

## **COURSE OVERVIEW FM0001(KP4)** **Managing Cash Flow**

### **Course Title**

Managing Cash Flow

### **Course Date/Venue**

Session 1: May 25-29, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

Session 2: August 03-07, 2025/Meeting Plus 9, City Centre Rotana, Doha, Qatar

### **Course Reference**

FM0001(KP4)

### **Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



### **Course Description**



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using the “MS Excel” application.***



This course is designed to provide participants with a detailed and an up-to-date overview of cash flow management. It covers the preparation of cash flow statement in line with accounting standards; performing a comparative analysis on the statement of cash flows; creating accurate cash flow forecasts; identifying the criteria for accurate cash flow forecasting; planning accurately for company's liquidity requirements; and using cash flow modeling effectively to improve the accuracy of cash requirement predictions.



During this interactive course, participants will learn the importance of the time value of money; the capital budgeting and streamlining the organization's cash usage by managing the cash gap; the value added cash reporting techniques; managing cash flow targets, generating cash flow from improved balance management and dealing with exchange rate fluctuations; aligning cash flow forecasts with the existing budgets; and using budget as a starting point for formulating cash flow forecast strategy.

### Course Objectives

Upon the successful completion of this course, you will be able to: -

- Apply and gain a good working knowledge on cash flow management
- Prepare a cash flow statement in line with accounting standards
- Perform a comparative analysis on the statement of cash flows
- Create accurate cash flow forecasts, identify the criteria for accurate cash flow forecasting and plan accurately for company's liquidity requirements
- Use cash flow modeling effectively to improve the accuracy of cash requirement predictions
- Identify the importance of the time value of money and perform capital budgeting
- Streamline the organization's cash usage by managing the cash gap
- Examine value added cash reporting techniques
- Manage cash flow targets, generate cash flow from improved balance management and deal with exchange rate fluctuations
- Align cash flow forecasts with the existing budgets and use budget as a starting point for formulating cash flow forecast strategy

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

### Who Should Attend

This course provides an overview of all significant aspects and considerations of cash flow management for finance and accounting staff.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos


In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### **Course Certificate(s)**


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### **Certificate Accreditations**

Haward's certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Mike Taylor**, PhD (on-going), MScLI, MBA, MBL, BSc, HDE, is a **Senior Finance & Management Consultant** with over **25 years** of experience in **Power & Water Utilities, Other Energy Sectors and Financial** industries. His expertise lies extensively in the areas of **Finance Budgeting, Budgeting, Forecasting & Planning, Budgeting** and **Cost Control, Finance & Budgeting Process & Procedures, Effective Budgeting & Cost Control, Project Financial Data, Financial Indicators, Financial Leverage, Discounted Cash Flows, Economic Cost Analysis, Equity Profitability Analysis, Financial Modelling & Forecasting, Financial Analysis Techniques, Financial Data Analysis Concepts & Process, Credit Analysis, Financial & Accounting Management, Financial Planning Techniques, Vendor Invoice Processing & Management, Evaluating Cost & Revenue, Budgeting & Cost Control and Marketing Management, Project Quality Management, Quality Control & Site Inspection, Project Quality Plan, Construction Quality Management, Material Management & Project Turnover, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Project Planning, Scheduling & Cost Control Professional, Project Scheduling & Cost Control, Facilitation & Leadership Skills, Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Data Quality Control, Data Quality Assessment, Data Quality Planning, Data Quality Strategy Management, Customer Management**. Further, he is also well-versed in. **Leadership Skills, Presentation Skills, Negotiation Skills, Decision Making Skills, Communication Skills, Emotional Intelligence, Performance Management, Contract Management, Quality Management, Commercial Strategy, Project Management, Risk Management, Leadership & Business Management, Human Resource Management, Planning, Budgeting & Cost Control, Business Development, Innovation, Sales Strategy and Knowledge & Intangible Asset Assessment Design**. Mr. Taylor is the **Founder & CEO** of Mitakon Innovation Pty Ltd wherein he is responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21<sup>st</sup> century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Knowledge-Solutions Service Provider, Founder-Principal/CIO, Subject Matter Expert, Consulting Partner, Executive/Management Development Facilitator, Multinational/Corporate Senior Management Consultant, Senior Quality & Finance Management Consultant, Executive Management Development/Facilitator, Business Consultant/Facilitator, Business & Quality Consultant/Coach, Client Director, Administration Manager, Quality Manager, International Sales & Business Development Executive, Regional Sales Manager, National Key Accounts Manager, Commercial Sales & Marketing Consultant, Admin Assistant, Sales & Marketing Representative, Key Note Speaker, Lecturer and Instructor/Trainer** for various international companies such as the Highland Group (Business Consulting), **Anglo American, BHP Billiton, Rio Tinto, DI Management Solutions (BPO), Master Deal Making Institute (MDMI), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, FMCG/Binzagr Company, Unilever, Kellogg's, BAT, Hershey's, CORO, Lilly Direct/Lennon Generics and Bausch & Lomb**.

Mr. Taylor has **Master's** degree in **Leadership & Innovation, Business Administration and Business Leadership** as well as a **Bachelor** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy**. Further, he is a **Certified Instructor/Trainer, Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.

### Course Fee

Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### **Day 1**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b><i>Preparing a Cash Flow Statement in Line with Accounting Standards</i></b> <i>Understanding the Requirements for Preparing a Cash Flow Statement</i>
0930 – 0945	<i>Break</i>
0945 – 1130	<b><i>Preparing a Cash Flow Statement in Line with Accounting Standards (cont'd)</i></b> <i>Ensuring Compliance with International Financial Reporting Standards</i>
1130 – 1230	<b><i>Preparing a Cash Flow Statement in Line with Accounting Standards (cont'd)</i></b> <i>Elements of Cash Flow Statement</i>
1230 – 1245	<i>Break</i>
1245 – 1420	<b><i>Preparing a Cash Flow Statement in Line with Accounting Standards (cont'd)</i></b> <i>Practical Exercise: Cash Flow Statement</i>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>

#### **Day 2**

0730 – 0930	<b><i>Performing a Comparative Analysis of your Statement of Cash Flows</i></b> <i>Gaining a Maximum Benefit from the Information that your Cash Flow Statement Provides</i> • <i>Examining your Operating Cash Flow by Comparing the Direct Method and the Indirect Method</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b><i>Performing a Comparative Analysis of your Statement of Cash Flows (cont'd)</i></b> <i>Producing Consolidated Cash Flow Statements</i> • <i>Practical Exercise: Consolidated Cash Flow Statement</i>



1100 – 1230	<b>Creating Accurate Cash Flow Forecasts</b> Successfully Defining the Criteria for Accurate Cash Flow Forecasting • Identifying What You Will Need to Spend Money On-Examining Day to Day and Week
1230 – 1245	Break
1245 – 1420	<b>Creating Accurate Cash Flow Forecasts (cont'd)</b> Ensuring That You Are Planning Accurately for your Company's Liquidity Requirements • Identifying your Optimum Forecasting Period
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

### Day 3

0730 – 0930	<b>Effectively Using Cash Flow Modeling</b> Using Cash Flow Modeling to Improve the Accuracy of Your Cash Requirement Predictions • The Importance of the Time Value of Money
0930 – 0945	Break
0945 – 1100	<b>Effectively Using Cash Flow Modelling (cont'd)</b> Performing Capital Budgeting
1100 – 1230	<b>Streamlining Your Organization's Cash Usage</b> Streamlining Your Organization's Cash Usage by Managing the Cash Gap • Ascertaining Where the "Cash Gap" is in your Organization
1230 – 1245	Break
1245 – 1420	<b>Streamlining Your Organization's Cash Usage (cont'd)</b> Identifying the Link Between the Cash Gap and Your Bottom Line
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Three

### Day 4

0730 – 0930	<b>Streamlining Your Organization's Cash Usage (cont'd)</b> Examining Value Added Cash Reporting Techniques
0930 – 0945	Break
0945 – 1100	<b>Streamlining Your Organization's Cash Usage (cont'd)</b> Practical Exercise: Analyze a Set of Accounts for Improved Cash Flow and More Profitability
1100 – 1230	<b>Techniques to Manage Cash Flow Targets</b> Techniques to Manage Operational Cash Flows
1230 – 1245	Break
1245 – 1420	<b>Techniques to Manage Cash Flow Targets (cont'd)</b> Generating Cash Flow from Improved Balance Sheet Management
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Four

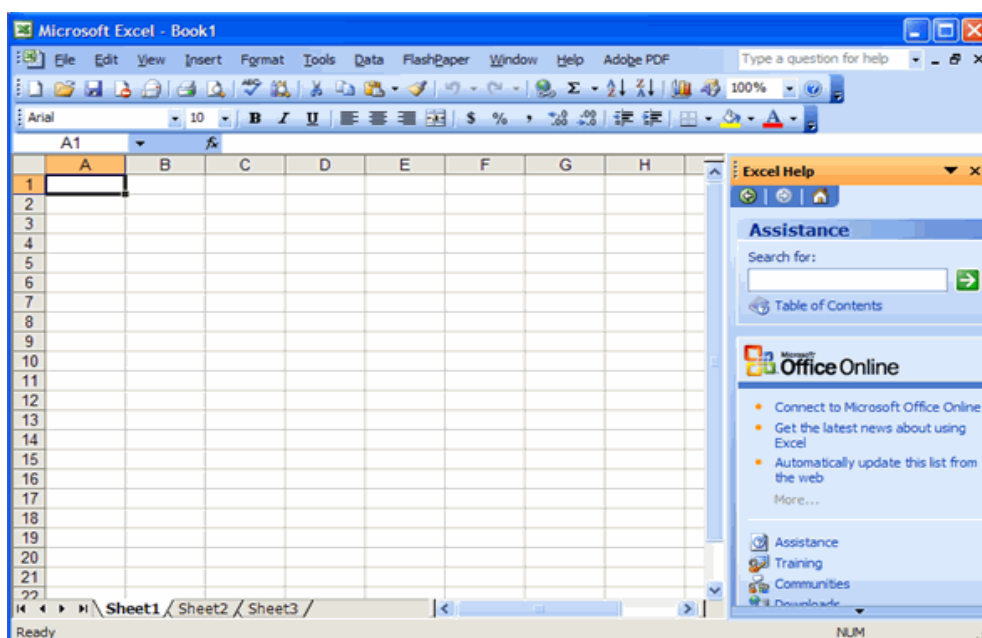
### Day 5

0730 – 0930	<b>Techniques to Manage Cash Flow Targets (cont'd)</b> Effectively Dealing with Exchange Rate Fluctuations
0930 – 0945	Break
0945 – 1130	<b>Aligning Cash Flow Forecasts with Your Existing Budgets</b> Using your Budgets as a Starting Point for Formulating Cash Flow Forecasts
1130 – 1230	<b>Aligning Cash Flow Forecasts with Your Existing Budgets (cont'd)</b> Methods for Ensuring that your cash Flow Forecasts Are in Line with your Budgets

1230 - 1245	Break
1245 - 1345	<b>Aligning Cash Flow Forecasts with Your Existing Budgets (cont'd)</b> <i>Aligning your Cash Flow Planning with Your Organizations Business Strategy</i>
1345 - 1400	<b>Course Conclusion</b>
1400 - 1415	<b>POST-TEST</b>
1415 - 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

### **Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS-Excel” application.



**MS-Excel**

### **Course Coordinator**

Mari Nakintu, Tel: +971 2 30 91 714, Email: [mari1@haward.org](mailto:mari1@haward.org)