

# SPECIALIZATION MINI-MBA IN CORPORATE FINANCE - FINANCIAL MANAGERMENTS AND INVESTMENT PROJECTS



**COORDINATOR – DR. RAÚL DIAS**

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## **Specialization Mini-MBA in Corporate Finance - Financial Managements and Investment Projects**

### **Total Length**

50 Hours

### **Target Audience**

This Specialization Mini-MBA is intended for all those wishing to obtain or enhance knowledge and skills in accounting and finance in the area of exports and imports, 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 Objectives**

This Specialization Mini-MBA will focus on the main issues included in financial area of an organization (with particular emphasis on investment options, management of short, medium and long term financing, treasury management and valuation of companies) in order to provide complete mastery of the most relevant aspects in each of them.

This Specialization Mini-MBA aims to provide and update skills to enable master key aspects of corporate finance, particularly in the context of investment projects, financing and control.

### **Specific Objectives**

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

- Knowing that consist of and what are the main functions in an organization;
- To know what is the Financial Management and its main objectives;
- Able to evaluate companies;
- Knowing how analysis of investment projects;

- Knowing how the Investment financing options;
- Be aware of the most important aspects involved in the planning and management control;
- Be aware of the specifics of a budgetary procedure;
- How to manage short-term corporate finance.

### Modular structure and workload

Module	Duration
<b>Module – Opening</b>	
<b>Module I – “Investment Avaluation”</b>	<b>12h</b>
<b>Module II – “Long-Term Financing”</b>	<b>12h</b>
<b>Module III – “ Planning and Control ”</b>	<b>8h</b>
<b>Module IV – “Company Valuation ”</b>	<b>4h</b>
<b>Module V – “Financial Management Corporate Short-Term”</b>	<b>8h</b>
<b>Module VI – Proof of knowledge</b>	<b>6h</b>
<b>Module VII – Closing</b>	
<b>Total</b>	<b>50h</b>

### Program Content

#### **Module 0 – Opening**

- Presentation of trainers and trainees;
- Presentation of goals and training Saturday Action operating methodologies.

#### **Module I – “Investment Avaluation”**

- Introduction:
  - The concept.
- Investment Projects:
  - The concept;
  - Cash Flows;
  - The discount rate;
  - Investment Evaluation Criteria;
  - Real options;
  - Risk analysis.

#### **Module II – “Long-Term Financing”**

- Introduction:
- Shareholders' equity:
  - Initial, increase self-financing;
  - Opening the capital?;
  - Venture Capital.

- Capital Borrowed:
  - Loan;
  - Leasing;
  - Project Finance.
- Investment with debt – Evaluation.

### **Module III – “Planning and Control”**

- The Planning:
  - Reflecting the Vision, Mission and Objectives;
  - Strategy;
  - Strategic Planning;
  - Operational Planning;
  - Financial plan.
- The Management Control:
  - Concept;
  - Goals;
  - Responsibility centers;
  - Management control systems:
    - KPI ;
    - Scorecard Balanced;
    - Scoreboard (Tableau de bord);
    - Reporting;
    - Incentive systems.
  - Communication and Leadership.

### **Module IV – “Company Avaluation”**

- Introduction;
- Discounted cash flow (DCF);
- Economic Value Added (EVA).

### **Module V – “Financial Management Corporate Short-Term”**

- Manage availability:
  - Treasury Budget;
  - Others.
- Short term investments;
- Customers and its management:
  - Collections Management;
  - Credit Control;
  - Others.
- Short-term debt.

### **Module VI – Proof of knowledge**

- To assess and evaluate the knowledge acquired.

### **Module VII – 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.

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

## Students Assessment

As técnicas de avaliação indicadas inserem-se nos 3 momentos de avaliação da seguinte forma, conforme expressa o quadro seguinte:

<b>Moment</b>	<b>Technique</b>	<b>Instrument</b>	<b>Objective</b>
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. Raúl Dias**

Over the last 16 years, he has worked in various companies and businesses as Business Director, Operational Manager and Financial Manager (Grupo Rio, Tropizoo, Levelsoft), and as a consultant in various sectors of activity such as industry, construction, facilities, trade , distribution and distribution, technologies, consultancy and services.



Since 2015 he has been a Consultant and Trainer in Business Management, with intervention and projects in the areas of organizational and operational security, financial analysis and management control, management and development of operations, implementation and project development, logistics and distribution, lean management, marketing and crm.

Since 2019 he is a Consultant / Trainer at High Skills Lda-Formação e Consultoria Lda. Currently as a Senior Consultant at High Skills, he develops and manages several Consulting and Training Projects in the aforementioned areas for national and international clients and institutions.

At the same time, he worked as a trainer at AIMinho (2006/2008), and in various courses and training actions for business management (since 2007), he was a University Lecturer at FUP-UNTIL (2006).

#### **Academic Education**

- MBA/Executive Master in Business Management from the Portuguese Institute of International Tax Studies.
- Postgraduate in Financial Management and Accounting from ENEB/ U. Isabel I.
- Postgraduate in Project Management from ENEB/ U. Isabel I.
- Degree in Management from Uab.
- Pedagogical Skills Certificate No. EDF 52329/2004 DN.
- Certificate of E-trainer ID 68/2021.

## 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 in Mini-MBA in Corporate Finance – Financial Management and Investment Projects		
Birth Date:		Nacionality:	
Passaport:		Expiration date:	

**Possible contacts for more information:**

E-mail: [geral@highskills.pt](mailto:geral@highskills.pt)

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