



Workshop on Finance and Budgets for Non-Finance Managers

June 9 – 13, 2025, 1st Run: Lagos & Port Harcourt

December 8 – 12, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 USD for foreign
Participants**

Program overview:

Not every person wants to be an accountant. Understanding finance is however a very necessary skill, since performance in a corporate environment is measured using the rules and formats of financial statements taught to accountants. The purpose of this course is to establish common ground between financial and non-financial people and encourage communication between these individuals.

For this communication to be successful, grounding in the basics of financial logic and terminology, taught on this course, will remove some of the misunderstanding caused by the variety of backgrounds, skills, experience and knowledge resident in the individuals in any corporation.

For Whom:

This course is designed for managers and professionals across various departments who do not have a formal background in finance but require financial knowledge to perform their roles effectively. It is particularly beneficial for: Department Heads, Project Managers, Operations Managers, Marketing and Sales Managers, HR Managers, IT Managers and Anyone involved in strategic decision-making requiring financial acumen.

Learning objectives:

At the end of the program, participants will be able to:

- gain a solid understanding of basic financial principles, including financial statements (income statement, balance sheet, cash flow statement), key financial metrics (profitability, liquidity, solvency), and financial analysis techniques.
- learn the fundamentals of budgeting, including the budgeting process, variance analysis, and budgetary control. Develop skills to create and manage budgets effectively within your department or project.
- acquire skills to interpret financial data and use it to make informed decisions. Understand how financial information impacts strategic and operational decisions within the organization.
- learn principles of cost analysis and cost management strategies to optimize resource allocation and improve cost-efficiency in your department or project.
- gain insights into financial planning processes, including forecasting techniques and scenario analysis. Understand how to use forecasting to anticipate future financial needs and challenges.
- develop the ability to communicate financial information effectively to stakeholders, including senior management, colleagues, and external parties. Enhance your ability to present financial data clearly and confidently.

Course Outline:

Day 1: Basic Accounting Concepts

- The Importance of the Accounting Equation
- The Significance of Generally Accepted Accounting Principles (GAAP)
- The Accrual Process
- The Difference Between Accounting Profit and Cash Flow

Day 2: Understanding Financial Statements

- Understand the Purpose of and Terminology Associated with the Following Financial Statements:
 - Income Statement or Profit and Loss Statement (P&L)
 - Balance Sheet
 - Statement of Retained Earnings
 - Cash Flow Statement
- Prepare a Set of Simple Financial Statements
- Understand the Accounting Process, from the Recording of Business Transactions to the Preparation of Financial Statements
- Understand How Various Business Transactions Affect the Financial Statements

Reviewing an Annual Report

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com; Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Various Components of an Annual Report
- Importance of Notes in Evaluating Financial Statements
- External Auditor's Role and the Significance of the Opinion Letter

Day 3: Evaluating a Company's Financial Statements

- Calculate the Key Financial Ratios Using the Financial Statements
- Use Financial Ratios to Evaluate:
 - An Organization's Liquidity, Leverage and Profitability
 - The Performance of an Organization as Compared to Its Competitors'

An Organization's Performance Compared with Budgeted Goals

- Identify Sources of Financial Information Beyond the Financial Statements
- Use the Dupont Formula to Evaluate Management Performance
- Use the Concept of Economic Value Added (EVA(R)) and Cash Flow Return on Investment (CFROI) to Determine if a Segment of an Organization Is Adding Value to the Business

Day 4: Improving Profitability Through Cost Analysis and Profit Planning

- Differentiate Between Fixed and Variable Costs
- Help Your Organization Improve Profitability Through the Use of:
 - Break-Even Analysis
 - Contribution Margin Analysis
 - Direct Costing in Appropriate Situations

Understand Traditional Cost Accounting and Its Limitations

- Understand the Relevance of Activity-Based Costing in Today's Business Environment
- Capital Expenditure Analysis
- Distinguish Between Capital Expenditure Budgets and Operating Budgets and Understand the Function of the Capital Budget

Understand Why Cash Has a Time Value

- Recognize and Apply Different Methods of Evaluating Capital Expenditure and Monitoring Project Performance

Day 5: Budgeting More Effectively

- Understand the Role of Budgeting and Issues That Budgets Can Solve
- Understand the Budgeting Process

Identify Different Types of Budgeting Systems in Use Today

- Analyze Budgets for Different Purposes
- Recognize and Apply Different Methods of Evaluating and Monitoring Operating Performance

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, &
234-9112830607**

Training Methodology: Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com: Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607