MTBM

FINANCE FOR NON-FINANCE PERSONNEL TRAINING

MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

+603 8022 8330 +603 8022 8201 info@mtbmgroup.com mtbmgroup.com

Course Title: Finance for Non-Finance Personnel Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides non-financial personnel with essential financial knowledge required to understand, interpret, and apply financial information in daily decision-making. Participants will learn key financial principles, financial statements, budgeting, cost control, cash flow, break-even analysis, and how financial performance impacts organisational strategy. The programme enables employees to make more informed decisions, contribute to financial discussions, and support organisational financial health.

OBJECTIVE(S):

- Understand basic financial concepts and terminology.
- Learn how to interpret and analyse financial statements.
- Strengthen budgeting, cost management, and financial planning skills.
- Understand cash flow, profitability, and cost–volume relationships.
- Apply financial data in operational and strategic decision-making.
- Build confidence in discussing finance-related matters at work.
- Improve financial awareness to support organisational efficiency and growth.

MTBM

TARGET GROUP(S):

- Managers & Supervisors
- Non-finance Executives
- Team Leaders & Coordinators
- Administrative Personnel
- Anyone who needs financial literacy in their role

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English

TOPIC(S):

1. Introduction to Finance for Non-Finance Staff
2. Key Financial Concepts & Terms
3. Understanding Financial Statements
4. Profit & Loss (Income Statement) Analysis
5. Balance Sheet & Financial Position
6. Cash Flow Statement & Liquidity Management
7. Budgeting & Financial Planning
8. Costing, Cost Control & Variance Analysis
9. Break-Even Analysis & Decision Making
10. Reading Financial Ratios
11. Linking Financial Performance to Business Strategy
12. Financial Case Study & Action Planning

LIST OF REFERENCE BOOK(S):

- "Finance for Non-Financial Managers" – Harvard Business Review
- "Financial Intelligence" – Berman & Knight
- Basic Accounting & Finance Guides

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Hands-on financial exercises
- Practical budgeting & analysis workshop

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 9:45 am	Topic 1: Introduction to Finance & Key Concepts
9:45 am – 10:30 am	Topic 2: Understanding Basic Accounting Terminology
10:30 am – 10:45 am	**Morning Tea Break**
10:45 am – 11:30 am	Topic 3: Financial Statements – Overview
11:30 am – 12:30 pm	Topic 4: Profit & Loss (Income Statement) Deep Dive
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 2:30 pm	Topic 5: Reading & Interpreting Balance Sheets
2:30 pm – 3:30 pm	Topic 6: Cash Flow Statement & Liquidity
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Workshop 1: Analysing Real Financial Statements

MTBM

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Budgeting & Financial Planning
9:45 am – 10:30 am	Topic 8: Costing, Cost Control & Variance Analysis
10:30 am – 10:45 am	**Morning Tea Break**
10:45 am – 11:30 am	Topic 9: Break-Even & Cost–Volume–Profit Analysis
11:30 am – 12:30 pm	Topic 10: Financial Ratios for Performance Review
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 2:30 pm	Topic 11: Using Finance for Decision-Making
2:30 pm – 3:30 pm	Topic 12: Linking Finance to Business Strategy
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Final Workshop: Financial Case Study & Action Plan