



Specialization in Financial Management

Coordinator – DR. RUI FELGAR

Índex

Training Course Duration.....	2
Audience	2
Output profile	2
Pre-requirements	2
General Objectives	2
Specific Objectives	2
Modular structure and respective hours.....	3
Contents	3
Methodology	5
Students Assessment.....	5
Didactic Resources.....	5
Training Team	6
Conditions.....	7
Cancellations and Miss of Presence	7
Application form	7

Specialization Course plan in Financial Management

Training Course Duration

30 Hours – 08h30 – 14h30

Audience

This course is intended for all those wishing to obtain or enhance knowledge and skills in financial analysis, within a short period of time.

Output profile

All students are entitled to a certificate of attendance of the course recognized by relevant authorities.

Pre-requirements

Not applicable.

General Objectives

This specialization course will focus on the main thematic components under the financial area of an Organization (Accounting, Management and Financial Analysis, Management Control, with the aim of providing a complete mastery of the most important aspects in each of them. When we conduct this specialization course have as main objective to provide and update skills to enable master key aspects within the accounting and finance.

Specific Objectives

At the end of this course participants will:

- ✓ To know what they consist and what are the main functions in an organization;
- ✓ What constitutes accounting;
- ✓ Know which consist of several optical or perspectives (financial, economic and monetary), which accounting records associated with each optics and have the ability to "read" and understand this information:
- ✓ What constitutes the Financial Management and its main objectives;
- ✓ Having knowledge of the most relevant aspects related to financial stability;
- ✓ Be aware of the specifics of a budgetary procedure;
- ✓ What constitutes the Financial Analysis and master their main techniques;
- ✓ Have dominion of the main aspects related to planning in an organization;
- ✓ What constitutes the Management Control and responsibility centers;
- ✓ Know the main management control systems.

Modular structure and respective hours

Module	Duration
Module 0 – Opening	
Module I – “Accounting”	12h
Module II – “The Management and Financial Analysis”	12h
Module III – “The Management Control”	6h
Module IV – Closing	
Total	30h

Contents

Module 0 – Opening

- ✓ Presentation of trainers and trainees;
- ✓ Presentation of the objectives and training program operating methodologies.

Module I – “Accounting”

- ✓ Introduction:
 - Company concept;
 - The Functions;
 - Formal and informal organization.
- ✓ The “Accounting”:
 - Concept;
 - Accounting types;
 - The bill (accounting);
 - The accounting handling;
 - The balance of an account;
 - The double entry method or the double entry.
- ✓ The optical / financial perspective:
 - Objective;
 - The “Balance”;
 - Depreciation and amortization;
 - Provisions;
 - Main accounts.
- ✓ The optical / economic perspective:
 - Objective;
 - The demonstration and the results of the exercise;
 - key accounts.
- ✓ The monetary optical:
 - Objective;
 - The box sheet;

- ✓ Other accounting records:
 - The “Diary”;
 - The “Reason”;
 - The “Balance Sheet”.

Module II – “The Management and Financial Analysis”

- ✓ The Financial function:
 - Types flows;
 - The evolution of the financial function;
 - The cash budget;
 - The financial plan.
- ✓ The “Financial Management”:
 - Concept;
 - Objectives of “Financial Management”.
- ✓ The financial balance:
 - “Working capital”;
 - “Functional balance”;
 - The needs of “Working Capital Fund”;
 - “Net Cash”;
 - Typical statements of account
- ✓ The “Budget Process”;
- ✓ The “Financial Analysis”:
 - Concept;
 - Financial Analysis Techniques:
 - The certification of “Financial statements”;
 - The comparison of “Financial statements”;
 - “Ratios”.

Module III – “The Management Control”

- ✓ “Planning”:
 - “Vision”, “Mission” and “Values”;
 - The strategy;
 - “Strategic planning”;
 - Operational Planning
- ✓ Control Management:
 - Concept;
 - “Centers of responsibility”;
 - Systems of Control Management:
 - “OVAR Method”;
 - Tableau de bord;
 - “BSC - Balanced Scorecard”;
 - “Reporting”;
 - Incentive Systems.

Module IV – Closing

Methodology

This course aims to promote an interactive environment between the trainer and the group as well as among all trainees. Like this refers to an approach of the contents through the use of diverse methods and teaching techniques.

Moment / Objective	Method / Technique
The modules I to IV	Expository Demonstrative Active
The modules I to IV	Analysis of Real Cases
In every models	Interrogative

Students Assessment

If the participant chooses to take, the valuation techniques used are part of the three time points as follows, as expressed in the following table:

Moment	Technique	Instrument	Objective
Initial	Oral questions formulation	Script of questions	Prerequisites verification
Formative	Observation	Grid Observation	Performance assessment throughout the sessions
Summative	Assessment	Test	

Didactic Resources

- ✓ Training Room;
- ✓ Video projector;
- ✓ Theoretical documentation;
- ✓ Trainee Kit

Training Team / Coordinator

Dr. Rui Felgar

- Degree in Economics at Universidade Nova de Lisboa;
- Postgraduate in Management Control and Performance at OVERGEST/ISCTE;
- 2005 – Safety in Flying Field – Course performed in London led by Marsh’s Aviation and Aerospace;
- 1999 – Financial Derivatives and Financial Innovation – Course led by Escola de Pós-Graduação da Universidade Católica Portuguesa with a total length of 200 hours;
- 1995 e 1996 – Bullet Proof – Crestcom – internal course about leadership, to top frames, with a total length of 150 hours;
- Treasury Management – Course performed in Montreal/Canada, directed to management of cash flows and reduction of cambial impact (IATA).



Currently he is consultant and trainer at High Skills, and Partner at RFF Consulting, developing work at the context of audit and Financial consultant in collaboration with RPLM – Investment Management SA and Baker Tilly (Angola Projects).

Between 2010 and 2011 he was Director of Operation at Safesourcing Group (BPO) and Prolaboral (temporary work).

At 2007 and the two following years he was assessor of administration and operational responsible of CRH Group – UN (Unidades de Negócio) of Contact Centers, Store and Construction Industry and Metalworking.

Rui Felgar began his activity as financial consultant at ERNST & YOUNG and he was Financial Director of Portugalia Airlines for sixteen years.

He was also Judicial Liquidator Administrator since November of 1994 until 2005.

Conditions

If you have more than two participants contact us to know our business benefits!

High Skills – Formação e Consultoria LDA

Avenida de Berna, nº 8 1050-040 Lisboa, Portugal

Nº fiscal: 513 084 568

Registration is confirmed only after issuance of the pro-forma invoice / final invoice and payment thereof.

Cancellations and Miss of Presence

Trainee/s may cancel their subscription up to 6 business days prior to the course start date.

The (s) trainee (s) may be substituted by other (s) participant (s) and must report the change within 5 working days before the course starts.

If Trainee (s) don't show up at the beginning of the training day will not lead to a refund of the registration fee and will be charged in full.

Application form

1. CLIENT (Fill in when the Forming is not final customer)			
Entity:		Telephone:	
Responsible:		E-mail:	
Address:			
Postal Code:		Fax:	
VAT Number:			
2. GRADUATES DATA			
Name:			
E-mail:			
Nationality:			
Mini-MBA:	Specialization MINI-MBA in Financial Analysis		
Birth Date:		Nacionality:	
Passaport:		Expiration date:	

Possible contacts for more information:

E-mail: geral@highskills.pt

Phone: +351 217 931 365

