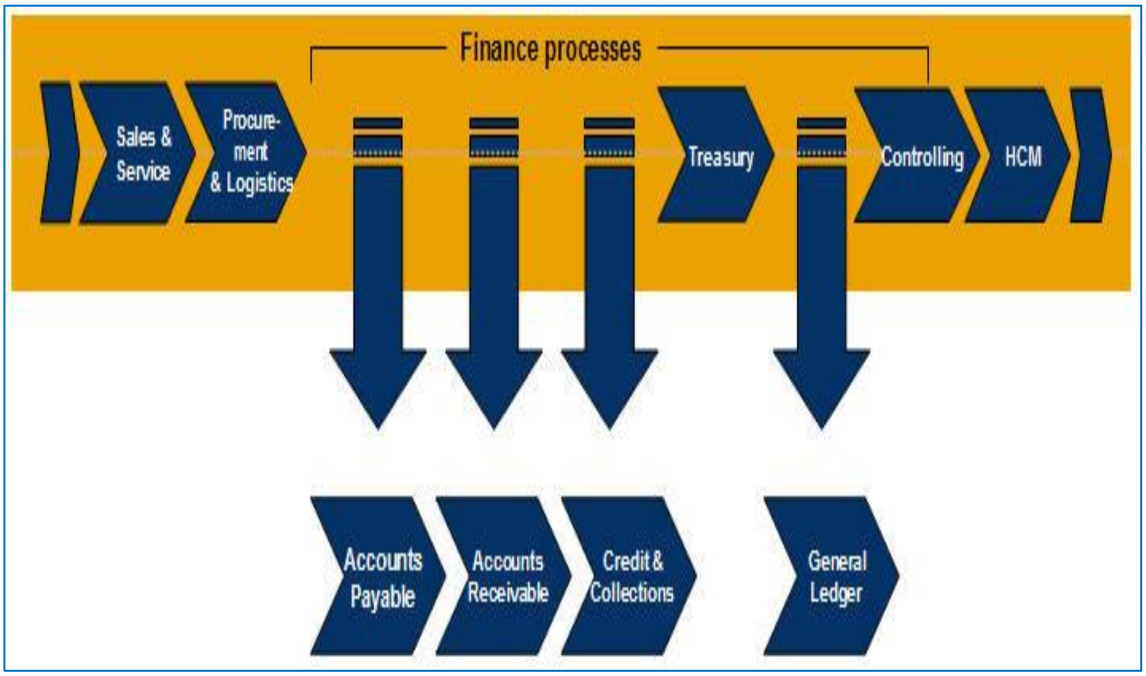
Tel No:+97126654546 |FaxNo: +97126654182|Email: training@cmc-me.com|www.cmc-me.com



FM025:

Best Practice in Finance & Accounting

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Training Description:

For every best practice you may already be using, there are probably dozens more you could use to be more competitive. Many are very simple and easy to implement with immediate impact while others are more complex. This unique course:

- Presents finance and accounting as integral business processes executing the organization's strategy
- Explains how to select and prioritize best practices
- Shows how to evaluate potential costs and benefits

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the importance of a well-defined budget process
- ✓ Learn costing and budgeting terminology used in business
- ✓ Master techniques for cost-benefit analysis
- ✓ Learn how to construct profit, cash and balance sheet plans and budgets
- ✓ Learn how to evaluate variances from plan and identify corrective actions
- ✓ Understand discounted cash flow (DCF) techniques and their application to financial decision making
- ✓ Build and use budgets relevant to your organization

Training Designed for:

This course is intended for 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 Program:

DAY ONE:

❖ The Need for Control in Business

- Understanding accounting
- Management accounting versus financial accounting
- The relationship between business management and financial management
- How budgeting fits into the bigger picture
- How cost management improves an organization’s financial position
- Key aspects of managing working capital

DAY TWO:

❖ Capital Budgeting and Investment Appraisal

- The time value of money
- Understanding Appraisal Techniques – Net Present Value (NPV), Internal Rate of Return (IRR) and Payback period
- Selecting an appraisal technique
- The use of Sensitivity analysis in evaluating projects

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- Strategic considerations in assessing capital projects
- Creating an effective Capital Budgeting framework

DAY THREE:

❖ Cost Analysis and Management

- Understanding cost structure and behavior
- Costs as a relationship to outputs – cost/volume/price relationship
- The concept of contribution margin
- Break-even analysis for planning and control
- Cost allocation and apportionment
- Benefit-cost analysis

DAY FOUR:

❖ Full, Marginal Costing and Activity Based Costing

- Comparing full and marginal costing
- Direct and indirect costs in budgeting for decision making
- Role of costs in pricing strategies
- Activity Based Costing (ABC)
- Managing cost control

DAY FIVE:

❖ Budget Construction and Control

- Nature and purpose of budgets for planning and control
- Types of budgets and budgeting
- Creating Key Performance Indicators for financial and non-financial performance
- Building a budget
- Budgetary control and variance analysis
- Budgeting for non-financial measures -introducing the Balanced Scorecard

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Fees:

TBA as per the course location - This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00 Morning Coffee / Tea
08:00 - 10:00 First Session
10:00 - 10:20 Recess (Coffee/Tea/Snacks)
10:20 - 12:20 Second Session
12:20 - 13:00 Recess (Prayer Break & Lunch)
13:00 - 14:00 Last Session

For training registrations or in-house enquiries, please contact:
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