FIVE DAY
MANAGEMENT DEVELOPMENT PROGRAMME
ON

‘FINANCIAL DECISION MAKING USING EXCEL’

National Institute of Financial Management

First Programme : - 16th – 20th September, 2019
Second Programme : - 27th – 31st January, 2020

Excel has powerful functions and formulas that allow quick calculations with complex data sets and also helps in building of effective financial models. Excel equips executives with tools that reduce the time needed in complex decision making process leading to greater efficiency and effectiveness.

The National Institute of Financial Management (NIFM) is a Centre of Excellence, specializing in capacity building of professionals in the fields of Public Policy, Financial Management and other governance related issues for promoting highest standards of professional competence and practice. NIFM is a premier resource centre for the capacity building of senior, middle and entry level of managers in Government of India. NIFM also caters to the training needs of State Governments, Defence establishments, Banks, Autonomous Bodies, Local Governments, Public Sector Undertakings and other Financial Institutions. Training Programmes are customized and executed for officials from other countries as well.

Apart from capacity building, NIFM is also engaged in serious research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems. The outcomes of such research studies are published and disseminated through Research Papers, Journals and Books.

NIFM has a sprawling lush green campus of 42 acres situated in National Capital Region. The buildings have a unique architectural design with the state-of-art training halls, computer labs, hostels indoor and outdoor sports complex and library.

About this course

Financial inputs are critical to management decisions. In today’s highly competitive environment, financial issues demand a significant amount of executive time and pose challenges to the executive in ‘What if’ type of financial decision-making. Therefore, no executive can afford to entirely depend on structured software in financial decision making. The capability to develop a tool for managerial analysis as per requirement, so as to model and solve intricate financial issues is essential. The programme on ‘Financial Decision Making Using Excel’ aims to equip the participants with relevant skills and knowledge to design and develop their own financial tools to make the financial decision making more meaningful.

Programme Objectives

- The objectives of the programme are:
- to introduce the principles of Financial Management and their uses in various financial decisions;
- to introduce the basics of Excel;
- to develop an understanding of Financial Decision Making using Excel; and
- to equip participants with Financial Modeling skills using Excel.

Pedagogy and Faculty

The pedagogy of the course is a mix of lectures, case studies and hands-on-exercises. An opportunity will be provided to the participants to share their experiences. The faculty comprises of NIFM faculty members and leading experts from the relevant fields.

For Whom

The programme is designed to meet the needs of middle and senior level finance officers from Central and State Governments, PSUs of Central and State Governments, Autonomous Institutions and Private Sector Organisations. Officers of other functional areas will also find the programme very useful. Officers of Revenue Department will find this programme very rewarding.

Course Duration and Dates

This is a five day Management Development Programme. The schedule of the programmes is as under:

- First Programme : - 16th – 20th September, 2019
- First Programme : - 27th – 31st January, 2020

Sponsoring organisations are requested to indicate the course chosen in explicit terms.

Programme Content

- Introduction Accounting and Finance
- Introduction to Excel as a tool in Financial Decision Making
- Preparing and Analysing Financial Statements using Excel
- Budgeting using Excel
- Time Value of money using Excel
- Investment Decisions using Excel
- Computing Cost of Capital using Excel
- Portfolio Analysis using Excel
- Financial Forecasting using Excel
- Managing Financial Risk using Excel
- Usage or Excel as a tool for Benchmarking and Price Bid Evaluation
- Selected Excel Functions and their use in decision making
- Understanding Macros
- Valuation using Excel
- Working Capital Management using Excel
- Inventory Management using Excel
- Cash Management using Excel
- Use of Crystal Ball in Financial Decision Making
- Contemporary issues in Finance using Excel

Course Fee

The fee for the programme is Rs. 46,000 (plus GST at applicable rates presently 18 per cent). Includes Tuition Fee, Course Material, Boarding and Lodging. It does not include to and to fro journey to NIFM and per diem. Accommodation to the participants will be provided in the Hostel of the Institute. Duly completed nomination form(s) along with Demand Draft drawn in favor of 'National Institute of Financial Management' payable at 'Faridabad' may be sent to K.P. Kaushik, Professor (Finance & Accounts) and Course Director, NIFM, Sector-48, Pali Road, Faridabad-121001, Haryana.

Venue and Reporting

The venue of the programme is National Institute of Financial Management (NIFM), Sector-48, Pali Road, Faridabad – 121001, Haryana. It is located in Faridabad town on Badkhal-Pali Road, about 1.4 km south of Badkhal Lake crossing. NIFM is at a distance of about 30 kms from India Gate, New Delhi and about 35 kms from Delhi Airport. Participants are expected to reach NIFM one day before commencement of the programme and proceed for their return journey within a day after conclusion of the programme.

Head of the Institute		
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