

**Singapore (Head Office):**

One Fullerton, 1 Fullerton Road, Level 2, Singapore 049213  
Tel: 65143217/20 Fax: 62415955 Email: accounts@trustedu.com Website: www.trustedu.com

**Branches:**

**Philippines:** Unit 3-B Nicolas Bldg., Quirino Avenue, 8000 Davao City

**Lao:** Unit 21, Sisungvone Village, Saysettha Dist, Vientiane

**Vietnam:** 21st Floor Capital Tower, 109 Tran Hung Dao St. Hoan Kiem Dist. Hanoi Vietnam

**Cambodia:** #54, Street 63 Daun Penh, Phnom Penh, Cambodia

**MANAGEMENT SKILLS WORKSHOP – COURSE INFORMATION**

# FINANCIAL ANALYSIS

## *The Next Step*

- ❑ Face Competition with confidence
- ❑ Understand and Use the Language of Financial Statement
- ❑ Apply Ratios, Percentages, and Make More Solid Financial Decisions
- ❑ Determine the Worth of Capital Investments and Gains



## **What is the Course About?**

Whether you are a new or advancing corporate manager or a small business owner, this workshop will help you understand and make the best use of financial statements. As the Challenges of competition, technology, and globalization increase, part of your job will be to minimize risks by giving more attention to the financial implications of each business decision you make. Finally, someone has written a book that will help you decode those sometimes puzzling often complex, and always important financial statements.

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**FINANCIAL ANALYSIS** provides easy-to-apply tools to help anyone learn how to understand widely used financial statements, evaluate capital investments, and read an annual report. With interactive exercise, formulas, and examples, you will learn not only how to understand financial statements, But How to use them to analyze income, manage assets, calculate ratios, examine cash flow, and conduct better financial Planning – all of which will help make you more effective on the job an even more important member of any team!

**The objectives of this course are:**

1. Provide a quick review of the basics of financial analysis
2. Introduce you to the contents of corporate financial statements
3. Provide information about special statements such as inventory, depreciation, and retained earnings
4. Discuss ratios concerning capitalization by common stock
5. Show various ways that ratios interact when one is changed
6. Show how to use quick decision-making techniques
7. Provide tips on how to interpret an annual report

**WHO SHOULD ATTEND:** This workshop is essential for all Team Leaders, Supervisors, Executives, and all other responsible staff

**DURATION:** 2 days (can be customized to 1 or 3 days)

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**SUPPLIED MATERIALS:** Participant Reference Guide, Practical Exercises, and Personality Profile Assessment Guide

# **FINANCIAL ANALYSIS**

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## **Contents**

### **Part 1: Reviewing The Basics**

- ❑ A Quick Refresher
- ❑ The Balance Sheet Equation
- ❑ Glossary of Balance Sheet Terms
- ❑ The Income Statement
- ❑ Glossary of Income Statement Terms
- ❑ Ratios and Percentages

### **Part 2: Corporate Financial Statements**

- ❑ The Consolidated Statement
- ❑ Your Company Consolidated Statement
- ❑ Analysis
- ❑ Glossary of Income Additional Terms

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- ❑ The Income Statement
  - ❑ Your Company's Income Statement
  - ❑ Changes in Financial Position
  
  - ❑ Your Company's Changes in Balance Sheet Accounts
  - ❑ Analysis
  - ❑ The Cash Flow Statement
  - ❑ Your Company's Cash Flow Statement
  - ❑ The Statement of Retained Earnings
  - ❑ Checklist

**Part 3: Assistant Management**

- ❑ Management of Current Assets
- ❑ Managing Receivables Policy
- ❑ JOG Corporation Notes
- ❑ Projected Analysis for Your Company
- ❑ Calculations
- ❑ Inventory Valuation Methods
- ❑ Valuing Your Company's Inventory
- ❑ Depreciation
- ❑ Review

**Part 4: New Ratios**

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- ❑ Ratios Help Make Decisions
  - ❑ Capital Stock / Market Ratios
  - ❑ Limitations of Ratio Use
  - ❑ Review

### **Part 5: The Interaction of Ratios**

- ❑ How Ratios Affect Each Other
- ❑ The Makeup of Ratios
- ❑ Checklist

### **Part 6: Financial Planning**

- ❑ Financial Planning
- ❑ Break-Even Analysis
- ❑ Margin of Safety
- ❑ Leverage
- ❑ Financial Leverage
- ❑ Drawbacks to Using Break-Even Analysis
- ❑ Cost-Benefit Analysis
- ❑ Review

### **Part 7: Readings an Annual Report**

- ❑ How to Read an Annual Report
- ❑ Checklist



# TRUST

Management & Education

## Trust Management Centre

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