



# FM152: Presentation of Financial Information

## Training Description:

How do you make a financial presentation interesting? It's a tricky job, but this Presentation of Financial Information training course will equip you with the skills to create flawless and polished financial information presentations that share data in an engaging way.

Through this intensive training course, you will learn the fundamentals of presenting financial information, taking a look at the hierarchy of performance indicators, as well as the principles of effective reports. It will teach you how to interpret performance data, master data visualisation, and much more. You will also learn about two important types of charts; the control chart and the Pareto chart.

This training course also includes an example management report which you can use to present financial statements, results or analysis. Don't make do with poor presentations. Learn how to effectively present your financial data using a range of methods, with this step-by-step training course!

## Training Designed for:

This course is intended for anyone and no previous lessons are needed to enroll.

## 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." (This hands-on, highly-interactive training includes simulator, real-life case studies and exercises).

This training course is available upon request in English or Arabic. Content, location and duration 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 Program:

### FIVE DAYS:

- ❖ Module 01: Presenting Financial Information
- ❖ Module 02: The Hierarchy of Performance Indicators
- ❖ Module 03: The Principle of Effective Reports
- ❖ Module 04: Guidelines for Designing Management Reports
- ❖ Module 05: Methods of Presenting Performance Data
- ❖ Module 06: The Control Chart: Highlighting the Variation in the Data
- ❖ Module 07: The Pareto Chart: Highlighting Priorities
- ❖ **Module 08: Exercise: The Control Chart**
- ❖ Module 09: An Example Management Report
- ❖ Module 10: Interpreting Performance Data
- ❖ Module 11: Supporting Colleagues by Giving Feedback
- ❖ Module 12: Data Visualisation
- ❖ Module 13: Final Thoughts on Presenting Financial Information
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

### Training Methodology:

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

- 30% Lectures, Concepts, Role Play
- 30% Workshops & Work Presentations, Techniques
- 20% Based on Case Studies & Practical Exercises
- 20% Videos, Software & General Discussions
- Pre and Post Test

### Training Certificate(s):

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

### Training Fees:

**As per the course location** - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01<sup>st</sup> 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 - 13:30 | Recess (Prayer Break & Lunch) |
| 13:30 - 15:00 | Last Session                  |

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

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Training & Career Development Department