

# € TRAINING

Building a Well Structured Company





# Building a Well Structured Company

## Introduction:

This training program provides participants with comprehensive knowledge and practical skills essential for establishing a well-structured company, focusing on HR, ERP implementation, and financial modeling. It empowers them to implement effective organizational frameworks and financial systems to ensure operational efficiency and business success.

## Program Objectives:

By the end of this program, participants will be able to:

- Develop a delegation of authority and organizational structure.
- Implement company and departmental policies and procedures.
- Design and utilize company and departmental manual forms and workflows.
- Build and manage a chart of accounts and record journal entries on an accrual basis.
- Create comprehensive financial models for business valuation and decision-making.

## Targeted Audience:

- HR Managers.
- Financial Managers.
- ERP Implementers.
- Business Analysts.
- Startup Founders.
- Operations Managers.

## Program Outline:

Unit 1:

Foundations of Organizational Structure:

- Understanding the principles of organizational structure.

- Identifying key roles and responsibilities.
- Designing an effective organizational chart.
- Building the delegation of authority.
- Aligning structure with business objectives.
- Case studies on successful organizational structures.

## Unit 2:

### Developing Company Policies and Procedures:

- Importance of company policies and procedures.
- Steps to create comprehensive company policies.
- Drafting clear and concise policy documents.
- Legal considerations in policy formulation.
- Communicating policies to employees.
- Monitoring and updating policies.

## Unit 3:

### Departmental Policies and Procedures:

- Differences between company and departmental policies.
- Developing tailored departmental policies.
- Ensuring consistency across departments.
- Practice on departmental procedures.
- Evaluating the effectiveness of departmental policies.
- Case studies on departmental policy implementation.

## Unit 4:

### Designing Manual Forms for HR:

- Importance of manual forms in HR.
- Standardizing company manual forms.

- Creating departmental manual forms.
- Ensuring compliance with legal requirements
- Digital vs. paper-based forms.
- Best practices for form management.

## Unit 5:

### Streamlining Departmental Workflows:

- Mapping out departmental workflows.
- Identifying bottlenecks and inefficiencies.
- Implementing workflow improvements.
- Leveraging technology for workflow automation.
- Monitoring and optimizing workflows.
- Real-life examples of workflow optimization.

## Unit 6:

### ERP Implementation for Financial Management:

- Overview of ERP systems.
- Building a chart of accounts.
- Setting up ERP modules for financial management.
- Data migration and integration.
- Practicing on ERP usage.
- Case studies on successful ERP implementations.

## Unit 7:

### Recording Journal Entries Accrual Basis:

- Understanding accrual accounting principles.
- Recording journal entries in ERP.
- Managing accounts receivable and payable.

- Reconciling accounts and financial statements.
- Ensuring accuracy and compliance.
- Practical exercises on journal entries.

## Unit 8:

### Fundamentals of Financial Modeling:

- Introduction to financial modeling.
- Developing a comprehensive statement model.
- Key components of financial models.
- Best practices in model design and implementation.
- Tools and software for financial modeling.
- Practical exercises on building financial models.

## Unit 9:

### Advanced Financial Analysis Techniques:

- Conducting business valuation.
- Building benchmarks for performance measurement.
- Performing analysis buildup.
- Cost-benefit analysis methodologies.
- Sensitivity analysis for risk assessment.
- Case studies on financial analysis.

## Unit 10:

### Multi-Criteria Decision Analysis:

- Introduction to multi-criteria decision analysis MCDA.
- Steps in the MCDA process.
- Applying MCDA to business decisions.
- Integrating financial and non-financial criteria.



- Evaluating alternatives and making decisions.
- Practical examples and exercises on MCDA.