

# Accounting Skills for New Supervisors

## COURSE OVERVIEW

If terms like depreciation, cash flow & balance sheet make you flinch, then this is the course for you if you're going to succeed in today's business world.

### KEY SUBJECT AREAS

- Getting the facts straight
- The accounting cycle
- The key reports
- Keeping score
- A review of financial terms
- Understanding debits and credits
- Your financial analysis toolbox
- Identifying high and low risk companies
- The basics of budgeting
- Working smarter
- People and numbers

### LEARNING OUTCOMES

This workshop will enable the participant to:

- Describe the art of finance and key financial terms
- Determine your role in company finances
- Find the rules and regulations for your area and industry
- Discuss various types of financial reports, including income statements, balance sheets, cash flow statements, and statements of retained earnings
- Explain how a chart of accounts is created
- Tell the difference between cash and accrual accounting
- Explain single-entry and double-entry bookkeeping
- Differentiate between debits and credits
- Identify and analyze important financial data and make financial decisions
- Read annual reports
- Determine whether a company is financially high or low risk
- Recognize different types of organizational financial plans
- Explain what budgets are and how to prepare them
- Recognize what computer skills you need to make you a financial whiz
- Deal with financial situations that impact the people that work for you

*Discover invaluable tools to help new supervisors become confident with numbers and accounting skills.*

**Duration: 2 Days**

### Unique features

The Accounting Skills for New Supervisors Workshop is designed to meet current market trends.

- Professional facilitators use the most up to date accelerated learning techniques.
- An interactive, relaxed atmosphere with real world examples.
- Modern presentation methods using audio and visual presentations.

### Who should attend?

Any new supervisors or those hoping to take the step up, whose experience or skill set doesn't include the use of budgeting & financial reports..

### Includes...

- Resource material & workbook.
- Training 101 Certificate
- Quick reference guide.

Contact us for more information  
or to register on a workshop:

**P: 0800 801 233**