



# HUMAN CAPITAL ASSOCIATES

(SKILLS & ORGANIZATION DEVELOPMENT CONSULTANTS)

ACCOUNTS FOR NON-ACCOUNT EXECUTIVES /  
MANAGERS

Lagos, Nov. 5 - 8, 2018, Lagos  
Also Available For In-plant Training

**Note:** You can register or download our 2018 calendar online @ [www.humancapitalassociatesng.com](http://www.humancapitalassociatesng.com)

## Program Overview:

This program is specifically designed for personnel who are not financial specialist, but must make or understand financial decisions. Today more than ever, employees must integrate knowledge of all organizational functions to achieve corporate success. Financial policy and financial analysis are recognized as critical keys to making informed decisions and shaping corporate strategies.

## FOR WHOM:

Managers and Executive officers who had no formal background in accounts but are head of units/departments in Manufacturing, Oil and Gas, Service industries and Public sector of the economy,

## LEARNING OBJECTIVES:

At end of the programme participants will be able to:

- \* recognize and identify the information that financial statement provides.
- \* identify capital needs and learn how to project and manage cash flow as a function of the organization's survival and growth.
- \* critically analyze financial statements to arrive at a bottom-line value.
- \* monitor and control operating cost effectively.
- \* identify cost and cost centers and their relationship to overhead
- \* prepare and be able to implement financial budgets.

## COURSE CONTENTS

- \* An overview of accounting and financial information
- \* Concepts and principles of book-keeping
- \* Financial statement: Evaluation and Analysis
- \* Cost control and management techniques
- \* Impress accounting/management
- \* Responsibility accounting
- \* Cost/benefit analysis
- \* Budget and budgetary control
- \* Account report writing

## RESOURCE PERSONS

### LATIFF AJIBOLA AGBOOLA - FCA., LIFA., MBA., AAT.

A professional Accountant and Financial Analyst with a verifiable record of accomplishment spanning fifteen years. Mr. Agboola was the deputy general manager accounts, John Holts Nig. Plc. He will lead others to bring their experiences to bear on this program.

### WORKSHOP FEE:

**N120,000 per participant, VAT - N6,000.**

**Note:** this covers Workshop Fee, Full Break fast, Lunch, course materials and certificate of attendance.

Payment should be made in favour of Human Capital Associates.

Payment can equally be made into our Accounts:

Account Name : Human Capital Associates

Keystone Bank Ltd. Account No:1005378262

Union Bank Of Nig. Plc Account No: 0006208533

### LOCATION

HCA Learning Centre.  
ACME House 2nd floor,  
23, Acme road Ogba,  
Ikeja -Lagos  
Nov. 5 - 8, 2018

**Open Course Fee:N120,000**  
**In-plant Fee Negotiable**

### FOR BOOKING/INQUIRIES:

Please Contact:

Office Lines: 0814-574-5664  
0811-749-1970  
Otunba 0806-622-3343  
Philip 0802-917-0491  
0806-893-3608  
0805-136-5946

**Note:** Human Capital Associates reserves the right to alter dates, content, venue and trainer.

Human Capital Associates : ACME House 2nd floor,23, Acme road Ogba, Ikeja -Lagos

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Office lines: 0811-749-1970, 0814-574-5664 Other lines: 08029170491, 08068933608, 08051365946,08184727337

**Note:** Please confirm participation in writing or call Human Capital Associates lines for reservation.

Programme commences 9:00a.m.each day with Breakfast

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Member Oil & Gas Trainers Association of Nigeria