



*Training Course:  
Effective Presentation Skills for Finance  
Professionals*

*24 - 28 June 2024  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Effective Presentation Skills for Finance Professionals

Training Course code: FI234853 From: 24 - 28 June 2024 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Course Introduction

Build the skills you need to take your finance career to the next level!

Highly developed finance knowledge and accounting skills and Excel proficiency will only take you so far in your career as a finance professional, but in today's highly competitive workplace, those talents will not by themselves be enough to get you into the C-suite with the real decision-makers. Experience shows time and time again that the most successful senior finance professionals only achieve their place at the boardroom table by being masters at interpreting, communicating, and presenting financial information to senior colleagues in a way that they can understand.

This OXFORD hands-on training course explains and practically demonstrates how to prepare for, plan, and deliver financial presentations with real impact on internal and external audiences.

### Course Objectives

The course has been designed to provide delegates with a comprehensive set of skills and practical tools to interpret and effectively communicate and present financial information to senior non-financial managers.

At the end of the course you will be able to:

- Produce clear insightful reports using Excel and Powerpoint
- Integrate financial and non-financial performance measures
- Understand audience needs when making financial presentations
- Apply effective communication methods to get your message across
- Make presentations with real impact on internal and external audiences
- Handle difficult questions and challenge people

### Who Should Attend?

- Finance Directors and Chief Financial Officers
- Planning and Budgeting Managers
- Management Accountants
- Senior Finance Managers

- Tax Managers and Auditors

## Course Outlines

### Day 1:

- Tools and Techniques for Financial Analysis and Interpretation
- Integrating Key Financial and Non-Financial Measures

### Day 2:

- Avoiding Common Errors in Financial Presentations
- Tips and Best Practices using Excel and Powerpoint
- Making the most of Graphics in Excel and Powerpoint

### Day 3:

- Understanding the Needs of Non-Financial Audiences
- Principles of Effective Communication
- Preparing and Planning for Financial Presentations

### Day 4:

- Designing Effective Reports in Excel
- Using Excel to Produce Eye-Catching Dashboards
- Practical Tips for Delivering Presentations with Impact

### Day 5:

- Managing "Stage Nerves" before and during Presentations
- Handling Difficult Questions from the Audience
- Full Revision

## Registration form on the Training Course: Effective Presentation Skills for Finance Professionals

**Training Course code:** FI234853 **From:** 24 - 28 June 2024 **Venue:** Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside **Training Course Fees:** 5950 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.