Publication date : 05/28/2024

Course : Managing a business unit: the best management tools

Practical course - 3d - 21h00 - Ref. BUT
Price : 2180 CHF E.T.

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Essential cost accounting tools and construction of key performance indicators for sales and business unit management. Set budget targets based on actual performance, calculate an operating budget and design periodic corrective actions.

Teaching objectives

At the end of the training, the participant will be able to:

- Build the main indicators for steering and managing a business unit
- Calculate cost, break-even point and profit margin
- Setting budget objectives and translating them into operating budgets
- Analyze budget variances and design corrective actions

Intended audience

Operational managers and executives in charge of a department or unit not specialized in accounting and finance.

Prerequisites

Experience in managing an activity or department is required.

Practical details

Hands-on work

Case study.

Course schedule

PARTICIPANTS

Operational managers and executives in charge of a department or unit not specialized in accounting and finance.

PREREQUISITES

Experience in managing an activity or department is required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Understanding common management tools

- The usefulness of cost accounting for calculating production costs.
- The different costing methods: full cost, partial cost, ABC method...
- Distinguish between direct and indirect costs.
- Breakdown of indirect costs: work units, cost rates, drivers...
- The logic of transfer pricing.
- Calculating margins and break-even points.
- Decide whether or not to maintain a product or activity.
- Evaluate the projected profitability of an investment.

Hands-on work

Use cost accounting to calculate the cost of finished goods sold or services performed. Identify the breakeven point. Arbitrate sales mix using the product mix.

2 Setting up dashboard indicators

- Use dashboards to manage your business.
- Identify action variables, performance indicators and management tools.
- Manage economic and financial performance.
- Margin-based management (Ebit, Ebitda, Rex, Rop, etc.).
- Management by economic profitability and financial profitability indicators; management by cash flow.
- Manage sales performance.
- Managing the performance of information systems (introduction).

Hands-on work

Know how to use financial performance indicators and identify levers for action: calculating return on equity, free cash flow and EBITDA.

3 Build and negotiate your next budget

- Operational implementation of budget objectives. The budget process within the company.
- Take into account priorities and constraints. Analyze past performance.
- Set clear, ambitious and realistic objectives. Build action plans in line with objectives.
- Missions contributing to objectives. Allocation of resources and means.
- Costing the operating budget. Classification of budget items.
- Operating and investment costs.
- Budget presentation and negotiation. Argument to overcome objections and convince.
- Analyze deviations and corrective actions. Re-forecasting.

Hands-on work

Based on the key budget (sales budget), develop incidental budgets: payroll, overheads, taxes, investments. Ensure quarterly readjustment.

Dates and locations

REMOTE CLASS
2026 : 27 May, 5 Oct., 9 Dec.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.