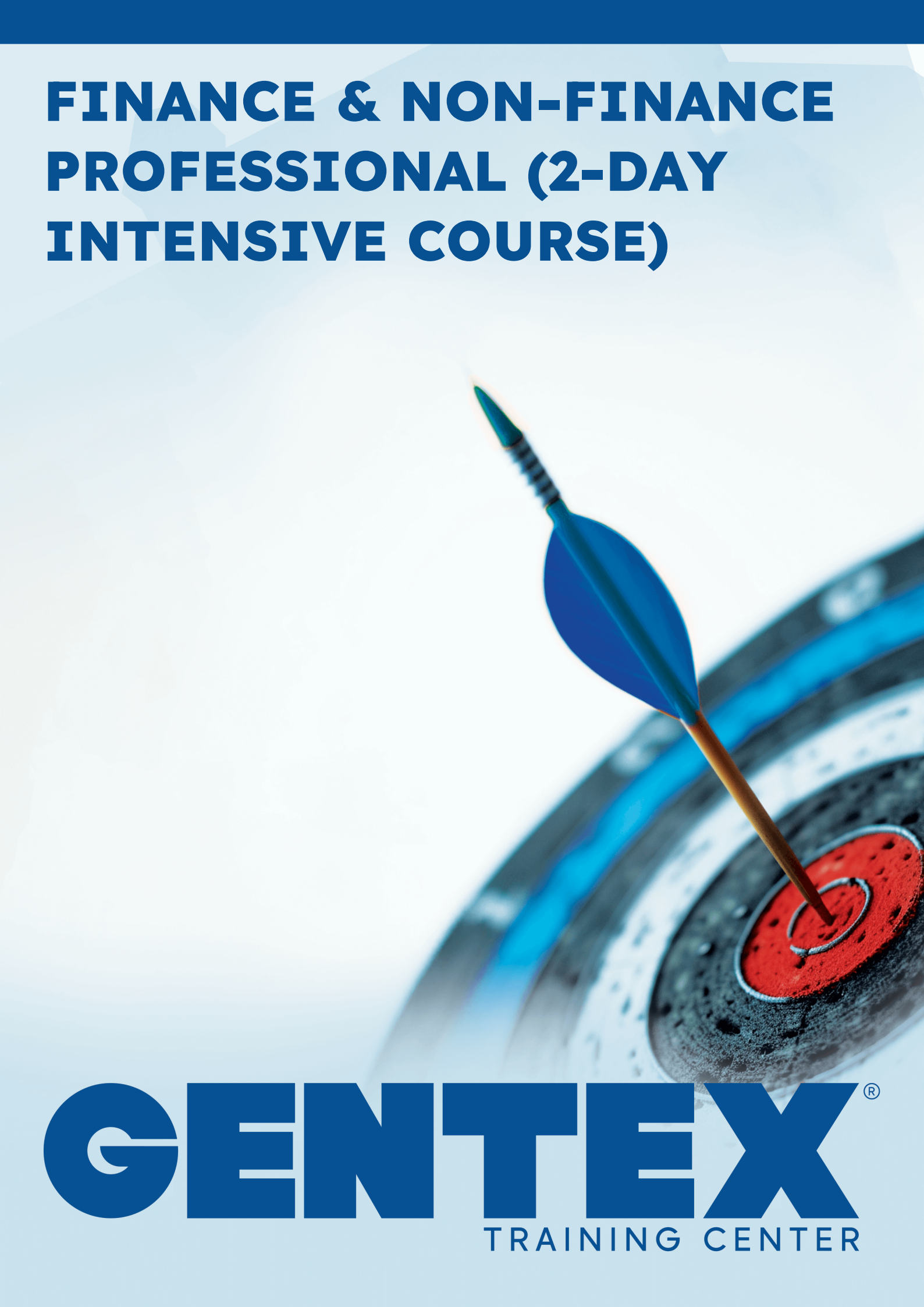
FINANCE & NON-FINANCE PROFESSIONAL (2-DAY INTENSIVE COURSE)



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GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Finance & Non-Finance Professional Training Course builds the shared financial literacy that lets finance specialists and their non-financial colleagues work from the same numbers. Mixed teams fail for a predictable reason. Finance reports in one language, operations plans in another, and decisions stall between them. A shared financial vocabulary closes that gap. This course develops the understanding that closes it. It covers financial statements, cost behaviour, and budgeting. Furthermore, it applies profit drivers, investment appraisal, and working capital. In addition, it develops financial analysis, forecasting, and business partnering. As a result, participants from both disciplines discuss financial performance with confidence.

Finance & Non-Finance Professional Course Objectives

- Read and interpret the three primary financial statements.
- Apply key ratios to assess profitability, liquidity, and efficiency.
- Explain cost behaviour, fixed, variable, and mixed costs.
- Apply contribution analysis and break-even calculation.
- Build budgets and interpret variance reports.
- Identify profit drivers and value-creating activities.
- Apply investment appraisal using NPV, IRR, and payback.
- Manage working capital, cash cycles, and cash flow.
- Apply costing methods and product profitability analysis.
- Communicate financial results to non-financial audiences.

Course Methodology

- Interactive lectures with mixed finance and operations cases.
- Financial statement and ratio analysis workshops.

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- Budgeting, variance, and costing exercises.
- Investment appraisal and working capital practice.
- Structured peer review with facilitator feedback on business cases.

Who Should Take This Course

- Non-financial managers and department heads.
- Operations, sales, and marketing managers.
- Project and engineering managers.
- Newly appointed finance staff and analysts.
- Business partners and cross-functional teams.
- Anyone needing financial literacy for decisions.

Finance & Non-Finance Professional Course Outlines

Day 1: Financial Statements and Business Performance

- Purpose and structure of the three financial statements.
- Balance sheet: assets, liabilities, and equity.
- Income statement: revenue, cost, and profit layers.
- Cash flow statement: operating, investing, and financing.
- How the statements connect and reconcile.
- Ratio analysis: profitability, liquidity, efficiency, gearing.
- Case study: reading a company's statements for business insight.

Day 2: Costs, Contribution, and Break-Even

- Cost classification: fixed, variable, mixed, and stepped.

- Direct and indirect cost identification.
- Contribution margin and contribution analysis.
- Break-even point and margin of safety.
- Operating leverage and profit sensitivity.
- Cost behaviour impact on pricing decisions.
- Workshop: building a break-even and contribution model.

Day 3: Budgeting and Variance Analysis

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

Day 4: Investment Appraisal and Working Capital

- Time value of money and discounting.
- Net Present Value and internal rate of return.
- Payback period and profitability index.
- Working capital components and cash conversion cycle.
- Inventory, receivable, and payable management.
- Cash flow forecasting and funding needs.
- Workshop: appraising a proposed investment.

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Day 5: Financial Analysis and Business Partnering

- Interpreting financial performance trends.
- Costing methods and product profitability.
- Key performance indicators for business units.
- Forecasting and financial planning basics.
- Communicating financial results clearly.
- Business partnering and decision support skills.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Finance & Non-Finance Professional, participants will gain a thorough understanding of financial statements and business performance, costs, contribution and break-even, budgeting and variance analysis, investment appraisal and working capital, and financial analysis and business partnering. 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 regardless of their functional background. Gentex Training Center delivers this programme with a strong focus on practical financial literacy and cross-functional collaboration.

FAQs for Finance & Non-Finance Professional course

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

It is a five-day programme on financial literacy for both finance and non-finance professionals. It covers financial statement interpretation, costs and break-even analysis, budgeting and variance analysis, investment appraisal and working capital, and financial analysis and business partnering.

Q2 What are the key benefits of the "Finance & Non-Finance Professional" course?

Participants from both disciplines read and discuss financial results with a shared vocabulary. The course improves statement interpretation and ratio analysis, sharpens cost and break-even understanding, strengthens budgeting and variance handling, improves investment appraisal judgement, and raises financial communication quality.

Q3 What skills will I gain from the "Finance & Non-Finance 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 decision-making.

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

The course covers balance sheet, income statement and cash flow statement structure, statement interconnection and reconciliation, profitability, liquidity, efficiency and gearing ratio analysis, fixed, variable, mixed and stepped cost classification, direct and indirect cost identification, contribution margin analysis, break-even point and margin of safety calculation, 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, inventory, receivable and payable management, cash flow forecasting, costing methods for product profitability, key performance indicators for business units, forecasting and financial planning basics, and financial communication and business partnering practice.

Q5 How is the "Finance & Non-Finance Professional" course applied in real-world practice?

Participants apply the methods to real and simulated business situations. They read financial statements and calculate key ratios, classify costs and build contribution models, prepare departmental budgets and analyse variances, appraise investment proposals with NPV and IRR, manage working capital and forecast cash flow, analyse product profitability with costing methods, select business unit KPIs, and present financial results to mixed audiences. Many leave with a ratio analysis template, a break-even model, and a budget and variance pack structure ready to use.