

FINANCE FOR NON-FINANCIAL MANAGERS

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook
- Electronic copy of Course Material, Handouts & Templates
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

TEL 011 582 3222 / 0861 ASTROTECH
FAX 011 582 3201 / 0861 ASTROFAX
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

0861 ASTROTECH
WWW.ASTROTECH.CO.ZA

★ COURSE OVERVIEW

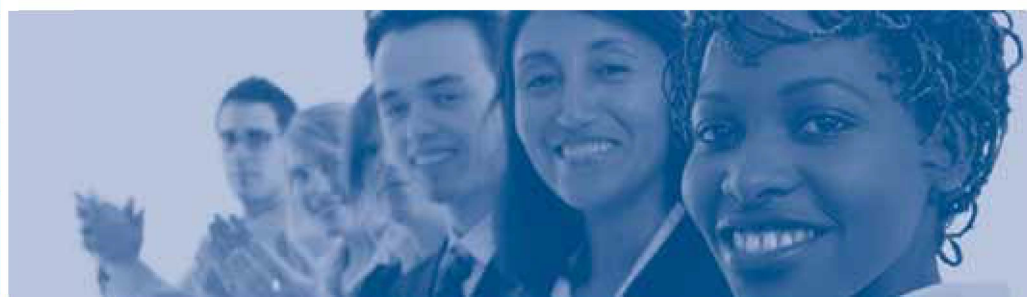
Accountancy & Finance is the language of business and those who do not understand it are significantly disadvantaged. In reality business finance has a few key concepts wrapped up in layers of unfamiliar technical jargon.

For those unfamiliar with this jargon the whole world of finance can be incredibly daunting, but actually the basics can be easily mastered with a bit of guidance.

So if you haven't yet been trained to prepare a budget, read and analyse financial statements, prepare project feasibility studies, manage costs etc. then this course is for you.

To assist people in understanding the world of finance, AstroTech offers a training programme on "Finance for Non-Financial Managers". The course covers the following key topics:

- Understanding the role and purpose of finance and accounting in modern business and in everyday life
 - Understanding the related jargon and technical terms
 - Understanding the critical importance of successfully managing cash flow
 - Sources of funding including shares, loans and debentures, and the related costs
 - Budgeting, including zero-based budgeting and cash flow budgeting
 - Capital project evaluations
 - The role and terminology of product costing
 - Financial statements including trial balance, income statement, balance sheet and cash flow statement
 - Key financial ratios and how to interpret them
 - Protecting against fraud
- ...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- All non-financial managers
- Project managers
- Program managers
- Department heads
- Small business owners
- Anyone from both the public and private sectors with an interest in developing their financial knowledge and skills

★ OUTCOMES

After attending this course attendees should:

- Gain a good understanding of financial concepts and terminology
- Gain a good understanding of funding and pricing issues
- Gain a good understanding of operational budgeting and capital budgeting
- Learn how to read and understand financial statements
- Network with other professionals
- Make yourself more valuable to your company

★ TAKE HOME TOOLS

- A detailed Manual/Workbook
- Electronic copy of Course Material
- Notepad and Pen
- One month of free telephonic and e-mail support included

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.