

The course is for any professional who would like to improve their knowledge and understanding of the fundamentals and principles of finance within their organisation. It explores common terminology and documentation and will help delegates to gain confidence in analysing financial data in order to ask the right questions and improve their financial decision-making impact.

For all dates and venues, see [here](#) or call **0800 619 1230**

This course can be taken individually or as an additional module for an Impellus Certificate of Learning in Commercial Skills at Level 3.

9:30 – 10:00	Welcome, overview and introduction to the programme	
10:00 – 11:15 <i>Understanding finance speak</i>	<ul style="list-style-type: none"> Identifying the difference between finance and accounting De-mystifying jargon and understanding the relevance of terminology 	<ul style="list-style-type: none"> Exploring the different financial reports and their usefulness
<i>The first session of the day will help delegates to learn the regular financial terminology used in organisations to become comfortable with commonly used jargon. Time is then spent looking at the financial reports that could be helpful in their role.</i>		
11:15 – 11:30	Break	
11:30 – 13:00 <i>Costing, budgets, and key documentation</i>	<ul style="list-style-type: none"> An appreciation of costing to forecast meaningful budgets Financial ratios to analyse business performance 	<ul style="list-style-type: none"> Introduction and explanation of cash flow, the balance sheet, and profit and loss statement
<i>Delegates will uncover how different costs are treated to enable accurate budgeting. We then explore the impact of effective budgeting and key financial ratios on business planning. Finally, delegates are introduced to three main financial reports they may want to have sight of.</i>		
13:00 – 14:00	Lunch	
14:00 – 15:15 <i>Putting it into practice</i>	<ul style="list-style-type: none"> The Financial Challenge – running a business and accounting accurately 	<ul style="list-style-type: none"> Profit and Loss and Balance Sheet
<i>During this session delegates will work together on a business scenario to understand how the accounting of daily transactions works and the importance of accurate documentation. They will complete key documentation to demonstrate business health.</i>		
15:15 – 15:30	Break	
15:30 – 16:30 <i>Using financial data to inform business decisions</i>	<ul style="list-style-type: none"> How accurate accounting informs daily financial business decisions Accounts – what do you notice? 	<ul style="list-style-type: none"> Financial relationships and their wider business impact Bringing it all together and action planning
<i>The final session of the day asks delegates to debate key financial decisions and examine accounts for insight. We then explore the relationship between different numbers and how they can influence decision-making, efficiencies, and effectiveness. The day concludes with everybody exploring their own learning and action plans.</i>		

All Impellus courses are designed to be enjoyable and highly informative. Delegates are given a welcoming and comfortable environment in which to reflect, challenge and learn. The focus is on being able to bring new skills and thinking back into the workplace.