

# Certified Courses



# The 10-day Finance & Accounting MBA

## INTRODUCTION

- The Finance and Accounting MBA is an intensive 10-day training course designed to sharpen your management skills and focusing on current best practices in finance and accounting. Finance is a core process / function in business that requires executive attention. Accounting is the language of business; understanding and applying this language to your business in general remains the single most valuable competence of management. Prepare yourself by enhancing your personal competence in identifying best practices in finance and in accounting.

### In this training course you will learn how to:

- Manage and motivate people more effectively
- Create and harness the power of high performance teams
- Understand and effectively utilize strategic planning techniques
- Use the Baldrige performance criteria as a standard of excellence and benchmark for your organisation
- Focus on real companies and their finance function and accounting processes to show participants which elements have achieved best practices status
- Remove much of the mystique associated with the management of finance and accounting
- Focus on challenging yourself to become the strategic financial leaders of the organisation
- Prepare yourself for future responsibilities by examining best practices in these important functions / processes

## PROGRAMME OBJECTIVES

- Consider methods for improving management performance
- Gain insights into the successful implementation of teams
- Study the techniques for strategic planning
- Develop negotiation skills
- Analyse the Baldrige Award criteria for excellence
- Examine the application of management best practices
- Identify best practices for the roles of CFO, controller, treasurer, and accountants in the content of, and relationships between, financial statements (income statement, balance sheet, and statement of cash flows)

- Discuss best practices in the use of financial statements to evaluate the financial / strategic performance of an organization
- Utilise best practices in discounted cash flow (DCF) techniques and their application to financial decision-making
- Identify best practices in corporate performance management using key success factors, weak financial signals, and strong financial signals in various industry sectors
- Illustrate how best practices in EVA® (Economic Value Added), SVA (Shareholder Value Added), and RI (Residual Income) can be used to value competing strategies
- Define best practices in the value creation/destruction process in mergers and acquisitions from the market perspective and signals to management from the market
- Clarify best practices in the roles of directors, auditors, and others in their respective roles in corporate governance
- Identify best practices in the various sources of financial and business data that provide insights into business and financial strategies
- Identify best practices in the details of financial control, risk management, and financial reporting from the perspectives of the internationally recognized professional associations
- Enhance personal networks of similarly minded high potential managers

## WHO SHOULD ATTEND?

Professionals interested in furthering their management as well as finance and accounting skills would benefit from this training course. It will also be beneficial to:

- Financial and non-financial professionals who wish to test their high performance and high potential knowledge, skills and attitudes with other similar individuals
- Anyone who wishes to reinforce their knowledge of financial functions / processes and who requires a more integrative financial view

## TRAINING METHODOLOGY

- Participants will learn by active participation during the The 10-day Finance and Accounting MBA training course, through the use of training course materials, hands on exercises, interactive exchanges, videos and discussions on “real life” issues.

## PROGRAMME SUMMARY

- Encourage best and brightest professionals to stretch themselves by benchmarking best practices in finance and accounting
- Provide opportunities for testing key assumptions of managing finance and control
- Enhance organizational networks by developing and using best practices
- Build practical problem solving skills for immediate use to identify and implement best practices in finance and accounting
- Improve recognition and implementation of best practice financial management principles

## PROGRAM OUTLINE

### People management

- The importance of sociotechnical management
- Organizational values and visionary leadership
- Introduction to the Malcolm Baldrige quality award-standard of excellence
- Organizational and personal learning
- Employee training, well-being, satisfaction and commitment
- Enhancing your coaching skills

### Leading Teams

- Work teams and project management
- Understanding team member styles
- Managing conflict in a productive manner
- Creating a virtual team
- Evaluating team effectiveness

### Strategic Management

- Management by fact and vision
- The strategy development process
- Strategic planning and implementation
- SWOT analysis and performance improvement techniques
- Integrating the value chain for enhanced performance
- Examples of strategic success and failure

### Negotiating for results

- Gaining insight into the negotiating process
- Characteristics of an effective negotiator
- Developing negotiating strategies
- Employing persuasive negotiation techniques
- Achieving the benefits of effective negotiating
- Negotiation exercises

### Operational Excellence

- The Malcolm Baldrige quality award-standard of excellence practice
- Matching organizational strategies with operational results
- Achieving competitive advantage through operational excellence
- Business models and business process re-engineering
- Public responsibility, citizenship and value creation Lessons from the best performing companies and Benchmarking your operation against the best

## Managing Profits and Funding

- The role of financial management – CFO, Treasurer, and Controller
- The need for Financial Information
- Sources of Financial Information
- Creating and managing the Income Statement
- Creating and managing the Balance Sheet
- Financial Statements and footnotes

## Cash Flow and Cash Management

- The importance of cash-flow
- Managing the Cash 'gap'
- Causes and effects upon cash of the 2008 Credit Crisis
- Money instruments
- Using Microsoft Excel's Solver to manage cash-flow
- Identifying Key Financial Ratios

## Measuring and Managing Financial Performance

- Why Return on Capital Employed is so important
- Marginal Performance Improvement – How small changes can create big gains
- Managing Working Capital
- Measuring Corporate Valuation
- Using tools like the Altman Z Score to measure Financial Health
- Accounting Principles, Auditing and Corporate Governance

## Financial Strategy and Balancing the Scorecard

- Taking a strategic financial approach
- Vision, Mission, and Objectives from a Financial Perspective
- Creating cascading financial objectives
- Balancing the Scorecard
- How business culture impacts financial performance
- Cost Models

## Capital Projects and Managing Funding

- Net Present Value and Internal Rate of Return
- Balancing Debt and Equity
- Weighted Average Cost of Capital
- Investment Screening Criteria
- Capital Asset Pricing Model
- EVA ... the advantages and disadvantages

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