

Finance Teams and Management Skillsets

Course Outlines

Finance Skillset Certifications

1. Budgeting Like a Boss
2. Cash Flow Statement
3. Finance for Non-Finance Managers
4. Financial Documents 101
5. Introduction to Accounting
6. Fraud Detection
7. Xero UK

Team Essential Certifications

8. Leading Effective 1-1 Meetings
9. Leading Team Meetings
10. Managing Teams
11. Working in Teams

Management Foundation Certifications

12. Communication Techniques for Managers
13. Designing Effective Teams
14. Essential Skills for First-Time Managers
15. How to Manage Virtual Teams
16. Key Tools and Knowledge for Team Leading

1. Budgeting Like a Boss

Estimated course length: (2 hours)

Budgeting your money can work wonders for your financial health. It takes very little effort to create and maintain a budget, and the practice can help you stay in control of your money. The art of budgeting allows you to plan your expenses and prioritise your spending.

Although it takes very little time to create a proper budget, a regular review can help you achieve early financial independence. Regardless of your age, it pays to learn the basics of budgeting and avoid common pitfalls along the way.

Learning Outcomes

- How creating a budget helps you in many different ways and why you should start now
- How budgeting can help highlight your financial health and give you a realistic view of how you are spending your money
- Common problems that prevent people from making budgets
- How to create a realistic budget by calculating your income and expenses in the right way
- How to use the 50-20-30 rule in budgeting and how to allocate monthly expenses
- Important tips to make effective budgets that produce lasting results

2. Cash Flow Statement

(2.5 hours)

Learning about the cash flow statement is essential to anyone involved in finance, whether you're a company accountant, own your own business or are aspiring to learn more about finance.

This course provides a comprehensive guide to the cash flow statement, including the purpose of the statement, a history of its origins and the people and types of businesses involved.

From the major categories to include, to the methods and rules of compilation and important tips and hacks, this course covers everything you need to know regarding every aspect of the cash flow statement.

Learning Outcomes

- A full definition of and history of the cash flow statement
- The purpose it serves, and the role-players involved

- The various categories to include in the statement
- The methods and rules of compiling the statement
- The documents and professional tips you need, to compile the ultimate cash flow statement

3. Finance for Non-Finance Managers

(2.5 hours)

Understanding finance has become essential for all managers, especially non-finance managers. The increased demand on companies to perform means that non-finance managers need to have a firm grasp on all financial matters.

This course provides a comprehensive insight into finance for non-finance managers, providing them with the key financial tools to be able to analyse, optimise and significantly improve the financial status of their department and company.

From how to interpret financial statements and reports, to learning how to manage working capital and perform a costing and performance analysis, this course covers everything non-finance managers need to know about finance.

Learning Outcomes

- Financial terminology and interpreting financial reports
- Cost accounting and how to perform a cost analysis
- The science of managing working capital
- Various financial formulas and how to use and interpret them
- How to measure financial performance using KPIs

4. Financial Documents 101

(0.75 hours)

This course has been designed to introduce you to the basics of financial documents.

Financial documents play a critical role in running small and large companies. The documents help businesses of all kinds in different industries to communicate their financial information to external parties or entities such as investors and banks. The financial reports summarise a business's accounting procedures and features cash and account title tabulations.

The financial reports also showcase the financial status or position and performance of a company or individual, including changes in finances over a specified period. Businesses aim at using the

statements to share financial decisions with internal and external parties to help with economic decisions.

Data sourced from business financial systems are used to aggregate, condense and simplify the development of financial documents. The statements simply display results from a company's accounting system. The financial documents are usually developed and released on an annual basis every financial year.

Learning Outcomes

- What financial documents are
- The purpose of financial documents
- The four main types of financial documents
- The features of different types of financial documents
- The benefits of financial documents to business entities

5. Introduction to Accounting

(12 hours)

The Accounting Course offers students the necessary information required to manage your business better or begin a career in the financial industry.

This online training course provides students with instruction that will put you on the path to beginning a career as a successful accountant.

Accounting plays a critical role in maintaining and processing the important financial information that helps to operate a profitable business. This is a wide subject that focuses not only on accounting records, but on bookkeeping, taxes and on all aspects of finance. In order to prepare you in this regard, this course offers you a comprehensive overview of what you can expect from your career in accounting and finance.

Learning Outcomes

- An introduction into the importance of accounting
- A look at four ways to structure your business
- How to deal with relevant government bodies, registering and filing
- The benefits of a business bank account
- How to set up a business bank account
- Evaluating funding sources for your business
- Dealing with money from customers

- How to keep track of business costs and tax relief
- The essentials of recordkeeping and bookkeeping
- How to deal with taxes
- Employing staff
- Taking money out of your business
- How to read the profits, cash and ratios in your accounts
- Using forecasting methods to plan for the future
- How to know if you need an accountant
- Ethical practices of an accountant

6. Fraud Detection

(1 hour)

All businesses should have in place a set of policies and procedures that deter people from committing fraud. Unfortunately, fraud remains a common problem across many industries. The financial sector is particularly vulnerable to these crimes.

Fortunately, there are many steps you can take to prevent fraud and minimise the damage if a crime has already occurred. In this course, you will learn the underlying principles of fraud detection, what fraud detection looks like in practice and the most common challenges people investigating suspected fraud tend to encounter.

Learning Outcomes

- Why fraud detection is important and why learning how to spot patterns is an essential skill in investigating fraud
- How to look for clues that may point to future instances of fraud
- How to identify anomalies in records and processes by analysing data
- The challenges that face data auditors when trying to identify fraudulent activity and how to use analytics to identify red flags
- How to detect credit card fraud using decision trees and algorithms

7. Xero (UK)

(6 hours)

Please note that we have no affiliation with Xero - this course is entirely run by New Skills Academy. Welcome to your Xero Video Course. This course is an all-encompassing overview of Xero accounting software, focusing on the UK version. Xero offers several versions of their software that differ slightly from country to country. If your business is based in the UK, or that's where you file your business taxes, this is the right course for you! Throughout this course, we will go over every aspect of the software that you need to know when considering purchasing Xero, or as you begin to

navigate using the software. Xero UK is an extensive software, so this course will be useful even if you have already been using it for some time.

The course will begin with an introduction to Xero's business itself and bring you all the way through the steps of setting up and using your account. From every aspect of navigating the website and the mobile site, to every aspect of Xero's pricing, features and hidden tools. You will also learn about how Xero UK stacks up against its main competitors in the UK and why it's the right choice for your business.

Learning Outcomes

- What Xero UK is and how their business operates
- What accounting software is in general and what you should look for in your company's accounting software
- How to navigate every part of the Xero UK website on both the desktop and the mobile versions
- How Xero compares to the other prominent UK accounting software
- What Xero UK's pricing options and subscriptions are available for your business

8. Leading Effective 1-1 Meetings

(0.75 hours)

This course goes into detail about effective one-to-one meetings giving you the tools and information you need to lead productive meetings.

One-to-one meetings are a great way in which to ensure that all your team members feel more motivated and valued while at work. When held in conjunction with both company-wide and departmental meetings, you can be sure that your whole organisation is running well.

Learning how to hold effective one-to-one meetings can boost productivity, empower your staff and improve your bottom line.

Learning Outcomes

- Why you should use an agenda for one-to-one meetings and how to go about setting one
- What to do with the agenda, once it has been set, and how to obtain feedback from staff before the meeting begins
- Which type of meeting is the most valuable to you and your team
- Information about disciplinary meetings and when they should be held
- The best questions to ask, when having a meeting, in order to get the most useful information

9. Leading Team Meetings

(3 hours)

Meetings are lifelines for any business as they help people to exchange ideas and information, solve problems, plan for growth and make decisions. Productive meetings are associated with a flow of energy that cannot be replicated in online communication such as emails. However, unplanned and unstructured meetings can be a waste of time and result in loss of valuable time and effort.

This course on Leading Team Meetings trains you to conduct meetings in a way that gets more done in shorter time spans.

Learning Outcomes

- How to plan and organise meetings only when they are needed, how to define objectives and prepare agendas.
- How to decide on the team members to invite to the meeting which will include key decision makers, members who can offer expertise on the subject and those who have a stake in the decision

- How to decide on the frequency and time durations in order for meetings to be effective; the correct frequency and time spans can help boost effectiveness of meetings
- How to communicate in the best manner using both verbal as well as non-verbal communication for maximum efficacy
- How to adopt special tips and strategies that help lead effective and successful meetings without wasting time

10. Managing Teams

(0.5 hours)

This course gives you detailed information about how to effectively manage a team. We begin by talking about the hiring and recruiting process, as having the right people on your team is the best way to start building a productive one.

Next, we talk about the different personality types you are likely to come across as you are compiling your ideal team. Developing a supportive working environment is covered next.

Finally, we review the importance of task delegation and conflict resolution.

Learning Outcomes

- The steps to take to ensure that you are hiring the right people
- The specific roles that each team member plays
- The challenges that you may come across while trying to delegate important tasks

- Tips on how to delegate your tasks effectively to ensure the greatest possible productivity
- Additional tips on how to resolve most workplace conflicts, regardless of personality types

11. Working in Teams

(8 hours)

Teamwork is the backbone of success for any business. It is the collaborative effort of a number of people, in order to achieve a goal.

For the business that wishes to harness the power of teamwork, this course provides an excellent way in which to develop the required skills and knowledge.

This course is for the employees of businesses who understand that improved teamwork results in improved quality, increased customer satisfaction and an increase in the bottom line.

With a high performing team, the collaboration between resources is maximised, thereby increasing efficiency and productivity. To achieve this, the course focuses on the required leadership skills and strategies, in order to bring a team together and run it at its most efficient.

The course is beneficial to those who need to inspire the people whom they lead and provide a supportive environment.

Learning Outcomes

- How to create a workplace environment that nurtures personal transformation and employee growth;
- Tips for enhancing and improving team cohesion, enthusiasm, morale and motivation in the workplace;
- How to improve personal and team satisfaction in the workplace and when tasks are performed;
- The most effective and inspiring ways in which to communicate at work;
- How to develop an authentic and empowering leadership style, for effective work in teams;
- How to evaluate and enhance personal growth and development;
- How to adapt and adjust a leadership style, so that it meets the specific needs of the situation and the available resources;
- How to support positive personal interactions and build deeper connections in the workplace;
- Tips for creating and developing high performance teams that deliver top notch results;
- How to bring out the best in yourself and the team of people that are being led.

12. Communication Techniques for Managers

This comprehensive online course covering the subject of communication techniques is a great way in which to help the managers and team leaders in your business learn more about successful communication, allowing them to professionally liaise with customers and colleagues and giving them the confidence to debate, discuss and resolve conflict in a more effective manner.

Enrolled team members will find lots of practical tips, in order to guide them towards more successful methods of communicating with their team in different ways, while respecting the different communication styles of others.

It's perfect for existing managers or those who have been recently promoted to management roles, in order to set them up for success.

Learning Outcomes

- The key personal attributes and qualities displayed by good communicators and how to develop such skills;
- The difference between soft and hard skills and how to use both to the greatest advantage, when communicating with your team;

- How to manage a range of situations which may occur in a team and how to use communication, in order to overcome various issues and resolve conflict;
- The range of different types of communication styles and how to identify which style is most appropriate in which situation and how to adapt your own style, when dealing with different types of people and circumstances;
- The concepts of listening, posture and modulation when communicating and how to use each to the greatest advantage;
- Tips on interacting with others well and building a working environment that is inclusive, motivating and empowering for employees.

13. Designing Effective Teams

(0.75 hours)

Learning how to design effective teams is essential for anybody looking to get the most out of their team dynamics, whether you're a current or aspiring supervisor, manager or team leader.

This course provides a comprehensive guide to designing effective teams by establishing dynamic leadership and choosing the right members.

From how to connect with and inspire your team, to setting guidelines and ensuring success, this course covers everything you need to know about every aspect of designing the most effective team possible.

- How to ensure the most effective leadership and structures
- The science of choosing the right team members for the tasks at hand
- How to inspire, motivate and truly connect with your team
- Setting boundaries, goals and guidelines to ensure maximum team success

14. Essential Skills for First Time Managers

(0.25 hours)

Taking on responsibility for a team can be a huge challenge for first-time managers, and it requires certain skills and abilities that weren't previously required. As it's such a difficult transition from an individual to a leader, it's crucial that all new managers receive the necessary skills and training from the outset.

This course will be looking at the various skills that first-time managers need in order to become better leaders, create engaged, productive teams and produce great results.

Learning Outcomes

- How to adapt your mindset from an individual to a manager
- How to successfully delegate tasks
- How to motivate your team and encourage professional development
- How to build trust and relationships with your team
- How to lead by setting an example

15. How to Manage Virtual Teams

(0.25 hours)

Many employees now work remotely which has presented a new challenge for managers, because managing office-based and virtual teams requires different skills.

In this course, you will learn about the main principles underlying the effective management of virtual teams. You will learn how to anticipate and overcome common pitfalls, ensuring that all team members remain productive.

Learning Outcomes

- What virtual teams are
- The challenges of managing a virtual team
- How to set expectations for good working practices

- The principles of effective communication you must observe when managing a virtual team
- How to boost team morale when working remotely

16. Key Tools and Knowledge for Team Leading

(3 hours)

Understanding the key tools and knowledge for team leaders is vital for anybody currently or potentially fulfilling a leadership role, no matter the size or scope.

This course provides a comprehensive insight into every aspect of being a team leader, including the team leading styles, the characteristics of an effective team leader and how to motivate and inspire your team.

From the responsibilities of being a team leader to techniques you can apply in your role to improve your leadership, this course covers everything that anyone in a leadership role needs to know.

Learning Outcomes

- The definition of team leading and what it entails
- The different leadership styles and strategies
- The characteristics which define an effective team leader
- What a team leader's responsibilities are and how to successfully fulfil them
- How to motivate your staff and team building strategies