

Training Workshop on  
***Financial Management***  
***In Dubai, UAE***



**Workshop Profile**

22 – 26 November, 2012

## **Introduction:**

This document details the proceedings of the five day training program on Financial Management which was conducted in the city of Dubai, UAE as part of Risalat Consultants International's overseas training programs which it conducts in different countries from time to time.

A course outline and tentative dates were shared through the announcement circulated by RCI. The course fee indicated in the announcement included, apart from training materials, lunch and refreshments, provision of UAE Visa, participants' air fare and their accommodation in Dubai for the training duration.

## **Training participants**

The participation was open to public and delegates came from following organizations operating in Afghanistan:

- Save the Children International (SCI)
- Demining Agency for Afghanistan (DAFA)
- Jamal Aziz Construction & Engineering Company (JACEC)

## **Training Delivery:**

The training was a five day event which was conducted from **22<sup>nd</sup> to 26<sup>th</sup> of November, 2012**. The training was delivered by one of RCI's international management trainer; Ms. Savia Rodriguiz Pereira, who has years of practical experience in delivering capacity building programs on a wide range of topics in the field of management.

The session started a short pre-test of the participants which had questions related to the topics covered in the training and aimed at gauging the existing knowledge and capabilities of the participants about the ideas and concepts to be delivered during the training.

In line with this, there was a post-test conducted at the end of the training which contained different questions but ask about similar concepts asked in the pre-test. The purpose is to compare the participants' knowledge of the ideas discussed in the training workshop before the training and after they participated in the training.

After the pre-test, the participants wrote down their expectations from workshop. Their expectations and concerns were then discussed individually by the trainer and the participants were told to ask questions during the workshop.

Since the participants had a good background in Financial Management, they quoted examples of the various laws prevalent in Afghanistan. This proved worthwhile later in the program as there were a lot of discussions of the financial laws in Afghanistan versus laws and regulations in place in other countries.

### **Major Topics Covered in the Program:**

- *Keys to Financial Success*
- *Financial Planning Principles*
- *Risk Management*
- *Cash Management*
- *Investment Planning*
- *Social Security Benefits*
- *Inventory Management*
- *Tax Management*
- *Retirement Planning*
- *Estate Conservation*
- *Self-Analysis Quizzes*

A variety of training methodologies were used by the trainer during the training in order to enable participants gain maximum benefit from the workshop. This included active discussions, role plays, group activities and the use of power point presentations, handouts, flip charts, and topic related videos. They also shared their experiences with one another, so that they not only learn from the trainer but also from each other.

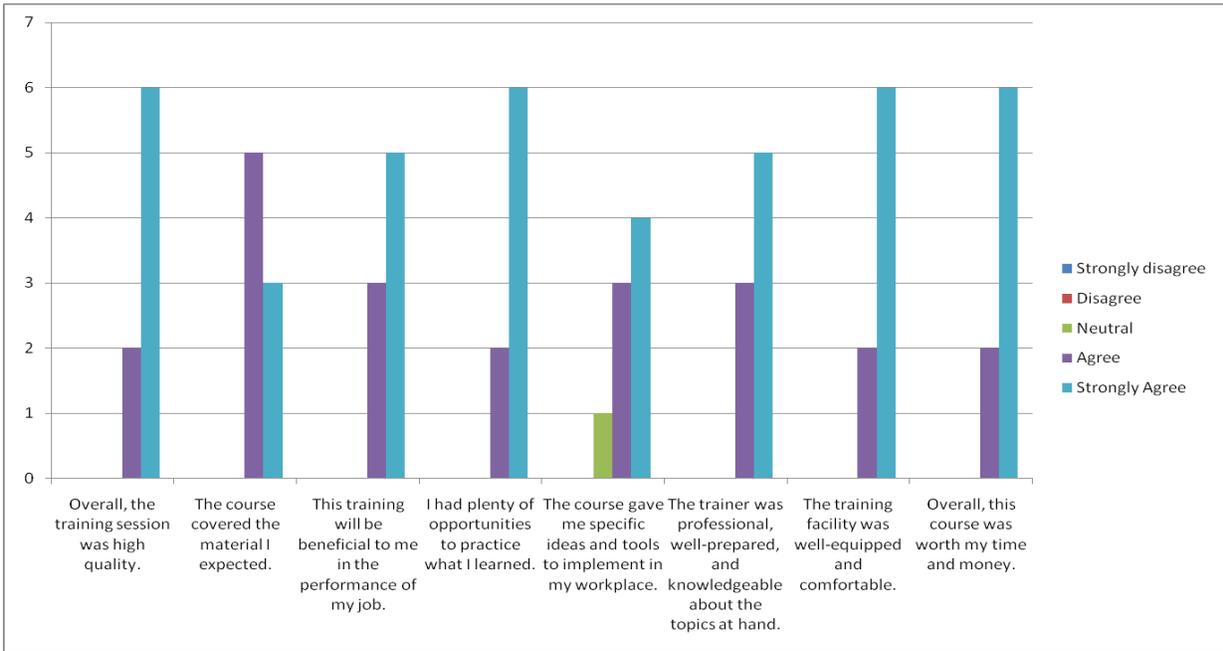
### **Workshop Evaluation:**

At the program conclusion, an end of workshop evaluation is conducted aimed at improving performance and the quality of RCI's services. The evaluation forms were filled by training participants. In the evaluation different questions about their

impressions of the training event, the contents of the workshop delivered and the overall management of the workshop by RCI were asked.

Workshop delegates ranked the statements on a scale of 1 to 5 (from strongly agree to strongly disagree). They were also provided space for expressing their personal views and comments about the overall experience apart from the questions asked by RCI.

The graph below shows a summary of the participants' feedback, about the training on Financial Management, provided at the end of the program.



### Workshop Evaluation Results

### Workshop Photos

