

Appendix 1:

summitF4NFPS Toolkit Training program for 1 day

TIME	ACTIVITY	DETAILS
8:00am – 8:30am	Registration, and Expectations.	Confirmation of participants
8:30am – 10:30am	Session 1: Tool 1 - <i>Finance basics</i> a) Finance quiz to assess financial literacy of attendees. b) Key financial statements c) The fundamental laws of Business	To identify training gaps of participants in finance and focus the training on areas most attendees don't know for impactful training session. Speak the language of finance; and become a confident manager. Understand key financial statements and the fundamentals of business management.
10:30am – 11:00am	Breakfast	Health break and relax
11:00am – 01:00pm	Session 2: Tool 2 – Making Good Decisions and Moving Those Numbers. a) Using Statements to measure financial health b) Grow Your Profits by Streamlining Your Business c) Working Your Assets To Boost Your Growth d) Profits is not cash (but you need both). Know why? Why cash matters. Your Balance Sheet Levers. e) Learn to speak the language of ROI	Maintaining complete, updated and consistent financial records and using financial data to defend budget requests. Understand how to read a balance sheet and appreciate the tools and techniques of a company analysis
1:05pm – 2:05pm	Lunch Break	Relax
2:05 pm – 3:50pm	Session 3: Tool 2 continued: f) <i>What is your cash flows?</i> A case study to give you all insights. g) Practical Tools for Management Decisions (<i>How to analyze costs and benefits, estimate ROI, calculate how quickly you'll recoup an investment, and more</i>)	Compare your organization's financials with rivals and impress your team and size up your vulnerability to industry downturns. Understand how value is created in a business and how you can contribute to value creation
4:00pm – 5:00pm	Session 4: The limits of financial data. a) What FS don't tell you b) Five traps of performance measurement c) End of training quiz	Keep a sharp eye on non-financial data, too—and avoid the missteps of Merrill Lynch, BP, Crane Bank, etc. We will test how much you've learned.

Notes:

- i) ***This is a fast-paced class. You have option for in-house training for a duration of two (3) days. You will study at your own pace.***
- ii) ***The break-down of the fee for upcoming training (general class) is as follows:***
 - a) *Tuition, Ugx. 700,000, net of taxes.*
 - b) *T-shirt, notebook and pen, **Ugx 100,000 (Optional).***
 - c) *Printed materials charges, **Ugx 100,000 (Optional).***
 - d) *Buffet Lunch, Refreshments and Fruits for 1 day, **Ugx. 100, 000 (Optional)***