

FINANCE FOR NON-FINANCIAL PERSONNEL
25-26 APRIL 2018 (WEDNESDAY-THURSDAY), 9.00 AM – 5.00 PM
@ Vistana Penang Bukit Jambul

Target Group: Senior Managers and Managers.

Introduction:

Today's business managers are required to make day-to-day decisions at the operational and project levels. Making right decisions will maximize the value of organization and improve the performance of their operations. As a result, it is important for managers to understand the financial aspects of business performance besides dealing with technical information.

Participants will learn how to evaluate the financial performance and position on a monthly and yearly basis. In addition, they will learn the financial tools in analysis of financial statements and making appropriate decisions.

Managers will be able to use their new financial knowledge to make more effective decisions. This program will provide basic financial principles and cover generic financial management tools necessary for decision-making.

Learning Objectives

Upon completion of the course, participants will be able to:

- (a) Read and utilize financial statements in making decisions;
- (b) Understand principles of corporate finance;
- (c) Understand corporate financial goals;
- (d) Analyze and interpret financial data; and;
- (e) Know the principles and concepts of cost accounting.

Program Delivery Methods:

Classroom based. All topics will be covered by way of lectures, presentations, interaction, group discussion and practical session.

Course Content

Module 1: Read and Understand Financial Statements

- ✓ Income Statement;
- ✓ Balance Sheet;
- ✓ Statement of Cash Flows;
- ✓ Statement of Changes in Equity.

Module 2: Analyze Key Financial Information

- ✓ Financial Ratios;
- ✓ Financial Trend and Indicators.

Module 3: Break Even Analysis For Production Decision Making

- ✓ Contribution Margin;
- ✓ Break Even Point;
- ✓ Margin of Safety;
- ✓ Target Income.

Module 4: Using Budgets to Achieve Organizational Objectives

- ✓ Identify the role of budgets and budgeting in organizations;
- ✓ Demonstrate the importance of each element of the budgeting process;
- ✓ Explain the different types of operating budgets and financial budgets.

Module 5: Determine Cost in Doing Business

- ✓ Identify the cost components;
- ✓ Calculate variable costs per product;
- ✓ Calculate fixed costs per product;
- ✓ Calculate total costs per unit;
- ✓ Costing for management and control.

**HRDF Claimable under
SBL Scheme**

Course Leader

Mr. Lok Char Lee holds a Bachelor of Accounting Degree (Hons) from Universiti Malaya and a Masters Degree in Information Technology from Universiti Sains Malaysia. He is a Chartered Accountant registered with Malaysian Institute of Accountants (MIA), a member of the Chartered Institute of Management Accountants (CIMA) and Fellow of the Chartered Tax Institute of Malaysia (CTIM). He has more than 14 years of working experience and obtained his accounting and finance experience while working as a statutory auditor and tax consultant in various local and international auditing firms. His work experience encompassed various accounting, auditing, costing and taxation aspects for clients ranging from small medium enterprises to multinational companies which consist of manufacturing, trading, property development, construction and financial institutions.

Mr. Lok has trained directors, managers, executives, officers and clerks in the areas of management, accounting, finance, taxation, costing and budgeting. He is a regular trainer for small and medium sized enterprises, large companies and multinational

**Closing date for registration:
18 April 2018**

flexiEdge Training PLT
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1, Jalan Bukit Jambul,
11900 Bayan Lepas, Penang.
Tel/ Fax: 604-646 8377

corporations. Mr. Lok is a business advisor and finance consultant for companies in various industries ranging from small and medium sized to multinational. He is a senior lecturer in accounting at the School of Management, USM. He is also experienced in teaching professional courses such as CIMA, ACCA and AIA at various private colleges. Mr. Lok is co-author for the book "Principles and Contemporary Issues in Internal Auditing".

Investment / Participation Fees

Normal fee: RM 850.00 / participant

10% group discount for three (3) or more registered participants from the same company or subsidiaries

REGISTRATION FORM



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No.	Name of Participant(s)	Designation	Vegetarian? (please tick ✓)
1			
2			
3			
4			
5			
6			

Registration Submitted By:

Company Name:

Company Address:

Contact Person:

Designation:

Tel:

Fax:

Email:

Payment: Enclosed herewith Cheque/ Bank Draft (No. _____) amounting to RM _____ for () participant(s), crossed and made payable to "flexiEdge Training PLT". OR
Bank in / transfer to our CIMB Bank A/C No.: 800 794 3431 and send us the bank in/ transaction slip.

Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at administrator@flexiedge.com.my or through fax to 04-646 8377. For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-646 8377/ 012-479 8377/ 013-588 3355

Terms and Conditions

- Fees are inclusive of program kits, refreshments, lunch and certificate of attendance.
- Program confirmation will be notified through email before the program date. Kindly ensure the email provided is reachable. Please check your email, read the details especially the date, time and final venue and acknowledge the confirmation notification.**
- (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged.
(b) No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, replacement is allowed. No shows shall be fully billed. No refund if participant/ replacement does not turn up on the training day.
- flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

This program can be customised for In-House Training upon request.

Please contact Ms. Felicia Tham/ Mr. Quah Eng Siang @ 04-646 8377/ 012-479 8377 or email us at administrator@flexiedge.com.my for more details or proposal.