

Annotated Course Outline

Financial Management

Financial Management (2.5. to 3 hours max)	Scope description	Learning objectives	Learning outcomes	Key Message(s)	Resource Requirements (for content delivery)
Module 1: The fundamentals of business finance management Lesson 1 Tips and digital tools for effective business finance management Lesson 2: Digitalize your bookkeeping Lesson 3: Personal finance vs. Business finance	<i>In the module on fundamental business finance management, three lessons will be covered: Tips and digital tools for effective business finance management, digitalizing your bookkeeping, and personal finances vs. business finances</i>	<i>The learning objectives of this module are:</i> - To ensure that the business owner is aware of the best practices and digital tools for effective business finance management. - To select the appropriate digital tool for their bookkeeping -Willingness to keep their personal and business finances separate	<i>The learning outcome of this module is to make business owners aware of best practices and introduce them with the digital resources they need to manage finances efficiently.</i>	<i>Digital tools enable business owners to improve financial management, decision-making, and efficiency through automation and reduced human error.</i>	-PowerPoint slide -Business bookkeeping template -Business bookkeeping case study -Personal and business finance case study -Pay myself wage case study

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Module 2: Profit and loss statement analysis Lesson 1 Fixed cost vs. Variable cost Lesson 2 Margin and profit calculation Lesson 3 Data analysis	<i>In the module on profit and loss statement analysis, three lessons will be covered: Fixed and variable costs, margin and profit calculation, and data analysis</i>	<i>The learning objectives of this module are:</i> - To comprehend and identify the variable and fixed costs in their business - To help business owner pinpoint their revenue streams, gain an understanding of their costs, and make wise decisions that will maximize their profit margins.	<i>The learning outcome of this module is to help business owners identify revenue streams and analyze variable and fixed costs to maximize profitability in their business.</i>	<i>Aside from the ability to generate a business profit and loss report, you must also be able to analyze the report in order to develop a strategy for improving your business's performance.</i>	- PowerPoint slide - Fixed costs and Variable costs cards - Margin and profit calculation case study - Profit and Loss reporting template - Profit and Loss reporting analysis case study

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Module 3: Accessing to Finance Lesson 1 Various sources of funding Lesson 2 Digital tools for gaining confident access to financing Lesson 3 12-month cash flow forecasting	<i>In the module on accessing to finance, three lessons will be covered: Various sources of funding, digital tools for gaining confident access to financing, and 12-month cash flow forecasting</i>	<i>The learning objectives of this module are:</i> - To ensure that the business owner is aware of the various sources of funding and to provide a checklist to assist them in preparing when they need to access them. - To introduce the most important digital tools for gaining confident access to financing. - To forecast the business's 12-month cash flow	<i>The learning outcome of this module is to emphasize the importance of funding sources, checklists, digital tools, and 12-month cash flow forecasting for scaling up and preparing for potential challenges.</i>	<i>Entrepreneurs need the ability to obtain financing in order to strengthen and grow their companies. With the necessary financial skills and digital tools, they are genuinely acquiring confidence in accessing the sort of capital that is compatible with their business circumstances.</i>	-PowerPoint slide -Financial pathway toolkit - 12-month cashflow forecasting Case study -12-month cashflow forecasting template