

SPECIALIZATION MINI-MBA IN PLANNING AND MANAGEMENT CONTROL



Coordinator – Dr. Gonçalo Caiado

Index

Total Length.....	2
Target Audience	2
Outcome Profile	2
Prerequisites	2
General Objective.....	2
Specific Objectives.....	2
Modular structure and its length:	3
Program Content.....	3
Methodology	5
Students Assessment	6
Didactic Resources	6
Training Team.....	7
Conditions	8
Cancellations and Miss of Presence	8
Application form.....	8

Specialization Mini-MBA in Planning and Management Control

Total Length

50 Hours

Target Audience

This Specialization Mini-MBA is intended for all those wishing to obtain or enhance knowledge and skills in finance, with particular emphasis on management control in a short period of time.

Outcome Profile

All students receive a certificate at the end of participation in MINI-MBA.

Additionally participants can also on voluntary basis and without any additional cost, to undergo an evaluation exam at the end of the Specialization Mini-MBA, receiving in case of approval, a certificate of "approved the Evaluation Exam." This certificate provides access to academic equivalence of disciplines the top level of a Bachelor or Master according to the university chosen by the student.

The High Skills cannot ensure the level of credits earned as these are only the responsibility of the university and Specialization Mini-MBA chosen by the participant.

Prerequisites

Not applicable.

General Objective

This Specialization Mini-MBA will focus on the main issues included in financial area of an Organization (Planning, Management Control, Budget Management , Excel for Management and Reporting Control) in order to provide a complete mastery of the most important aspects in each from them.

This Specialization Mini-MBA aims to provide and update skills to enable master key aspects under above.

Specific Objectives

At the end of this Specialization Mini-MBA participants will:

- Know that consist of and what are the main functions in an organization;
- Know what the main tasks of the financial function;
- To know what is the Financial Management and its main objectives;
- Be aware of the most relevant aspects related to financial stability;
- To know what is the Financial Analysis and master their main techniques;
- Have domain of the main aspects related to planning an organization;
- Know what constitutes the Management Control and the responsibility centers;
- To know the main management control systems;
- Knowing what constitute the "incentive systems";

- Meet the objectives of budgetary management;
- Knowing how prepared the Annual Budget;
- Know what constitutes the Budgetary Control;
- Know the capabilities of a spreadsheet (Excel) that allow optimal use in the financial sector (with special emphasis on Management and Reporting Control).

Modular structure and its length:

Module	Duration
Module 0 – Opening	
Module I – “Financial Management and Analysis”	6h
Module II – “Planning and Management Control”	12h
Module III – “The Budget Management”	12h
Module IV – Excel for Management Control and Reporting	12h
Module V – Optional – Preparation and Examination	8h
Module VI – Closing	
Total	50h

Program Content

Module 0 – Opening

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

Module I – “The Management and Financial Analysis”

- The company;
- The main " functions" of the company;
- The financial function:
 - Types flows;
 - Evolution of the financial function;
 - The financial statements;
 - The cash budget;
 - The financial plan.
- The "Financial Management"
 - Concept;
 - "Financial Management" objectives.

- The Financial balance:
 - "Working capital";
 - "Functional balance";
 - "Working capital" needs;
 - "Net Cash";
 - Typical treasury situations.
- "Financial Analysis":
 - Concept;
 - "Financial Analysis" Techniques:
 - "Financial Statements" certification;
 - "Financial statements" comparison;
 - "Ratios".

Module II – “The Management Control”

- “Planning”:
 - “Vision”, “Mission” and “Values”;
 - Strategy;
 - “Strategic planning”;
 - “Operational planning”.
- Management Control:
 - Concept;
 - “Centers of responsibility”;
 - “Management control” systems:
 - “OVAR” method;
 - “Dashboard” (*Tableau de board*);
 - “BSC - Balanced Scorecard”;
 - “Reporting”.
- “Incentive systems”.

Module III – “Budget Management”

- Budget Management Objectives:
 - Budget Management Concept;
 - Budget Management Objectives;
 - Role of the Planning function in the preparation of the Annual Budget;
 - Communication between the various responsibility centers;
 - The implementation of a Fiscal Management System.
- Preparation of the Annual Budget:
 - The Annual Budget: A planning tool;
 - The Budget and functions of management;
 - Importance of management accounting;
 - Preparation of the various programs;
 - Various types of budgets;
 - Various frames of the Annual Budget and its links.

- Budgetary Control:
 - Deviations;
 - Causes of deviations in purchases;
 - Sections of deviations (budget variances and activity);
 - Budget deviations (amounts of deviations and price);
 - Manufacturing deviations (deviations yield and efficiency);
 - Causes of sales deviations.

Module IV – “Excel for Management Control and Reporting”

- Emphasizing the main capabilities of Excel for optimal use in financial area (special focus on management control and reporting);
- Variations analysis;
- Scenario analysis;
- Sensitivity analysis;
- Goal Seek and Solver;
- Optimal use of graphics;
- Principal financial functions;
- Using conditional formatting in reporting;
- PivotTables;
- Protection of information;
- Links between files;
- Macros;
- Use shortcuts;
- Preparation of Management and Reporting Control reports;
- Preparation of a "Tableau de Board";
- Development of indicators of panels with "traffic lights";
- Reporting in Management Control.

Module V – Proof of knowledge

- Assess and evaluate the knowledge acquired.

Module VI – Closing

- Evaluation of the Specialization Mini-MBA: trainers and trainees.

Methodology

This Specialization Mini-MBA 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 VII	Expository Demonstrative Active
The modules I to VII	Analysis of Real Cases
In every models	Interrogative

Students Assessment

The assessment techniques indicated are framed by the three time points as follows, expressed by 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. Gonçalo Caiado

Qualifications

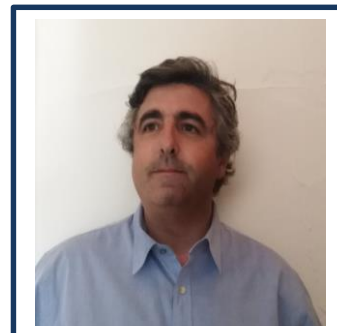
Degree in Economics

Post-Graduation in Investment

Management and International Trade Specialization Course in Financial and Auditing

Consultant/Trainer

Certified Accountant



Summary of your Skills

Professional career developed in the areas of Training, Banking and Accounting , with emphasis on topics such as: Audit, Internal Control, Taxation and Team Management. Trainer since 2007, giving several training actions in national and international contexto, at the business level (Intra and Inter Companys) or in the context of a room for a varied audience (Employees and Unemployed).

Of the functions performed in Banking, the role of Internal Control and Internal Trainer in Financial Institution stands out. In Accouting, Enrolled in the Chamber of Chareted Accountants since 2001, being responsible for the accouting of several companies.

Professional Career

Since 2021, Trainer at High Skills Lda. – Formação e Consultoria Lda.

Since 2001, Certified Accountant Registered at the Chamber of Chareter Accountants since 2001, being responsible for accouting for several companies in different sectors of activites.

Since 2013, Liaison Consultant and Specialist, in the area of Management, in the PME Training Program with training in the business context and trainer of several model units certified by various training entities.

From January 2011 to December 2012, Function of coordinator of the Internal Control Office in a financial institution.

From 2008 to 2011, Internal Auditor in Financial Institution.

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 Specialization Mini-MBA 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 Specialization Mini-MBA 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:			
Naturality:			
Mini-MBA:	Specialization MINI-MBA in Planning and Management Control		
Birth Date:		Nacionality:	
Passaport:		Expiration date:	

Possible contacts for more information:

E-mail: geral@highskills.pt

Phone: +351 217 931 365

