

SEHG IN-PERSON WORKSHOP SERIES

# Practical Bookkeeping

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Practical Bookkeeping workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

## WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-AD-0531 · IN-PERSON WORKSHOP KIT

[synergyeducationholdings.com](https://synergyeducationholdings.com)

# Practical Bookkeeping

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## About This Workshop

Good bookkeeping is more than just a task; it's an important tool that empowers you to understand your business, and work towards growth and success with the financial future. Bookkeeping is the process of recording, organizing, and maintaining financial transactions for a business or individual. Being one of the oldest known professions, it has its roots in ancient civilizations, where early record-keeping systems were developed to track trade, taxes, and commerce—laying the foundation for the modern financial practices we use today. A bookkeeper plays a vital role in the management of a company's financial account. Without this management, a business may risk the loss of credibility, miss out on tax deductions, face potential fines for non-compliance, as well as many other challenges.

The Practical Bookkeeping course will provide participants with the skills and knowledge to manage financial records accurately, ensure compliance with accounting standards, and support informed decision-making for their business or organization. Additionally, participants will gain confidence in handling day-to-day financial tasks, empowering them to contribute to the financial health and success of their business.

## Workshop Objectives

- Understand bookkeeping and its key terms
- Differentiate between bookkeeping and accounting
- Understand the types of financial transactions and the accounting equation
- Explore the categories and structure of the chart of accounts
- Practice recording sales, revenue, and purchases
- Determine how to handle accounts receivable and payable
- Identify the purpose of the general ledger and financial statements

## Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Practical Bookkeeping course for pre-work and reinforcement

# Preparing & Delivering the Workshop

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## Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

## Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

## Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

### Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

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# Certificate of Completion

This certificate is proudly presented to

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for successfully completing the SEHG in-person workshop

## Practical Bookkeeping

Awarded this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

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Facilitator Name & Title



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Synergy Education Holdings Group