## **Understanding the Language of Business**

Speaking the language of business creates a context for employees. Understanding how day-to-day operations affect a company's financial performance and being able to describe the impact in financial terms connects employees' efforts to the bottom line. This course focuses on the real-world application of business concepts using exercises that give hands-on, interactive practice with the concepts.

Participants will learn the basics of financial reporting, key financial terms and how what they do impacts financial results of the company.

## **Program Outcomes**

- Use a simple analogy to connect individual impact to the financial performance of the organization
- Understand basic financial terminology and concepts
- Connect key concepts to the financial performance of the company

## **Learning Process**

# Learning Content

- Business Basics
- Key Terms
- Why Finance Matters

### **Learning Reinforcement Tool**

- Job Aid-Financial Glossary
- Annual Report

## Program Length 4 Hours

## **Potential Applications**

All or part of this course could be part of a solution to help organizations with the following objectives:

- Expose new employees to company specific financial terms
- Provide new supervisors and/or managers with language to communicate results
- Create a common language to simplify interdepartmental communication