

Preparing for Leadership and Managing Business Finance





Preparing for Leadership and Managing Business Finance

Get Ready to Take the Lead and Master Essential Business Finance to demonstrate your value and achieve your business objectives!

Programme Objectives

You are a team leader or manager in your company and you are stepping into a new leadership role.

So, what is your leadership style? What leadership qualities do you already have? How can you motivate your team including "difficult" people? What makes a great leader? How do you manage your budget and take the right decisions based on facts and data?

This leadership programme is uniquely designed to help leaders-to-be get ready for their new challenges and responsibilities. You'll discover the heart, soul and mind of true leadership. Through role-playing, self-assessment tests and other leadership training scenarios, you'll explore leadership roles as a strategist, change agent, coach, manager, communicator, mentor and team member. And you'll learn how to develop your unique leadership style for maximum impact.

In addition, in the second part of the programme, you will learn how to interpret financial reports that help you make decisions based on the data as well as stand by those decisions. You will be able to draft an accurate budget and better defend it when presenting it to your boss and the finance director. You will learn to speak the finance language, justify your ideas in real money terms and demonstrate your value and ROI to your boss and senior management.

Who should attend?

This programme is meant for any non-financial manager who needs leadership training to step into a leadership role - or who is about to take on a new leadership assignment - and wants to acquire the key financial skills to manage his department with success.

Participants include typically Team Leaders with over 12 years corporate experience.

Competences covered

Team Work: achieve business objectives through teamwork, partnership, cooperation and commitment to a shared vision and goals.

Budgeting and Forecasting for Non-Finance Functional Areas: ability to forecast expenses and create budgets following the company accounting processes.



How you will benefit

How will you benefit?

After taking this programme, you will be able to:

- Understand what a leader is... and is not
- Project a more dynamic image
- Discover your own unique leadership style
- Determine which leadership attributes you already possess
- Apply lessons learned through leadership training to take on your first leadership position with greater confidence
- Get noticed by learning how to look and talk like a leader
- Find out what people expect and respect in a leader
- Apply lessons learned through leadership training to refine your skills in gaining and using power and influence positively
- Learn how to motivate a team, including "difficult people"
- Protect yourself against the pitfalls of intra-organizational politics
- Write your own ticket – play a role in setting financial goals and measuring performance – you'll be a greater asset to your organization
- Learn the basics in business finance and become the one in the room who can use data to their advantage
- Master "the ask" – when you ask for money for your department, it's a huge advantage to be able to use finance to state your case and support your recommendation
- Make smarter decisions – learn to interpret financial reports and make decisions based on the data they provide
- Measure your progress – through pre- and post-assessments, you'll be able to see how much you have learned
- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Learn and practice leadership and business finance using real examples and role plays

What will you learn and practise?

Day 1 - Day 2 Preparing for Leadership

Module 1 - Is There a Leader in You?

- Discuss which qualities senior management looks for in candidates for leadership positions
- Understand the challenges you will face

Module 2 - What Do Leaders Talk About?

- Discover your leadership style
- Learn to adapt your style to the needs of others

Module 3 - What Is Your Leadership Image?

- Describe how to project the positive professional image of a leader
- Understand the Importance of Trust and Its Effects on Followers
- Build Relationships of Trust with Those You Lead

Module 4 - How Can You Build Your Influence and Power?

- Identify a leader's sources of power and influence
- Illustrate ways that leaders can build their power and influence

Module 5 - How Should You Handle Organizational Politics?

- Explain strategies for getting others to support your agenda

Module 6 - How Can You Motivate People?

- Assess the things that really motivate

Module 7 - Methods to Approach the First Day, Week, Month and Year of Leadership

- Design your strategies for being noticed and selected to be a leader

Day 3 - Day 4 - Day 5 Business Finance for Non-Financial Managers

Module 1 - Basic Accounting Concepts

- The Importance of the Accounting Equation
- The Accrual Process
- The Difference Between Accounting Profit and Cash Flow

Module 2 - Understanding Financial Statements

- Understand the Purpose of and Terminology Associated with the Following Financial Statements:
 - Income Statement or Profit and Loss Statement (P&L)
 - Balance Sheet
 - Statement of Retained Earnings
 - Cash Flow Statement
- Prepare a Set of Simple Financial Statements
- Understand the Accounting Process, from the Recording of Business Transactions to the Preparation of Financial Statements
- Understand How Various Business Transactions Affect the Financial Statements

Module 3 - Reviewing an Annual Report

- Various Components of an Annual Report
- Importance of Notes in Evaluating Financial Statements
- External Auditor's Role and the Significance of the Opinion Letter

What will you learn and practise?

Day 3 - Day 4 - Day 5 (Continuation)

Module 4- Evaluating a Company's Financial Statements

- Calculate the Key Financial Ratios Using the Financial Statements
- Use Financial Ratios to Evaluate:
 - An Organization's Liquidity, Leverage and Profitability
 - The Performance of an Organization as Compared to Its Competitors'
 - An Organization's Performance Compared with Budgeted Goals
- Identify Sources of Financial Information Beyond the Financial Statements
- Use the Dupont Formula to Evaluate Management Performance
- Use the Concept of Economic Value Added (EVA(R)) and Cash Flow Return on Investment (CFROI) to Determine if a Segment of an Organization Is Adding Value to the Business

Module 5 - Improving Profitability Through Cost Analysis and Profit Planning

- Differentiate Between Fixed and Variable Costs
- Help Your Organization Improve Profitability Through the Use of:
 - Break-Even Analysis
 - Contribution Margin Analysis
 - Direct Costing in Appropriate Situations
- Understand Traditional Cost Accounting and Its Limitations
- Understand the Relevance of Activity-Based Costing in Today's Business Environment

Module 6 - Capital Expenditure Analysis

- Distinguish Between Capital Expenditure Budgets and Operating Budgets and Understand the Function of the Capital Budget
- Understand Why Cash Has a Time Value
- Recognize and Apply Different Methods of Evaluating Capital Expenditure and Monitoring Project Performance

Module 7 - Budgeting More Effectively

- Understand the Role of Budgeting and Issues That Budgets Can Solve
- Understand the Budgeting Process
- Identify Different Types of Budgeting Systems in Use Today
- Analyze Budgets for Different Purposes
- Recognize and Apply Different Methods of Evaluating and Monitoring Operating Performance

Booking details

| | |
|---|-----------|
|  Duration | 5 Days |
|  Type | Classroom |
|  Price | €4450 |



ALSO AVAILABLE AS AN
IN-COMPANY PROGRAMME

Register Now

-  **+32 (0)2 543 21 20**
-  **registration@mce.eu**
-  **www.mce.eu**