

## INTRODUCTION TO LIQUIDITY MANAGEMENT

*“Managing Cash Flow, Reserves, and Financial Flexibility for Organizational Stability”*

### Schedule

Date	Venue	Fees (Face-to-Face)
03 - 04 Feb 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

### Introduction

Liquidity is the lifeblood of any organization. Whether managing a corporate treasury or overseeing public finances, maintaining adequate liquidity ensures the ability to meet obligations, seize opportunities, and withstand market volatility. Poor liquidity management can lead to missed payments, reputational damage, or even insolvency.

This 2-day foundational course introduces the essential principles, tools, and strategies for effective liquidity management. Participants will learn how to monitor cash flows, project funding needs, manage reserves, and implement liquidity policies aligned with operational and strategic goals.

### Objectives

By the end of this course, participants will be able to:

- Understand the fundamentals of liquidity and its role in financial health
- Monitor and analyze cash flows and short-term funding needs
- Apply key liquidity ratios and metrics to assess risk
- Build a simple liquidity forecast and contingency plan
- Align liquidity practices with internal policies and external expectations

## Why Attend

- Strengthen your organization's short-term financial resilience
- Improve decision-making through better cash visibility and planning
- Reduce the risk of payment delays and liquidity shortfalls
- Gain confidence in interpreting and using liquidity metrics
- Support treasury, finance, and risk management activities more effectively

## Target Audience

This program is designed for:

- Finance officers, analysts, and accountants
- Treasury assistants and cash managers
- Business unit leaders managing budgets and payables
- Risk and compliance professionals
- Professionals new to liquidity and cash management

## Individual Benefits

Key competencies that will be developed include:

- Proficiency in cash flow tracking and forecasting
- Understanding of liquidity reserves and funding buffers
- Skills in calculating and interpreting key liquidity ratios
- Awareness of liquidity risk indicators and mitigation options
- Improved financial reporting and communication

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced short-term cash planning and funding efficiency
- Reduced reliance on expensive or last-minute borrowing
- Better liquidity governance and early warning systems
- Stronger alignment between liquidity practices and organizational goals
- Greater internal control over cash movements and reserves

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Liquidity management concepts, tools, and challenges
- Case Studies - Liquidity crises and effective planning responses
- Workshops - Cash flow forecasting, ratio analysis, and buffer planning
- Peer Exchange - Shared liquidity management challenges across industries
- Tools - Excel-based templates, forecasting models, and risk dashboards

## Course Outline

### DETAILED 2-DAY COURSE OUTLINE

**Training Hours:** 07:30 AM – 03:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Understanding Liquidity and Short-Term Risk

- Module 1: What is Liquidity? (07:30 – 09:30) • Definitions: operational, market, and funding liquidity • Key liquidity metrics: current ratio, quick ratio, cash ratio • Internal and external factors influencing liquidity
- Module 2: Cash Flow and Working Capital (09:45 – 11:15) • Components of the cash flow cycle • Receivables, payables, inventory turnover • Relationship between liquidity and working capital
- Module 3: Cash Flow Monitoring Tools (11:30 – 01:00) • Daily cash positioning • Liquidity dashboards and early warning indicators • Role of accounting systems and bank reconciliations
- Module 4: Workshop – Liquidity Assessment Simulation (02:00 – 03:30) • Participants assess a company’s liquidity position using sample data

#### Day 2: Forecasting, Reserves, and Risk Planning

- Module 1: Short-Term Liquidity Forecasting (07:30 – 09:30) • Rolling forecasts vs. static budgets • Forecasting techniques and key assumptions • Use of Excel for basic liquidity modeling
- Module 2: Managing Liquidity Buffers and Contingencies (09:45 – 11:15) • Minimum cash reserves and target buffers • Revolving credit, intercompany loans, and overdraft lines • Contingency funding plans
- Module 3: Liquidity Policies and Controls (11:30 – 01:00) • Developing and enforcing internal liquidity limits • Reporting standards and approval workflows • Role of treasury policy in managing liquidity
- Module 4: Workshop – Building a Liquidity Forecast (02:00 – 03:30) • Teams create a forecast and evaluate liquidity under stress scenarios

## Certification

Participants will receive a **Certificate of Completion in Introduction to Liquidity Management**, confirming their ability to monitor, forecast, and manage liquidity effectively in support of financial stability and operational continuity.

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