Accounting Skills

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Many of us flinch when we hear terms like depreciation, cash flow, balance sheet, and (worst of all!) budgets. However, these are all important concepts to understand if you’re going to succeed in today’s business world, particularly as a supervisor. Even better, financial terms are not as scary as they seem.

About This Course

Many of us flinch when we hear terms like depreciation, cash flow, balance sheet, and (worst of all!) budgets. However, these are all important concepts to understand if you’re going to succeed in today’s business world, particularly as a supervisor. Even better, financial terms are not as scary as they seem.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

Detailed Course Outline

1 - Getting the Facts Straight

- The first session will go over basic financial terms
- Explore their role in company finances
- Governing organizations in their area.

2 - The Accounting Cycle

- Four phases of the accounting cycle
- Key concepts: cash vs. accrual methods

3 - The Key Reports

- Take a close look at balance sheets and income statements
- Review cash flow statements and statements of retained earnings

4 - Keeping Score

- Explain the chart of accounts and single vs. double entry accounting.

5 - A Review of Financial Terms

- Introduction to some additional financial terms.

6 - Understanding Debits and Credits

- De-mystify accounting terms: debits and credits.

7 - Your Financial Analysis Toolbox

- Sources for financial data
- Tips on weeding out useless information
- Calculate common ratios
- Read an annual report, and some useful decision-making tools.

8 - Identifying High and Low Risk Companies

- Guidelines for identifying high and low risk companies.

9 - The Basics of Budgeting

- What is a budget?
- How a budget fits into the big picture
- The budgeting process

10 - Working Smarter

- Basic checklist of computer skills required for success
- How to choose an accounting package

11 - People and Numbers

- Dealing with finances
- Expense Reports
- Making cuts to someone’s pay?
- Provide tips on what to do.

Frequently Asked Questions

Q: What delivery options are available for Accounting Skills?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Accounting Skills course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Accounting Skills training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Accounting Skills?

Yes, we provide corporate training, dedicated training, and closed classes for Accounting Skills. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Accounting Skills?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Accounting Skills training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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