



## MODULE 2

### Managing Your Numbers & Building Execution Discipline




# OVERVIEW

Untapped Potential is an immersive 12-month training experience that is instructor led and combines direct instruction, hands-on training, and one-on-one coaching to develop the skills and capabilities required to achieve desired learner outcomes.

## Managing Your Numbers and Building Execution Discipline

The courses within this module are intended to teach business leaders on how to gain clarity into what their numbers mean and which ones to pay attention to. Specifically, a business leader needs to be able to build a budget and forecast to help manage their business, manage its cash flow to support its growth, and learn how to develop a scorecard that can keep them honest on how the company is performing. In addition, learners will learn the importance of having a leadership mindset and how to be a better leader.



MODULE 2  
**Managing Your Numbers & Building Execution Discipline**

Expected Outcomes  
Learn how to be on top of your numbers, increase your cash flow to grow, and build execution habits and discipline

Course #	Course Name	Hours
UYN01	Developing Your Budget and Forecast	8
UYN02	Cash Flow Analysis and Strategies	4
UYN03	Develop Your Company's Scoreboard	2
UYTGSD01	Better Team Execution	6
DCT02	Leadership Mindset	4

### Course Delivery, Instruction, and Evaluation

#### Delivery:

All courses can be delivered in person or online based on our client's requirements and the safety practices being followed related to Covid-19. For online delivery of course material, we will use leading technologies including Zoom, Microsoft Team's, and Miro Real-Time Whiteboard.


#### Instruction:

The courses are delivered by instructors from Stack'd Consulting who have extensive experience in supporting leaders and their company's transform, grow, scale, and delight across a variety of industries and company sizes. All Untapped Potential course delivery is overseen and managed by Dustin Anderson, CEO and Founder of Stack'd Consulting.

#### Evaluation:

Our courses are intended to provide hands-on experiential learning experiences and each course will result in the creation of a course deliverable. Course deliverables will be reviewed upon course completion and a certificate of completion will be provided to learners. A detailed description of each course in the module and its evaluation requirements are presented below.

## Detailed Course Information

Module 2: Managing Your Numbers and Building Execution Discipline			
Course	Course #	# of Hours	Cost Per Learner
<p><b>Developing Your Budget and Forecast:</b> The purpose of this course is to learn how to develop an annual budget and forecast to support the execution of the company's strategic and operational priorities. This includes learning how to complete scenario and sensitivity analysis to support financial decision making.</p> <p>This course includes four hours of one-on-one coaching to support the development of your company's budget and forecast.</p> <p><b>Learner Outcomes (How to):</b></p> <ul style="list-style-type: none"> <li>• Develop and improve the quality of your operating budget and forecast</li> <li>• Utilize your accounting system and historical financial results as a foundation to build your company's operational budget and forecast</li> <li>• Identify the key operational and financial metrics that have the greatest impact on your company's budget and forecast</li> <li>• Complete scenario and sensitivity analysis on your company's budget and forecast</li> <li>• Analyze and manage your budget on an ongoing basis</li> </ul> <p><b>Course Evaluation:</b> The successful completion and documentation of a 12-month operating budget and forecast.</p>	UYN01	8	\$1200
<p><b>Cash Flow Analysis and Strategies:</b> The purpose of this course is to learn strategies on how to analyze, manage, and grow a company's cash flow. We will explore key cash flow metrics that should be tracked in every company to improve cash flow related to inventory, cash receipts, and payables. In addition, identify strategies in how to improve cash flow and understand the implications on your company's business and operating model.</p>	UYN02	4	\$600

Course	Course #	# of Hours	Cost Per Learner
<p><b>Learner Outcomes (How to):</b></p> <ul style="list-style-type: none"> <li>Analyze your company’s cash flow by tracking and managing your cash conversion cycle by analyzing your company’s Income Statement and Balance Sheet</li> <li>Develop strategies to improve cash flow and assess the implications of those strategies on your business and operating model</li> <li>Develop a simplistic cash flow forecast</li> </ul> <p><b>Course Evaluation:</b> The successful completion and analysis of the company’s cash conversion cycle and documentation of improvement opportunities to improve a company’s cash flow.</p>			
<p><b>Develop Your Company’s Scoreboard:</b> The purpose of this course is to learn how to identify and report on key performance indicators to track your company’s strategic, financial, and operational performance.</p> <p><b>Learner Outcomes (How to):</b></p> <ul style="list-style-type: none"> <li>Identify the leading and lagging performance indicators to track to monitor and manage company performance</li> <li>Set performance thresholds that drive interaction and intervention</li> <li>Develop an easy to understand scoreboard that can be used to communicate and track the company’s strategic, financial, and operational performance</li> </ul> <p><b>Course Evaluation:</b> The successful completion and documentation of a scorecard that can be used to measure and manage a company’s strategic, financial, and operational performance.</p>	UYN03	2	\$300

Course	Course #	# of Hours	Cost Per Learner
<p><b>Better Team Execution:</b> The purpose of this course is to learn leading practices in how to better execute your strategic and operational priorities by having better meetings, increased team communication, alignment, and accountability.</p> <p>This course will result in one-on-one coaching support to the learner in how to structure and lead execution meetings.</p> <p><b>Learner Outcomes (How to):</b></p> <ul style="list-style-type: none"> <li>• Use meetings to improve execution results through discipline, communication, alignment, and accountability</li> <li>• Develop agendas for your daily, weekly, monthly, and quarterly meetings</li> <li>• Improve your effectiveness in facilitating and leading team meetings based on in room observation</li> </ul> <p><b>Course Evaluation:</b> This course will be evaluated by in room observation of the successful leadership of the defined daily, weekly, monthly and quarterly meetings to drive improved team execution.</p>	UYTGSD01	6	\$900
<p><b>Leadership Mindset</b> The purpose of this course is to help leaders explore the mindsets required to be a great leader. We will leverage leading practices from a variety of thought leaders on how to choose your mindset so that you are showing up and behaving like a leader.</p> <p><b>Learner Outcomes (How to):</b></p> <ul style="list-style-type: none"> <li>• Identify your leadership mindset and how to adjust it in different scenarios to achieve high levels of performance</li> <li>• Recognize and build daily leadership habits required to lead your team day-to-day</li> <li>• Identify the two-to-three roadblocks that are keeping you from being a great leader</li> </ul>	DCTO2	4	\$600

## Module 2: Managing Your Numbers and Building Execution Discipline

Course	Course #	# of Hours	Cost Per Learner
<ul style="list-style-type: none"> <li>Set and make commitments to build your leadership capabilities and become a better leader</li> </ul> <p><b>Course Evaluation:</b> The successful completion and documentation of individual and shared commitments that leaders will make to each other and their teams, including the identification of check points to measure progress.</p>			
<b>Total*</b>		24	\$3600

*\*Total cost per learner plus GST.*