

Business Acumen For Leaders 2 day

Students will learn to understand the mechanics of the organization – reading and interpreting financials, making sound business decisions, and setting a course – while also developing the skills to guide and direct your workforce.

Learning Objectives

After completing this course, students will know how to:

- Recognize the importance of the big picture in business planning
- Leverage financial information to make sound business decisions
- Identify the importance of other financial levers to your business
- Understand the importance of ethics on long term business success
- Appreciate how business etiquette affects your organizational success

COURSE OUTLINE

1 - GAINING A WIDER PERSPECTIVE

- Understanding Business Acumen
- Improving Long and Short Term Interactions
- Finding and Recognizing Growth Opportunities
- Making Mindful Decisions
- How to Relate to Others

2 - UNDERSTANDING THE NUMBERS

- Developing, Defining, and Reporting Key Performance Indicators (KPIs)
- Keeping Up with the Business
- Understanding Sales, Costs, and Profit Margin
- Monitoring Assets, Liabilities, Equity, and Financial Ratios
- Reviewing Income Statements, Balance Sheets, and Cash Flow Statements

3 - MANAGEMENT CONSIDERATIONS

- Recognizing Talent and Organizational Management
- Thinking Critically – Asking the Right Questions, Evaluating the Situation, and Making the Decision
- Leveraging the Organization – Investing in Employees and Customers, Process Improvement, and Goal Alignment

4 - BUSINESS ETHICS

- Ensuring Ethical Obligations are Met
- Understanding Roles and Responsibilities
- Balancing Personal and Organizational Ethics
- Managing Ethically – Maintaining the 4 P's

5 - BUSINESS ETIQUETTE

- Maintaining Etiquette across Communication Platforms – Email, IMs, and Telephone
- Following Etiquette in Meetings
- Delivering Etiquette in Customer Interactions