

A background image showing a pair of hands typing on a keyboard and another hand pointing at a document, all overlaid with a green semi-transparent filter.

DEVELOPING FINANCIAL POLICIES AND PROCEDURES

Course Code: CT192002

TRAINING OUTLINE

This workshop is designed for participants who come from a non-financial background and who would like to learn how to implement financial management in practical easy to follow steps.

At the end of the workshop, participants will:

- Explain the four elements of financial management
- Understand how to develop financial policies and procedures of relevance to their organisations
- Explain what types of reports should be developed and when
- Understand the purpose of balance sheets, profit and loss statements, cash flow statements and budget statements
- Explain the information that can be learned about the financial health of a business from its financial statements

Workshop attendees will receive a financial management toolkit to help them to apply what they have learned in their own organisations and enterprises.

TRAINING OVERVIEW

Delivery Mode: Workshop

Contact Hours: 6

Completion Certificate: Yes

PARTICIPANT PROFILE

This workshop is suitable for business owners, managers and staff of small enterprises and non-profits

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