GNOSIS LEARNING

' It's like having a tutor in your laptop!'

individualised

innovative

internet-based

intelligent

i-learning Finance for Non-Financial Professionals
Flexible, Resourceful, Cost-effective

Why this course?

You wish to suggest to the Board a new idea which involves some serious spending. The idea may be attractive but without the numbers you will not be convincing anyone! You need to know how decisions impact the financial statements of the organisation. This course will give you such knowledge and skills.

You feel uncomfortable during financial conversations or when you read the financial press. This course will not only give you comfort in understanding what is being said, but will also give you the power to challenge financial ideas.

You need to go to the financial statements of your own organisation or those of your competitors or partners and retrieve valuable information to act on it. If you retrieve the wrong numbers, you will be making wrong decisions! This course will ensure zero disasters!

You need to assess alternative investment opportunities and choose one of them. You hear of discount rates and cash flows and present values, etc. This course will remove any confusion about such terms.

You need to understand what is meant by hedging, derivatives, exotic transactions, etc. This course will enable you to actually construct such instruments!

You need to control the budgeting process and understand the difference between Budget and Budgeting. This course will take you through the whole spectrum of budgeting tools.

Objectives

- To provide a flexible and easily-administered learning process via the Internet
- To provide training that is 100% personalised and tutor-based
- To drastically reduce current training costs
- To enable Managers, Analysts, Executives and Financial Decision-Makers who have little knowledge and/or experience with Finance but who nonetheless are involved with finances, budgeting, reporting and financial statement analysis to deal with these issues confidently
- To provide credit hours for continuous professional development
- To link learning to the HR process of the organisation

Audience

i-learning FFNFP is a comprehensive and motivating course for managers or executives involved with:

- Financial Management
- Budgeting and Controlling
- External and Internal Reporting
- Financial Statement Analysis
- Investment Management
- Internal Audit
- Banking

Convenience · tailored resource bank · support · flexibility · monitoring progress

Convenience

Participants can access the easy-to-navigate learning site, from wherever they are, whenever they want. They complete their Modules at times that are convenient to them.

Support

An expert personal tutor supports each Participant every step of the way, with the aim of pinpointing specific areas of learning.

Tailored Resource Bank

The Participant develops a searchable resource bank, which constitutes the tutor's tailored advice. This resource bank grows as the course progresses and the materials contained in it are designed for the specific needs of day-to-day work.

Flexibility

i-learning FFNFP can be programmed to suit each individual's timescale.

These features allow us to give you a professional and 100% tailored learning experience that makes the best use of their time.

Automatically Administered System

All the materials, case studies, solutions, personalised resources developed by tutors, reports and feedback are automatically stored and easily searchable in the i-learning system. The system includes reminders on assignment deadlines.

All resources and the entire history of the programme remain the Participant's personal property and can be used as reference at work, even after the course ends.

HR Application

The HR/Line Manager responsible for training can track the progress of their colleagues through the course. By simply logging into their application, HR/Line Managers can see participants' progress in real time.

Course Methodology

Learning is targeted and focused: simple language and small tasks full of examples and mini case studies make very motivating material and enjoyable reading. New or returning team members can join at any point in time.

Learning is web-based and participants can work on-line or off-line.

Structure is as follows:

- Small assignments are sent to the Participant and these must be followed in progression. These assignments eventually make up a full size comprehensive training manual.
- Each Assignment contains:

  - ○ Self-study part which comprises theory, examples, progress tests, practice case studies that must be completed before viewing the model solutions.
  - ○ Comprehensive case studies to be solved by the individual and sent to the tutor for feedback.
  - ○ Tutor feedback: personalised resources created for each individual participant. These resources accumulate in the participant's personal database and can be used as reference during work. This is one of the most important parts of the programme.
  - ○ Follow-up case studies (tests) based on the weaknesses of the individual, which are developed by the tutor and sent to the participant to complete. This is to ensure that weaknesses are covered and the participant can progress to the next Assignment.

- One Module is made up of several Assignments.

- Participants can communicate with the tutor through the i-learning messaging system to resolve any queries or concerns they have. Any messages sent are also sent as e-mails at the same time.

- If required, HR / Line Manager can view the progress of each individual or group in real time. They also receive prompts when a participant delays the submission of an Assignment.

personalised feedback
case studies
assignments
learning and skills tips

You work through a number of preparatory practice tasks (with full Model Answers) leading you to a mini Case Study at the end of the Assignment. The practice tasks will also contain theory with many examples to ensure that the participant can relate to real life and understand the relevance and importance of the tools and techniques learned.

(1)
Participant acquires tools and skills for completing the Case Study

The case study:
- It examines all the aspects discussed and explained during the practice tasks of the assignment.
- Model solution is provided once the case study is submitted to the participant back from the tutor
- For helping in solving the case study, the student refers to the practice tasks and the examples with model solutions and detailed explanations
- You can contact your tutor through the messaging system if you need help completing the Case Study

(2)
Participant solves the Case Study

Participant assimilates the tutor's feedback and compares the completed FX with the relevant LSTips.
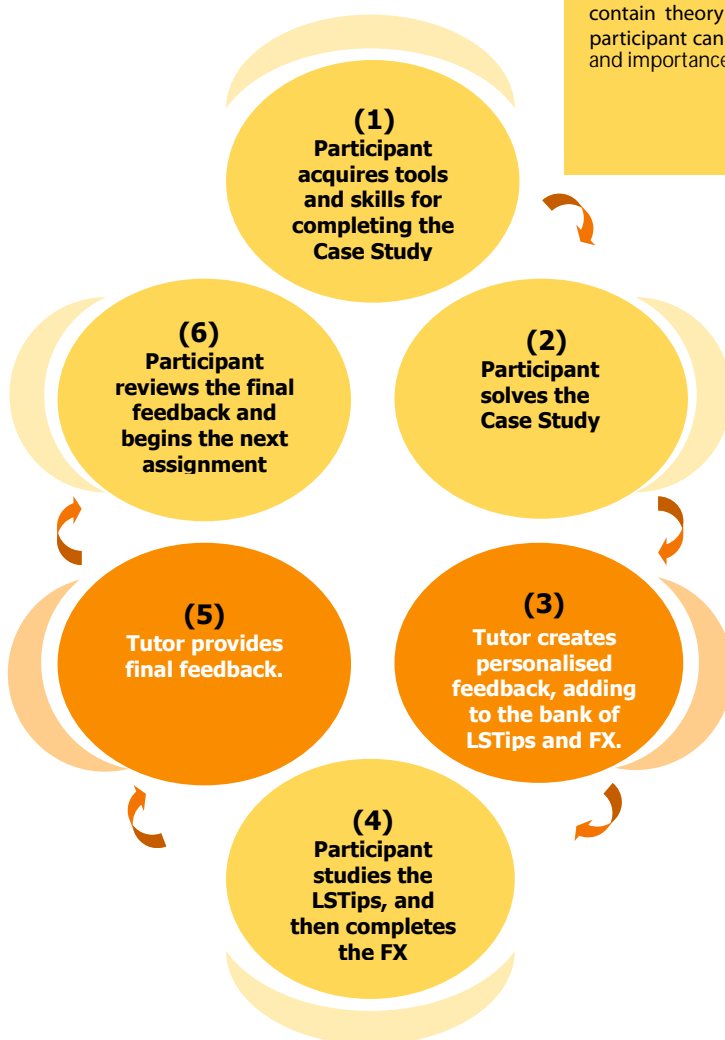
These FX and LSTips are automatically filed in the participant's personal resource bank within the system. Reference can be made whenever needed to.

Participant is now well equipped to begin the next assignment.

(6)
Participant reviews the final feedback and begins the next assignment

(5)
Tutor provides final feedback.

(3)
Tutor creates personalised feedback, adding to the bank of LSTips and FX.

Tutor reviews the FX, giving final feedback and guidance on future assignments within the programme.

(4)
Participant studies the LSTips, and then completes the FX

Tutor:
- reviews the submitted solution and identifies the areas where there are particular weaknesses;
- creates learning resources (LSTips – Learning and Skills Tips) based on the specific weaknesses of the participant; these become part of the personal database which is searchable for easy reference when needed during work;
- A Follow up Exercise (FX) is designed by the tutor to ensure that the participant has understood all the LSTips;

Participant assimilates tutor's feedback with the support of the personalised LSTips. This will require substantial study time on the part of the participant.

After studying the feedback and LSTips the participant completes and returns the FX to the tutor so as to ensure the participant has covered the specific weaknesses.

Participant Activity   **LSTips**   Learning and Skills Tips

Tutor Activity   **FX**   Follow-up Exercise

Module 1: Telling the story of a business

- Assignment 1: Constructing Financial Statements and listening to what they say!
- Assignment 2: Limited Companies' Financial Statements talking more than we thought!
- Assignment 3: Creative Accounting: Cash is still King

Module 2: Identifying and solving the weaknesses of a business

- Assignment 1: Ways to analyse Financial Statements, including Ratio Analysis
- Assignment 2: Application of Analytical Tools
- Assignment 3: Turning a Business Round

Module 3: Performance Management

- Assignment 1: Costing, Pricing and Decision-making Techniques
- Assignment 2: Budgeting and Control
- Assignment 3: Performance Measurement and Control

Module 4: Managing Financial Risk

- Assignment 1: Project Appraisal
- Assignment 2: Business Valuations
- Assignment 3: Risk Management

Next Steps / Contact Us

As soon as we receive your request we will contact you in order to:

- Clarify any points and answer your questions on the brochure and the programme;
- Discuss the specific needs you may have.

Our e-mail address is: ClientService@GnosisLearning.com

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