

OUTLINE

Accounting Skills for New Supervisors

Lesson 1

Course Overview

- Learning Objectives
- Personal Objectives

Lesson 2

Getting the Facts Straight

- Basic Financial Terms
- Getting to Know the Players
- Governing Organizations

Lesson 3

The Accounting Cycle

- The Four Phases of Accounting
- Underlying Concepts
- Cash vs. Accrual Methods of Accounting

Lesson 4

The Key Reports

- The Income Statement
- The Balance Sheet
- Current vs. Fixed Assets
- The Cash Flow Statement
- The Statements of Retained Earnings

Lesson 5

Keeping Score

- Chart of Accounts
- Single vs. Double Entry Accounting

Lesson 6

A Review of Financial Terms

- Review and Exercise
- Introduction to other Financial Terms

Lesson 7

Understanding Debits and Credits

- De-mystify Debits and Credits
- Working with Debits and Credits

Lesson 8

Your Financial Analysis Toolbox

- Identifying the Relevant Data
- How to Monitor Budget
- How to Calculate Common Ratios
- How to Read an Annual Report
- Using Ratios for Decision Making

Lesson 9

Identifying High and Low Risk Companies

- General Guidelines
- Low-Risk Corporations
- High-Risk Corporations
- Case Study

Lesson 10

The Basics of Budgeting

- What is Budget
- Where Does the Budget Fit In
- The Budgeting Process

Lesson 11

Working Smarter

- Computer Survival Skills
- Choosing Accounting Software

Lesson 12

People and Numbers

- Examining the Situation
- Providing Tips

Lesson 13

Workshop Wrap-Up

- Opportunity to Ask Questions
- Personal Action Plan
- Recommended Reading List
- Course Evaluation
- General Evaluation

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

www.paramountplus.com.au

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