

## Business Acumen for Leaders | 2 Days

A business is more than a building and assets, and business leaders must be masters of many skills. In this course, you will learn to understand the mechanics of the organization – reading and interpreting financials, making sound business decisions, and setting a course – while also developing the skills to guide and direct your workforce in an ethical and professional manner.

### WHO SHOULD ATTEND:

Professionals desiring to improve their business planning, financial management, and decision-making skills and practice them in an ethical and professional manner.

### JOB ROLES:

Personal Development  
Leader of Teams/Projects  
Leader of Managers/Departments

### OBJECTIVES:

- Recognize the importance of the big picture in business planning
- Leverage financial information to make sound business decisions
- Identify the importance of other financial levers to your business
- Understand the importance of ethics on long term business success
- Appreciate how business etiquette affects your organizational success

### COURSE OUTLINE:

#### Gaining a Wider Perspective

Understanding Business Acumen  
Improving Long- and Short-Term Interactions  
Finding and Recognizing Growth Opportunities  
Making Mindful Decisions  
How to Relate to Others

#### Understanding the Numbers

Developing, Defining, and Reporting  
Key Performance Indicators (KPIs)  
Keeping Up with the Business  
Understanding Sales, Costs, and Profit Margin  
Monitoring Assets, Liabilities, Equity, and  
Financial Ratios  
Reviewing Income Statements, Balance Sheets,  
and Cash Flow Statements

#### Management Considerations

Recognizing Talent and Organizational  
Management  
Thinking Critically – Asking the Right Questions,  
Evaluating the Situation, and Making the Decision  
Leveraging the Organization – Investing in  
Employees and Customers, Process Improvement, and  
Goal Alignment

#### Business Ethics

Ensuring Ethical Obligations are Met  
Understanding Roles and Responsibilities  
Balancing Personal and Organizational Ethics  
Managing Ethically – Maintaining the 4 P's

#### Business Etiquette

Maintaining Etiquette across Communication  
Platforms – Email, IMs, and Telephone  
Following Etiquette in Meetings  
Delivering Etiquette in Customer Interactions

### We Ensure Personal & Professional Growth Through:



#### TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY

eBooks, On-Demand Courses, Quick Videos,  
Personal & Team Assessments, Tools & Templates.