



VIRTUAL CLASSROOM

COMMUNICATION & FINANCIAL SKILLS

Developer and Owner - BC Water and Waste Association (BCWWA)

September 28 – October 2, 2020 (12:00 – 8:00 PM AST)

This program is targeted as developing management skills for operators. Each Module of courses can be taken individually to enhance specific or as part of a comprehensive program designed to develop managerial skills in people who are experienced in their field but looking to enhance their overall competence.

Topic

Objectives

Report Writing

- Develop a style that is readable
- clear and succinct
- Notice and correct grammatical errors
- Develop an argument with strong open & close statements
- Accurately addressing the purpose and audience for your report
- Peer reviewing

Developing Business Cases

- Writing rationales that are meaningful and reflect the data collected
- Demonstrate ROI including incremental, lifecycle costs & payback
- Explaining your methodology
- Contemplation of risks and corresponding mitigation strategies
- Creating summaries with impact
- Accurately addressing the purpose and audience for your report

Developing Feasibility Studies

- Accurately identify the question
 - Research and evaluate options
 - Developing a sound rationale
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Topic**Objectives**

- Budget projections
 - Post project analysis
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Business Planning

- Components of basic business plan required for financing
 - marketing
 - communications
 - Focus on specifics relevant to their department or agency
 - Context
 - key partnerships
 - risks and goals
 - Basics of budgeting and research
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Budgeting

- Anticipating revenue
 - Categorizing spending
 - Determining future costs including using high/low projections
 - Differentiating between fixed & variable costs
 - Factoring in inflation and fluctuations in fuel prices
 - Calculating depreciation expense
 - Identifying cost centers and profit centers
 - Assessing waste
 - Taxation
 - User fees
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Oral Reporting &
Presentations

- Preparation
 - Speaking notes
 - Time management
 - Making presentations
 - introduction to conclusion
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Topic

Objectives

Financial Statement Analysis

- To read and understand financial documents prepared by their agency

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Name: _____

Company: _____

Company Mailing Address _____

City, Province: _____ Postal Code: _____

Phone: _____ Email: _____

ACWWA Membership #: _____ WEF Membership #: _____

If no membership number is listed, you will be invoiced as a non-member. See pricing below.

Fee for ACWWA or WEF Members & Employees of UTILITY Members

Course: $\$850.00 + \$127.50 \text{ HST (15\%)} = \977.50

Fee for Non – Members

Course: $\$995.00 + \$149.25 \text{ HST (15\%)} = \1144.25

An electronic student manual will be provided.

Invoices will be sent to the address listed above.

PO number to be included on the invoice _____

Payment can be made by Visa, Master Card or cheque.

Card Holder's Name _____

Credit Card Number _____ Expiry _____

Signature _____

Email address for credit card receipt _____

Cheques should be made payable to:

ACWWA

PO Box 28141 · Dartmouth, NS · B2W 6E2

Phone 902-434-6002 Fax 902-435-7796