



**1 HOUR  
SEAT TIME**

# WORKPLACE FINANCIAL MANAGEMENT

This course provides practical workplace financial management skills that will allow students to effectively manage resources to maximize progress towards a business goal. Students will be introduced to common terms and strategies for determining the success of a potential business venture and interpreting financial documents.



**Part of the Employability Skills Training Package!**

## TOPIC MODULES:

### **Predicting Profitability** - 20 min

- Explain the role of variable & fixed costs when calculating the break-even point.
- Recognize the break-even point as a tool for determining the success of an enterprise.
- Compare the terms profit margin and markup.
- Explain markup pricing strategies for determining an appropriate selling price.

### **Reading the Books** - 10 min

- Compare the terms revenue, expenses, and profit.
- Interpret an income statement.

### **Budgets** - 15 min

- Recognize that budgets are flexible financial tools that can be customized to meet specific financial goals.
- Explain how a budget drives the operating decisions of an organization or project.
- Describe the process of creating an operating budget.
- List components of a general operating budget.

### **Strategic Financial Planning** - 15 min

- List strategies for forecasting financial needs.
- Explain the importance of managing the days cash on hand for sustained operation.
- Recognize the role of investment as a tool for meeting short and long-term growth goals.
- Identify ways to invest.