

Financial Literacy Lunch and Learn Outline

Objective: Equip participants with fundamental financial literacy skills to better understand and manage their business finances.

Session Breakdown

1. Welcome and Introduction (5 minutes)

- **Activity:** Greet participants, introduce the session objectives, and provide an overview of the agenda.
- **Materials:** Handouts with session outline, name tags.

2. Understanding Financial Statements (15 minutes)

- **Explanation (10 minutes):**
 - **Income Statement:** Key components (revenue, expenses, net profit) and their significance.
 - **Balance Sheet:** Overview of assets, liabilities, and equity.
 - **Cash Flow Statement:** Importance of cash flow in business operations.
- **Activity (5 minutes):** Analyze a sample financial statement (provided in handouts) to identify key figures and what they indicate about the business's financial health.

3. Key Financial Ratios (15 minutes)

- **Explanation (10 minutes):**
 - **Liquidity Ratios:** Current ratio, quick ratio.
 - **Profitability Ratios:** Net profit margin, return on assets (ROA), return on equity (ROE).
 - **Leverage Ratios:** Debt-to-equity ratio, interest coverage ratio.
- **Activity (5 minutes):** Participants calculate a few key ratios using simplified financial data provided in handouts. Discuss what these ratios reveal about the business.

4. Budgeting and Forecasting (10 minutes)

- **Explanation (7 minutes):**
 - **Budgeting:** Importance of budgeting, steps to create a budget, monitoring and adjusting budgets.
 - **Forecasting:** Basics of financial forecasting and its role in planning for future growth and managing cash flow.
- **Activity (3 minutes):** Discuss a simple budget template and how to apply it to their business scenarios. Participants can ask questions and share their budgeting challenges.

5. Debt Management and Financing Options (7 minutes)

- **Explanation (5 minutes):**
 - **Debt Management:** Strategies to manage business debt, understanding good vs. bad debt.
 - **Financing Options:** Overview of different financing options (loans, lines of credit, equity financing).
- **Q&A (2 minutes):** Address participant questions and provide examples of successful debt management and financing strategies.

6. Building Financial Literacy in Your Team (5 minutes)

- **Explanation (3 minutes):** Importance of financial literacy for all employees, strategies to improve financial literacy within the organization.
- **Activity (2 minutes):** Discuss ways participants can implement financial literacy programs in their businesses, sharing ideas and best practices.

7. Wrap-Up and Q&A (3 minutes)

- **Summary:** Recap key points covered during the session.
- **Q&A:** Open floor for any final questions.
- **Closing:** Thank participants for attending and provide information on additional resources and upcoming workshops.

Materials Needed:

- Projector and screen for presentation slides.
- Handouts with session outline, sample financial statements, ratio calculation exercises, and budget templates.
- Name tags and pens.
- Complimentary lunch setup.

Follow-Up:

- Provide participants with a link to download the presentation slides and additional reading materials.
- Send out a feedback form to gather insights on the session and suggestions for future workshops.
- Offer one-on-one consultations or follow-up sessions for participants who need further assistance with specific financial topics.