



# FINANCE MANAGEMENT COURSES FOR NON-FINANCE MANAGERS

*"THE ART OF ADVENTURE FOR LIFELONG LEARNING"*

## INTRODUCTION

Finance for non-finance professionals was design to give the opportunity for Managers level to understand how the finance team work and react to any issue. In the real world, business is about understanding how the figure been presented.

More than ever before, today's non finance professionals are required to understand and speak the language of finance and accounting in order to achieve organization goals, objectives and bottom-line results.

In this training, you'll gain the finance and accounting savvy you need to understand, justify requests and spot problems before they get out of hand. You will learn analysis, reporting, monitoring, business strategy and performance management skills as well as successful collaboration techniques to feed directly into decision making and expand your role as a finance business partner.

This comprehensive two-day program shows you how to become a better team by learning how to apply the basic financial principles to your organization success. It will provide you with better understanding on the finance related issue of your organization. It cuts through the theory and jargon to provide practical and friendly training in the essential financial skills that every Managers needs. Attend these intensive two days of training and gain vital financial knowledge you'll use throughout your career.

## OUTCOMES EXPECTED FROM THIS PROGRAMME: -

- Participants will **GAIN** an understanding on how non finance team can contribute to achieve the company objective.
- ENSURE that the participant will achieve effective alignment of strategy, business planning and working capital management.
- Participants will **UNDERSTAND** the concept, benefits and practicalities of Financial Management.
- Participants will **DISCOVER** how to read Profit & Loss and Balance Sheet and how it will benefit other than the finance team.
- Participants will **LEARN** how to save money, time and frustration by learning the standard practices, language and fundamentals of finance and accounting.
- How to use the numbers to gain perspective for strategic planning and decision making.
- How basic skills in finance and accounting positively affect all parts of your job, including managing people, setting short- and long-term objectives and controlling costs.
- Participant will gain confidence and increase their comfort level in working with financial facts and figures

### DATE:

22 - 23 Feb 2017

16 - 17 Aug 2017

### MEDIUM:

English & Bahasa Malaysia

### VENUE:

Vistana Hotel, KL

### DURATION:

2 days, 9am – 5pm

### TRAINER :

Mr. Salehuddin

### METHODOLOGY:

- Lectures
- Indoor Activities
- Workshop
- Case Studies
- Presentations
- Discussion



# COURSE CONTENT

## MODULE 1: WHY FINANCE FOR NON FINANCE

- Introduction
- 3 Basic Principles

## MODULE 2: WHAT IS FINANCIAL MANAGEMENT?

- Definition
- Management challenge
- Crucial spectrum of financial management

## MODULE 3: BALANCE SHEET AND WHAT BALANCE SHEET TELLS YOU

- Company's Financial Health
- Assets, Liabilities & Equity
- What you can know from balance sheet?

## MODULE 4: PROFIT & LOSS AND WHAT PROFIT & LOSS TELLS YOU

- Company's Performance & Achievements
- Profit & Loss elements
- What profit & loss tells you?

## MODULE 5: WORKING CAPITAL MANAGEMENT

- Two concepts
- Importance of Working Capital management
- Characteristics
- Challenges
- Technique to manage capital
- Working Capital management ratio
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## MODULE 6: RULES OF FINANCING

- Long Term Financing
- Short Term Financing

## MODULE 7: SOURCES OF FINANCING

- Internal
- Paid up capital
- Advances from shareholder
- External
- Short Term Bank Loan
- Long Term Bank Loan

## MODULE 8: TYPE OF TRADE FINANCE

- Letter of Credit
- Bankers acceptance
- Trust Receipt
- Bank Guarantee

## MODULE 9: TIME VALUE OF MONEY

- Understand time value of money
- Future value of lump sum amount
- Future value of annuity
- Present value of lump sum amount
- Present value of annuity



## PROGRAM SCHEDULE :

Registration	: 8.30am
Morning session	: 9.00am - 10.30am
Morning Tea	: 10.30am - 10.45am
Lunch	: 1.00pm - 2.00pm
Afternoon session	: 2.00pm - 3.30pm
Afternoon Tea	: 3.30pm - 3.45pm
End	: 5.00pm

## WHO SHOULD ATTEND ?:

- Directors & Managers who want to develop their financial understanding, understand how their decisions affect an organisation's financial performance and improve their organisation's financial performance.
- Relevant to public, private and not-for-profit sectors.





## TRAINER PROFILE MR. SALEHUDDIN

En Salehuddin is a Business Financial Consultant with wide experience in financial, costing, banking, management accounting, consolidation account and management, have been in the profession and industry since 1994.

He holds a Bachelor Degree (Honours in Accountancy) from University Technology of Mara, (UiTM) and professionally, he is a Chartered Accountant of the Malaysian Institute of Accountants.

He has over **20 years of experience** and was previously the Senior Group Accountant of WSA Group, a position he held from January 2010 to December 2014. He was formerly a Group Account Manager of MBM Resources Berhad a public listed company and the Section Manager (Account) of Daihatsu (M) Sdn. Bhd. After graduating in June 1994, En. Salehuddin served Perwira Habib Bank and 2 years later he joined MBM Resources Berhad group for almost 13 years which included a secondment to Daihatsu (M) Sdn. Bhd., Lencana Industries Sdn. Bhd., Industri Budibas Sdn. Bhd. and AQ Pack (M) Sdn. Bhd. Over the years, he gained knowledge, experience, skills and expertise in accounting, consolidation, costing, budgeting and management.

He involved in a number of exercise such as business excellent program, talent pool program, merger & acquisition and he was an active team member of cost cutting and improvement, CCCF, Kaizen, SHE, ISO 9001 and ISO/TS 16949.

## IN-HOUSE TRAINING

**Do you have 5 STAFF and above with similar training requirements?**

**ASL Training offers In-House training programs specially designed to meet the particular needs of the client's / organizations.**

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# GET THE ACCESS TO OUR PRIVATE E-LEARNING PORTAL !

Do you know, we got over **41 Exclusive Financial Videos** in store for YOU in our **Private E-Learning Portal**; [ASL For Members](#).



**Fact: It is equivalent to a 4 DAYS of financial training worth Rm3000++**

But you know what? Since you've been reading this, we decided to **GIVE** it out for **FREE**, just for **YOU!** :)

## What's In The Portal?



Training Videos



Delicious Slides



Free Ebooks



Knowledgeable Infographics



Continuous Contact with trainer

Note: This offer is **limited** to **10** participant **ONLY**.

## SO DON'T WAIT

Scroll down and **REGISTER NOW !!**

# Registration Form

## Finance Management Courses For Non Financial Managers

Date : 22 - 23 Feb 2017 & 16 - 17 Aug 2017 | Venue: Vistana Hotel, KL

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5545 1978 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

**RM 1580 Per Pax (Normal Price)**

**GROUP REG: RM 1,185 PER PAX!!**

(UPON MINIMUM 4 PAX's REGISTRATION— T&C APPLY)

**Or Single Reg: RM 1,264 PER PAX**

**For More PROMO PRICE?  
Call Us NOW !**

**DO YOU KNOW?!**

1. You will get a **FREE SPECIAL COUPON** upon this registration!!
2. You will get a chance to **WIN a MYSTERY GIFT** during the program!!
3. You will get an **EXCLUSIVE** access to our **PRIVATE E-LEARNING** portal worth **Rm3000++**, **life-long!!**

ALL in this ONE registration! \*T&C Apply\*

### PARTICIPANT'S NAME :

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

Name : \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_

DL : \_\_\_\_\_ HP: \_\_\_\_\_

Email: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_

(Authorization (Signatory must be authorized on behalf of the company)

### Person In Charge:

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department : \_\_\_\_\_

DL: \_\_\_\_\_ Email : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This booking is **invalid** without a signature & company stamp.

### TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking (LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

#### 4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a **50% cancellation** liability should the notice given is less than two(2) weeks and **100% cancellation** liability 7-days prior to the event

Non-payment or non- attendance does not constitute cancellation. ( However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing )

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

**ASL Training & Consultancy Sdn. Bhd.**

**COMPANY STAMP**





## PUBLIC TRAINING CALENDAR JAN - DEC 2017

PROGRAM / COURSE	DURATION (DAY)	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Budgeting & Cost Control Training	2		15 - 16					18 - 19					5 - 6.
Finance Management Course for Non-Finance Professionals	2		22 - 23						16 - 17				5 - 6.
Quality Performance Indicator For Accounting Personnel	2		22 - 23								10 - 11.		
Human Resource Management Training	2	11 - 12.								19 - 20			
Training Needs Analysis	2				18 - 19							1 - 2.	
5 Star Customer Services	2			29 - 30							24 - 25		
Managing Customer & Complaints	2		15 - 16							26 - 27			
Leaders of 21st Century	2	18 - 19										21 - 22	
Management, Leadership and People Skills for New Leader & Executive	2				18 - 19					12 - 13.			
Higher Productivity & Effective Supervisory Skills	2							11 - 12.					12 - 13.
Kepimpinan & Penyeliaan Yang Berkesan	2	25 - 26											
People Skill For Making Result	2	18 - 19										21 - 22	
Sefiasaha Cemerlang 2017	2				19 - 20				9 - 10.				
Positive Attitude At Work	2					18 - 19		25 - 26					6 - 7.
Bengkel Sikap Kerja Positif	2					18 - 19							
EQ & Stress Management	2				25 - 26								11 - 12.
Pengurusan Rekod Dan Fail Yang Efektif	2			22 - 23		16 - 17						13 - 14	
Pengurusan Stor Dan Inventori Berkesan	2			22 - 23		16 - 17						13 - 14	
Pengurusan Masa, Multitasking & Tekanan Secara Efektif	2								22 - 23		23 - 24		
Behavioral Interview Technique	2					22 - 23					10 - 11.		
Recruitment & Selection Training	2					22 - 23					10 - 11.		
Professional Sale Excellence	2	25 - 26											
Closing Sale With The Power of Profiling	2				18 - 19								13-14.
Jom Jadi Kreatif!	2			22 - 23						26 - 27			
Excellent Business Communication Skills (Using NLP)	2					23 - 24							
Kemahiran Interpersonal (NLP)	2												
Writing Good Business Documents & Reports	2	11 - 12.											
Professional Grooming	2		22 - 23										
Microsoft Excel Training (Intermediate)	2				11 - 12.								
Microsoft Excel Training (Advance)	2				11 - 12.								
Communicating In English - Speak Well, Present Yourself Well	2					3 - 4.							
Awareness On Rigging & Slings Training	2			8 - 9.									
14 Quality Tools For Decision Making & Process Improvement	2			14 - 15									
Poka Yoke - Achieving Zero Defects in Production Operation	2										10 - 11.		
Expanding Future Success Through Lean Manufacturing Program	2					8 - 9.				26 - 27		1 - 2.	
										12 - 13.			

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REGISTERED :



PEMBANGUNAN SUMBER MANUSIA BERHAD

