

BUSINESS SOLUTIONS - ESSENTIAL BUSINESS SKILLS

HUMAN RESOURCES AND MANAGEMENT SHORT LEARNING PROGRAMME: FINANCE FOR NON FINANCIAL MANAGERS – BUDGETS AND MANAGING MONEY

ALIGNED TO SAQA UNIT STANDARD ID: 252040 - MANAGE THE FINANCES OF A UNIT

Duration:

2 DAY PROGRAMME

It is essential to have a working knowledge of finance. We all play a role in our organization’s financial health, whether we realise it or not. If you don’t have training or a background in finances, you may be at a disadvantage as you sit around the management table. Understanding the cycle of finance will help you figure out where you fit into your company’s financial structure, and how to keep your department out of the red. This workshop will familiarise you with the key concepts of finance and accounting and help you prepare budgets with more confidence.

Programme overview:

- Assess the financial performance and health of your firm
- Enhance your decision-making skills by integrating financial management concepts into your thinking
- Assess various software applications for managing finances
- Control the flow of money through your department
- Understand the budgeting process and forecasting techniques

The following are included in the Course Fee:

Tuition, student support and research supervision, any assessments that may be completed	
Meals	
Certificate of attendance	
TOTAL	R 2500.00

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I, (student/payment sponsor), acknowledge that I understand the information stated in this document.

Date:

Signature:

This Information Sheet forms part of your enrolment contract

The content of this information sheet is subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves the right to change the programme subject matter without notice.

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