

UN ESCAP & SHE Investments
Training of Trainers: Basic Financial Management & ICT Tools for Women
Entrepreneurs

5th – 7th November, Phnom Penh Hotel

AGENDA

5th November, 2019

Time	Session
8:00am	Opening Remarks <ul style="list-style-type: none"> - Representative from UN ESCAP - Representative from the Ministry of Women’s Affairs
8:30 am	Welcome to the workshop
9:00 am	Introduction to Facilitator Skills
9:30 am	5 Principles for being a good Facilitator
10:15 am	Coffee Break
10:30 am	Basic Bookkeeping Principles
12:00 pm	Lunch Break
1:30 pm	Profit vs. Margin
3:00 pm	Coffee Break
3:15 pm	COGS
4:30 pm	Reflection of the Day & Feedback
5:00 pm	Finish

6th November, 2019

Time	Session
8:00 am	Welcome to the workshop
8:15 am	Paying Myself a Wage
9:15 am	Basic Business Bookkeeping Records
10:30 am	Coffee Break
10:45 am	Introduction to the SHE Bookkeeping App
12:00 pm	Lunch Break
1:00 pm	Basic Bookkeeping Records with Bookkeeping App
3:00 pm	Coffee Break
3:15 pm	Practice Facilitation
4:25 pm	Reflection of the Day & Feedback
5:00 pm	Finish

7th November, 2019

Time	Session
8:30 am	Welcome to the workshop
9:00 am	Implementation Plans
10:30 am	Coffee Break
10:45 am	Closing Remarks
11:30 am	Finish / group photo