

## OVERVIEW OF READY 4 FINANCE: FINANCIAL PLAN

Total estimated time: 4 hours

Average Time	Session	Objective	Notes
3 hours	1. Slide presentation: Financial Statements, theory	<ul style="list-style-type: none"> <li>Understand the different financial statements, Intro to financial statements analysis, Cash flow analysis, Budgeting, Profit and Loss statements, Balance Sheet.</li> <li>Gives into how the different financial statements relate to each other</li> </ul>	<ul style="list-style-type: none"> <li>Includes several handouts explaining the three financial statements, budgeting, planning and working capital.</li> </ul>
1 hour	2. Exercise 1, budgeting exercise	<ul style="list-style-type: none"> <li>The financials not matching the written plan is one of the main problems people make when preparing a full business plan. This exercise is aimed at improving the ability of entrepreneurs to anticipate costs and income by prompting a closer look at how they compile their budget.</li> </ul>	<ul style="list-style-type: none"> <li>Exercise on identifying all operational costs related to their business, per business activity (e.g., marketing, distribution, human resource management etc.)</li> </ul>
2.5 hours	3. Exercise 2. all Financial statements in one	<ul style="list-style-type: none"> <li>Plenary group exercise aimed at identifying all parts of the financial statements and understanding how the different financial statements are interrelated.</li> </ul>	<ul style="list-style-type: none"> <li>Plenary group exercise where participants construct the three main financial statements with a fictitious company they set up.</li> </ul>
1.5 hours	4. Exercise 3, Impact of changing assumptions on the financial statements	<ul style="list-style-type: none"> <li>For entrepreneurs to practice using the financial statements, by changing the assumptions and recalculating the financial statements</li> </ul>	<ul style="list-style-type: none"> <li>Plenary group exercise where participants change assumptions and recalculate financial statements.</li> </ul>
<b>8 hours</b>	<b>Total</b>		

**Notes to trainer:** This training contains a lot of handouts and some interactive excel sheets. All materials can be presented during the training, or alternatively you can email the participants the handouts beforehand (few days before the training) so that they can get familiar with the concepts.

You can also add a (post training) homework element to this training, by doing the whole training, and then giving the excel sheets out, so that students can enter the data corresponding to their own companies. Then you can have a session the next day where each entrepreneur presents their data.

### Logistics of session

<b>Ready for Finance_ Financial Plan</b>	
<b>Target group</b>	Entrepreneurs in BiD Network
<b>Compulsory/not compulsory</b>	Not compulsory, but highly recommended for all entrepreneurs
<b>Size</b>	10-15 participants.
<b>Trainer requirements</b>	Trainer should have strong understanding of financial statements, know the relationship between the different financial statements and appropriate terminology.
<b>Delivery schedule</b>	On demand
<b>Materials needed</b>	Laptop, beamer, flip chart or white board. A white board is especially useful for the exercise "on all financial statements in one" since it allows you to erase easily when you change the assumptions or choose a different source of financing.
<b>Pre-training requirements</b>	No formal ones, but participants should have some basic level of knowledge about business planning, ideally should have a business plan already, and have worked on their own financial statements.