

# **Cashflow Confidence – A Crash Course in Business Continuity**

*Creating a plan to better manage business interruptions and uncertainties.*

## **Course Overview:**

This interactive hands-on workshop is designed to provide childcare administrators and owners with foundational knowledge and understanding of effective cashflow management to ensure preparedness and business continuity when disaster or unforeseen circumstances occur. Participants will gain experience determining their center's current financial status, identifying threats, planning how to adjust to potential business interruptions and drafting a plan for increased cash availability.

## **Length:**

2 hours (1 ½ instruction/30 minute Q&A)

## **Objectives:**

Upon completion of this workshop participants will:

- Complete SWOT analysis
- Determine per-child-cost
- Create a cashflow statement
- Create budget projection statement
- Brainstorm opportunities for increasing available cash

## **Pre-work**

Participants will be asked to have the following documentation available to maximize learning and relevance during the webinar.

1. Current bank statement
2. Current enrollment
3. Current staffing/payroll
4. List of assets/liabilities

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## Agenda

- SWOT Analysis
  - Strengths
  - Weaknesses
  - Opportunities
  - Threats
- Where are you today
  - Assess current financial status
    - Review assets/liabilities
  - Enrollment
  - Staffing
- Where you need to be
  - Setting goals
- How to get there
  - Assess opportunities and resources
  - Create a plan of action
- Putting it all together
  - Q&A
  - Resource list
- Survey