



Organised by **FMM INSTITUTE PERAK** 199901000527 (475427-W)
Centre For Professional Development



FINANCE FOR NON-FINANCIAL MANAGERS AND EXECUTIVES USING BUSINESS SIMULATION

1 April 22-23, 2024 (Monday-Tuesday)

8.45 am – 5.00 pm  **FMM Institute, Perak**



Business performance today depends on the day-to-day decisions of managers at the operational and project levels. In order to make decisions that will maximize the value of organization, managers should also understand the financial aspects of business performance. This course covers principles in financial reporting, costing and the 'know-how' of financial management tools as well as the financial terminologies used by accounting and finance staff. The fundamentals of finance are included to improve financial strategies, budget management, increase potential profits, and evaluate the financial performance of business activities.

The course will use a revolutionary and highly customizable business simulation where all participants manage companies on their own or in teams. The objective is to operate a successful business by manufacturing and marketing a product line, while competing with other businesses managed by other participants. Monitor revenue, profitability, market share, brand value, equity, and more.

....**TRAINER**....

DR. LOK CHAR LEE

C.A.(M), ACMA, CGMA, FTII(M), PhD(USM), M.Sc.(IT)(USM), B.Acc(Hons)(UM)

DR. LOK CHAR LEE, PhD is a financial consultant specialising in business reporting, cost management and information systems. Dr. Lok is a chartered accountant registered with the Malaysian Institute of Accountants (MIA), a member of the Chartered Institute of Management Accountants (CIMA), a Chartered Global Management Accountant (CGMA) and a Fellow of the Chartered Tax Institute of Malaysia (CTIM). He holds a Bachelor of Accounting (Hons) degree from Universiti Malaya, a Master of Science in Information Technology and a Doctor of Philosophy in Corporate Governance from Universiti Sains Malaysia. He is also a registered trainer with HRDF.

DR. LOK has more than 25 years of working experience and obtained his accounting and finance experience while working as a statutory auditor and tax consultant in various local and international auditing firms. His financial experience encompassed various accounting, auditing, costing and taxation aspects for clients ranging from small medium enterprises to multinational companies which consist of manufacturing, trading, property development, construction and financial institutions. Dr. Lok is a senior lecturer at the School of Management, Universiti Sains Malaysia and financial consultant on ERP solutions for various companies. He has more than 20 years of experience in providing Continuing Professional Development (CPD) programmes to small and medium sized enterprises, large companies and multinational corporations. He has trained directors, managers, executives, officers and finance assistants in the areas of cost management, business reporting, corporate finance, taxation, and budgeting. He has conducted courses for candidates sitting for professional examinations such as CIMA, ACCA and CAANZ and is also an examiner and reviewer for professional papers. He is co-author for the book "Principles and Contemporary Issues in Internal Auditing" and has presented research papers at various local and international conferences.

Enquiries – please contact **Ms Nicole / Pn Eda / Ms Harvindar**
(05) 548 8660 **(05) 548 8221** ✉ fmm_institute_perak@fmm.org.my

...COURSE CONTENTS...

INTRODUCTION TO ACCOUNTING AND FINANCE

- Financial accounting and Management accounting
- Financial terms/jargons
- The Accounting Equation
- Basic accounting principles
- Accounting assumptions

BUSINESS SIMULATION 1:

- Join the simulation competition
- Set up a successful business entity
- Manage your budget to invest
- Decide how much to invest in research and development
- Decide sales and marketing strategies and expenses
- Decide how many units to manufacture
- Decide at what price to sell your products
- Manufacture and sell your products
- Review the financial reports
- Review performance versus competitors

UNDERSTANDING FINANCIAL STATEMENTS

- Income Statement
- Balance Sheet
- Statement of Cash Flows
- Statement of Changes in Equity
- Understanding why some companies make profit/loss

BUSINESS SIMULATION 2:

- Analyze the market and competition
- Manage your excess inventories
- Price your products carefully
- Manufacture and sell your products
- Review the financial reports
- Review performance versus competitors

FINANCIAL STATEMENT ANALYSIS

- Common ratios in business
- Analyzing and Interpreting the financial Reports
- Understanding, Interpreting and making sense of internal reports

- Financial ratios and making sense of them
- Understanding the financial impact of various business scenarios

BUSINESS SIMULATION 3:

- Analyze the market and competition
- Product Line and Brand Advertising
- Manufacture and sell your products
- Review the financial reports
- Review performance versus competitors
- Competency quiz

COST ACCOUNTING PRINCIPLES

- Concept of costs and understanding costs behavior
- Direct & indirect costs
- Variable & fixed costs
- Contribution margin statement
- Making Decision with Break Even Analysis
- The importance of the analysis BEA

BUSINESS SIMULATION 4:

- Analyze the market and competition
- Manage employee numbers, salaries, benefits and programs, and training
- Manufacture and sell your products
- Review the financial reports
- Review performance versus competitors
- Competency quiz

PREPARING FINANCIAL BUDGETS AND FORECASTS

- Types of budget
- Steps in preparing budgets
- Cash flow projection
- Profit forecast

BUSINESS SIMULATION 5:

- Analyze the market and competition
- Running Out of Money?
- Manufacture and sell your products
- Review the financial reports
- Who is the winner?

...OBJECTIVES...

This course will equip participants with the necessary skills and knowledge to:

- Read and utilize Financial Statements in making decisions
- Understand principles of finance and costing.
- Understand corporate financial goals
- Analyze and interpret financial data
- Making effective business decisions to enhance the business performance

...WHO SHOULD ATTEND...

Non financial managers and executives, directors and general managers who need to understand and interpret the financial results.

...TRAINING METHODOLOGY ...

Business simulation, competency quiz, lectures, dialogue and Q&A sessions

.... COURSE DETAILS

Date **April 22-23, 2024**
(Monday-Tuesday)
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak**
No 1, Lorong Raja DiHilir,
30350 Ipoh, Perak
Medium of Instruction **English**
CPD **14 hours**
Fees **Members - RM918.00/pax**
 Non-Members - RM1,080.00/pax
(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

Closing Date:
APRIL 15, 2024

.... ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS
▪ Training Provider: **FMM Institute Perak**
▪ MyCoID : **475427W_PERAK**
▪ HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost.

~ Registration Form ~

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FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
			HP No	
	NRIC		Email	
2.	Name		Designation	
			HP No	
	NRIC		Email	
3.	Name		Designation	
			HP No	
	NRIC		Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:		
Company:	Tel:	Fax:	
Address:			
Email:	FMM Membership No		