Businessmaker® ACADEMY

TRAINING INVITATION

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Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

CASHFLOW MANAGEMENT

Date: _____
Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____
(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No
How did you find us? _____
Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:
- Pls visit https://businessmaker-academy.com/training-schedule/

WEBINAR:
- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1606B & 1607A West, Tektite Towers, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:
- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:
☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
☐ Paypal: pls contact us
☐ Dragonpay: pls contact us
☐ Gcash: pls use QR code below



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES
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Businessmaker® ACADEMY

TRAINING INVITATION



CASHFLOW MANAGEMENT

"Understanding Cash Dynamics for Financial Stability and Business Growth"

Seminar: 2 days x 8 hrs. (total of 16 hrs)
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

Cashflow ensures business survival---without cash, operations simply cannot continue. This training program will provide you with practical knowledge and techniques for managing cash flow to maintain business liquidity, support operational needs, and improve operational efficiency. Learn to manage your working capital, and control your cash receipts and disbursements. Discover the differences between cash flow, profit, and revenue and their operational implications. Know what causes cash shortages and find out how to project cash movements and analyze your cash positions to enhance financial stability.

WHO SHOULD ATTEND:

Business Owners and Entrepreneurs, General Managers, Finance and Accounting Professionals, Department Heads, and any business practitioner seeking to understand business cash dynamics to improve cash management and financial decision-making.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to demonstrate competence in cash flow & working capital control. Participants will be able to analyze cash positions, anticipate shortages or surpluses, and implement strategies across receivables, and payables to protect liquidity and support growth.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

1. Define cash flow, cash flow management,
2. Differentiate cash flow from revenue & profit
3. Analyze cash flow statements & interpret key financial indicators
4. Prepare cash budgets & forecasts to identify cash shortages and surpluses
5. Evaluate cash flow risks & apply strategies to improve collections, disbursement, & control procedures
6. Develop working capital techniques across accounts receivable, inventory, & accounts payable

COURSE TOPIC HIGHLIGHTS:

1. Cashflow Management: Definition, Objectives & Importance
2. Cash flow versus Profit & Revenue
3. Cash Inflows, Cash Outflows & Cash Balances
4. Types of Cash Flow: Operating, Investing, Financing
5. Cash Flow Cycle & Cash Flow Risks
6. Cash Flow Reports& Statements
7. Direct versus Indirect Method
8. Financial Metrics & Indicators
9. Performance Analysis & Interpretation
10. Working Capital Components
11. Accounts Receivable Management
12. Inventory Management
13. Accounts Payable Management
14. Operating & Cash Conversion Cycle
15. Cash Budgeting & Forecasting
16. Administrative & Internal Controls
17. Cash System
18. Bank Reconciliations

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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