

# Business Basics

Many types of businesses are operated today. Some are more complex than others. Businesses may be retail operations, service operations or manufacturing operations. All businesses undertaken, engages in some form of activity or operation with the individuals or groups aim of generating income and making a profit. This profit making objective can be enhance by having the basic knowledge of business, enabling better Establishments and continuity of business entities.

## Modules

- Understanding Business
- Types of Business
- Structure and legal form
- knowing the market
  - Knowing the broad market
- Costing, Pricing and Estimating Revenue
  - Business establishment cost
- Sales Revenue and Cost Planning
- Cash Flow Planning
  - Net cash movement
- Basic Records / Source Documents
- Day Book / Cash Book
- Income Statement / Profit & Loss Statement
  - Preparation of profit and loss statement
- Balance Sheet
- Managing Capital
  - Capital and its components
- Risk Management
  - What is risk management
- Controlling Inventory
- Staffing Implications
- Developing a Business Plan

## Learning Outcomes

After completing the Business Basics workshop, participants should have a general understanding of legal structures and forms of business, explore the different markets a business operates in, have insight into sales revenue and cost planning and know how to develop a business plan.



## 5 Day Workshop

## Wrapping up

- Activities (exercise questions & answers)
- Group business plan Documentation
- Group business plan presentation
- Assignments for assessment