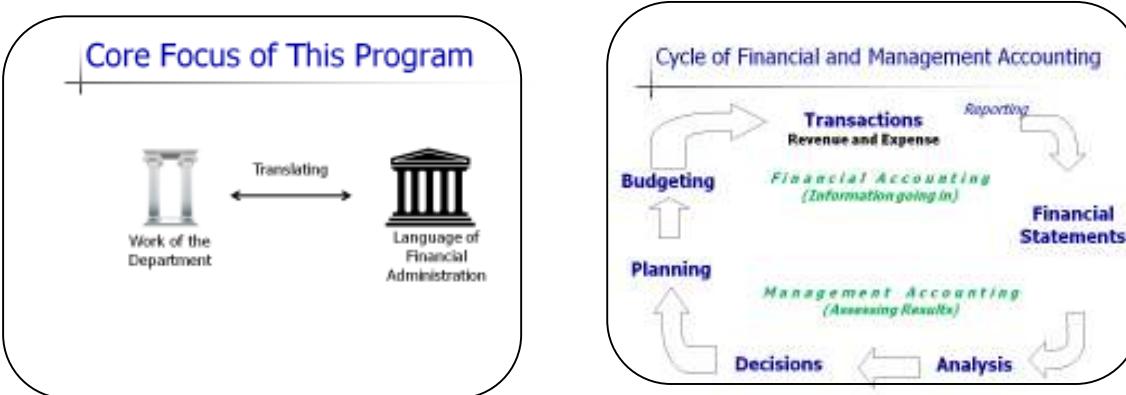


## Higher Education Training Program *Finance Matters for the Department Administrator*

### Course Description:

This one-day workshop will demystify higher education budgeting and financial practices for departmental administrators. Participants will be introduced to strategies to align resources to fulfill the organizational mission, key elements of financial reports and statements, tools to evaluate financial results and language that will enable constructive dialogue between department and central colleagues.



### Attendees will learn how to:

- Relate budgets and finances to the university mission
- Articulate department and institutional goals in the budget
- Draw connections between departmental activity and financial statements
- Use financial reports and ratio analysis to evaluate and communicate results
- Work collaboratively with Central administrators to effectively manage institutional resources

**About the Instructors:** Tracy Filosa and Howard Teibel draw on complementary skills and in depth understanding of college and university administration to deliver an interactive and practical program.

Tracy Filosa has nearly twenty years of experience in higher education as a financial and investment analyst, management consultant, project manager, training developer, presenter and writer. TAF Consulting helps higher education meet finance and planning goals and challenges.

Howard Teibel has twenty years of experience in organizational development and change management. He has led team-building programs, facilitated departmental restructurings, and created implementation and training plans for ERP initiatives.

Contact us at 978-312-1989 or [www.tafconsulting.com](http://www.tafconsulting.com) to learn more