

PARTICIPANTS RESPONSIBILITIES FOR ALL COURSES:

- To ensure the smooth running of the various sessions, the following rules have been established:

- Please ensure that you **sign the**

Attendance Sheet every time you attend classes. This is proof that you attended the course.

- To minimize disruptions to classes:

Cell Phones

Kindly keep off or in the vibrate mode.

Avoid answering calls in the class.

- Participants are expected to be punctual for all sessions.
- Participants are expected to honour their financial obligations.
- It is **your responsibility** to follow up with the facilitator whenever you have been absent for a training session.
- Participate in assessments undertaken in the respective Course.
- Complete Financial Plans as assigned in a timely and professional manner.

TRAINING METHODOLOGY:

Course Units will be delivered in short lectures which will be complemented by case studies, open discussions and group work.

DAYS & TIMES OF CLASSES

Tuesdays and Thursdays from 5:30 p.m. to 7:30 p.m.

VENUE:

Sir Arthur Lewis Community College, Morne Fortune, Castries.

Room assignment will be provided before the commencement of classes.

COURSE CYCLE:

September - December

February- May

COURSE DURATION:

Thirteen (13) Weeks

FEE
\$450.00

4th Floor Heraldine Rock Bldg.
Waterfront
Castries
SAINT LUCIA.

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FINANCIAL MANAGEMENT COURSE

STUDENT INFORMATION



**MINISTRY OF COMMERCE, BUSINESS
DEVELOPMENT, INVESTMENT &
CONSUMER AFFAIRS**

SMALL ENTERPRISE DEVELOPMENT UNIT

Objective:

To provide participants with the necessary knowledge and skills that will enable them to, effectively and efficiently, execute the Financial Programmes of their enterprises.

To strengthen their businesses by providing the information and skills necessary for a competitive advantage in their endeavours for sustainable success in today's fast changing political and economic environment.

Who can benefit:

Existing or potential micro and small enterprise owners.

By the end of the programme:

Each participant will have extensive knowledge of the **basic theory** and **concepts** of modern financial Management;

Have extensive knowledge and gain **practical experience**, in the use of available **tools** and **techniques** available for modern Financial Decision Making;

Be capable of **designing, implementing, and monitoring** a **Financial Plan** to ensure a balance between long-term **growth** and **profitability**.

Programme Outline:

- a. The Function and Goal of Financial Management
- b. Understanding Financial Statements
- c. Evaluating Financial Performance
- d. Financial Planning
- e. Cash Management
- f. Accounts Receivable and Inventories
- g. Short Term Financing
- h. Financing Start ups and Small Firms
- i. Evaluating Investment Opportunities
- j. Professional Ethics & Social Responsibility
- k. Tax Planning for SME's
- l. Personal Financial Planning & Wrap Up Session
- m. MID TERM ASSESSMENT (25% of Final Grade)
- n. SECOND ASSESSMENT (25% of Final Grade)
- o. FINANCIAL PLAN (50% of Final Grade)



Payment

All payments are made through the **Government Treasury using an "A FORM"**, **completed and stamped (by SEDU)**, which **MUST** be obtained from the office of the **Small Enterprise Development Unit (SEDU)**.

Payment Plan

Option 1- Participants pay the total course fee prior to the start of the course.

Option 2- Participants **must** pay 50% prior to the start of the course, the next 50% by the 15th of the second month of the course.

Course fees are payable at the Government Treasury after acquiring an "A Form" from SEDU.

Graduation

Participants will graduate based on successful completion of assessments, assignments, attendance and financial obligations.

Refund

Refunds for an enrolled course will be done provided the participant has informed SEDU **within two (2) weeks** of the commencement of the course. To facilitate refunds person(s) **MUST** present the following:

Letter with request for refund for said Course

Photo of National ID for copying

Copy of receipt obtained from the Government Treasury.

Note: Refund cannot be processed on same day of submission.