



OPEN COURSES BROCHURE

NUPARC FINANCIAL TRAINING

THE NUPARC DIFFERENCE

Our philosophy is based on our belief that effective knowledge transfer and practical involvement are the keys to successful learning. All of our open course programs are interactive and provide you with the tools to make an immediate difference to your business.

Through learning with Nuparc, you will gain a solid understanding of financial matters and more importantly the confidence to use financial data yourself and in discussions / reports with colleagues and Clients.



UPCOMING OPEN COURSES

SCHEDULE MAY TO AUGUST 2010

DATE	COURSE TITLE	DURATION	PRICE*
27 th May	Finance for non-Financial Managers	2 days	£749
28 th May	Analysing Company Accounts and Reports	1 day	£395
21 st June	Advanced Finance for non-Financial managers	2 days	£749
22 nd June	Finance for Project Managers	1 days	£395
28 th June	Finance for Directors/Senior Managers	1 day	£395
22 nd July	Finance for non-Financial Managers	2 days	£749
29 th July	Advanced Finance for non-Financial Managers	2 days	£749
30 th July	Analysing Company Accounts and Reports	1 day	£395
18 th August	Finance for Directors/Senior Managers	2 days	£749
23 rd August	Finance for Project Managers	1 day	£395
27 th August	Effective Forecasting and Budgeting	1 day	£395

*All prices are subject to VAT @ 17%

FINANCE FOR NON-FINANCIAL MANAGERS

THE COURSE OBJECTIVE

This course is designed to give non financial managers a greater appreciation and understanding of day to day financial matters within their company. It will show how to read and interpret income, balance sheet and cash flow statements, and how to measure performance. Delegates will learn the implications that their decisions have on the profits and performance of their business unit and how to communicate on finance matters more effectively both within and outside of their company. In essence, this course teaches essential financial skills that can be used immediately on return to the office.

WHAT WILL I TAKE BACK TO THE OFFICE

- ✓ An understanding of the day to day importance of money in business
- ✓ A clear understanding of accounts and reports
- ✓ The ability to read, analyse and question financial data
- ✓ The ability to make informed decisions based on financial data
- ✓ Knowledge to actively manage cash and budgets
- ✓ The confidence to speak about financial data with colleagues

WHO WILL BENEFIT FROM ATTENDING?

This course is ideal for managers and staff from all sections of a company who need an understanding of and be confident with the fundamentals of business finance. It is for managers who have some budget, cost responsibilities and need to know the financial implications of the decisions they make.

SCHEDULE: 27th & 28th May 2010
22nd & 23rd July 2010

LOCATION: London

PRICE: £750 + VAT

DURATION: 2 days

THE COURSE OVERVIEW

- The importance of money in business
- Accounting concepts & principles
- How to read & understand the Profit and Loss statement
- How to read & understand the Balance Sheet & Cash Flow statement
- Key links between the financial statements
- Key financial ratios (Margins, ROCE, Creditors etc)
- Managing Working Capital
- Managing the cash flow versus profit
- Effective budgets
- Improving margins
- Controlling Costs

ANALYSING COMPANY ACCOUNTS AND REPORTS

THE COURSE OBJECTIVE

This course is designed to give delegates the ability to review and analyse a set of company accounts, to interpret the company's performance and make decisions based on the health and progress of the business.

WHAT WILL I TAKE BACK TO THE OFFICE

- ✓ A clear understanding of how to analyse company accounts
- ✓ Knowledge of the important accounting ratios and how to apply them
- ✓ How to identify trends in companies and between companies
- ✓ The ability to draw conclusions about how a company is performing

WHO WILL BENEFIT FROM ATTENDING?

One of the most sought after senior managers is one that possesses the highest level of commercial acumen. This Open Programme is designed to equip Commercial Directors, Sales Directors, Marketing Directors, Retail Managers and Procurement Managers amongst others with a practical grounding in business finance.

SCHEDULE: 28th May 2010
30th July 2010

LOCATION: London

PRICE: £399 + VAT

DURATION: 1 day

THE COURSE OVERVIEW

- The different types of published accounts and reports
- What to look for in the report
- External factors to be considered (sector, industry, size)
- Review of the Profit and Loss
- Review of the Balance Sheet
- Working Capital
- The Cash Flow Statement
- Ratio analysis

ADVANCED FINANCE FOR NON-FINANCIAL MANAGERS

THE COURSE OBJECTIVE

This course is focussed on the strategic management aspects of finance within a company. Its objective is to give each delegate the capability and confidence to analyse company finances, set financial objectives through key performance indicators, to appraise proposed courses of action and drive a successful business.

WHAT WILL I TAKE BACK TO THE OFFICE

- ✓ A greater appreciation of strategy and affect on the business
- ✓ Ability to analyse and monitor performance of internal and external businesses
- ✓ Ability to prepare and appraise financial business plans
- ✓ Knowledge to play a greater part in forecasting and budgets
- ✓ The confidence to communicate with and influence senior managers

WHO WILL BENEFIT FROM ATTENDING?

This course is ideal for managers / senior managers who need to see and analyse the bigger financial picture within their company. It is suited to those who wish to play a much more active role in financial decision making and help drive the success of the business.

SCHEDULE: 21st & 22nd June 2010
29th & 30th July 2010

LOCATION: London

PRICE: £750 + VAT

DURATION: 2 days

THE COURSE OVERVIEW

- Strategy and Finance
- Analysis of the profit and loss statement and balance sheet
- Key ratio's and performance analysis
- Internal and external business analysis
- Successful business planning
- Implementing strategy
- Effective forecasting and budgeting
- Confident and effective communication
- Gaining approval through the right financial message

FINANCE FOR PROJECT MANAGERS

THE COURSE OBJECTIVE

This course is designed to give project managers and staff involved with projects the competence to manage its financial matters. It gives the delegate the tools to evaluate the project, set the budget, value risk, manage project changes and communicate the performance to the project owners.

WHAT WILL I TAKE BACK TO THE OFFICE

- ✓ Knowledge of accounting terminology and concepts
- ✓ The ability to review and evaluate projects, and how they will be delivered
- ✓ The ability to create and manage a project budget
- ✓ The ability to evaluate and manage changes
- ✓ An understanding of the common mistakes that are made
- ✓ The confidence to communicate financial data with colleagues

WHO WILL BENEFIT FROM ATTENDING?

This course is ideal for project managers and staff who need a financial understanding of project evaluation, budget management and delivery to agreed targets.

SCHEDULE: 22nd June 2010
23rd August 2010

LOCATION: London

PRICE: £399 + VAT

DURATION: 1 day

THE COURSE OVERVIEW

- The benefits of financial planning
- Accounting terms
- Decision making techniques
- Evaluating projects and project plans
- Create and manage the project budget
- Handling project variations/change requests
- Evaluate and manage risk
- Reporting current performance
- Communicating and getting buy in with project owners
- Common mistakes that can be avoided in project management.

FINANCE FOR DIRECTORS/ SENIOR MANAGERS

THE COURSE OBJECTIVE

This course is focussed on the director level delegate who is expected to understand financial terminology, make financial decisions and take a lead in the successful management of the business. It gives the ability to review and analyse financial statements, assess company performance, and make informed decisions. Overall it instils the director with the confidence to operate on financial matters at board level.

WHAT WILL I TAKE BACK TO THE OFFICE

- ✓ A greater understanding of financial terminology to enable a more strategic role
- ✓ The ability to generate greater profitability through effective asset and cost management
- ✓ The ability to make informed strategic decisions based on financial information
- ✓ The knowledge of how to use and apply ratios to assess a company's health
- ✓ The confidence to present and handle financial information at board level

WHO WILL BENEFIT FROM ATTENDING?

This course is ideal for executive and non executive directors, senior managers who report into the board who need greater financial knowledge in order to play a more strategic decision making role in the future of the business.

SCHEDULE: 28th & 29th June 2010
18th & 19th August 2010

LOCATION: London

PRICE: £750 + VAT

DURATION: 2 days

THE COURSE OVERVIEW

- The directors role and strategic finance
- Communicating financial information and reporting at board level
- Understanding management and statutory accounts
- Understanding the Profit and Loss and Balance Sheet
- Cash flow forecasting
- Interpreting accounts for business strength and health
- Key financial ratios
- Creating and analysing business plans
- Effective budgeting and forecasting

EFFECTIVE FORECASTING AND BUDGETING

THE COURSE OBJECTIVE

This course sets out to remove the mystery and issues associated with the preparation and management of budgets. Delegates will learn how to reduce the time taken and errors made in the budget preparation, communicate them with confidence and prepare and deal with variances.

WHAT WILL I TAKE BACK TO THE OFFICE

- ✓ A more effective approach to the whole budget process
- ✓ A more structured approach to budget preparation and compilation
- ✓ A more thorough approach to identifying risk and contingencies
- ✓ An understanding of variances and corrective action that may be taken
- ✓ The best way to present the budget and plan the way forward

WHO WILL BENEFIT FROM ATTENDING?

New or existing budget holders who manage project or department budgets and wish to gain new ideas and remove the issues faced at the preparation, review or management phases.

SCHEDULE: 27th August 2010

LOCATION: London

PRICE: £399 + VAT

DURATION: 1 day

THE COURSE OVERVIEW

- The importance of budgets
- How budgets fit into the business plan
- The budget process
- Budget preparation
- Compiling the budget
- Reviewing the budget
- Budget management and corrective action taking
- Updating the budget
- Budget presentation
- Action planning – the essential steps

CONTACT

Nuparc Financial Training

00 44 (0) 20 7620 7600

financialtraining@nuparc.com

www.nuparcfinancialtraining.com