



## Leadership Matters

## DHS Leader Development Program

“People almost never change without first feeling understood.” – Douglas Stone



### Tip of the Month:

Seeking options for your Cornerstone Continuous Development 12-hour requirement?

Check out these Skillsoft courses:

**Basic Accounting Concepts for Non-financial Professionals**

[ID: fn\\_08\\_a01\\_bs\\_enus](#)

**Basic Budgeting for Non-financial Professionals**

[ID: fin\\_08\\_a02\\_bs\\_enus](#)

### News You Can Use

[The DHS Coaching Collaborative](#) – check out the Coaching Talent Bank and invest in your success!

Have you thought about a rotational opportunity? Go to the [Homeland Security Rotations Program](#).

Want to know more about Cornerstone, Keystone, or Capstone? Visit the [DHS Leader Development Program](#).

Did you know that the LDP identifies targeted development for [Team Members and Team Leads](#)?

Don't forget, seasoned DHS Leaders must complete [12 hours of Leader as Teacher "Give Back"](#) – write a blog, be a mentor, hold a brown bag lunch....

Questions? Contact your component [LDP Action Officer](#) or email [LeaderDevelopment@hq.dhs.gov](mailto:LeaderDevelopment@hq.dhs.gov).

Got a minute (...or three?)  
Check these out!

Points to Ponder

“Learning” isn’t about a course – it’s about a course of action!

#### [Balancing Operations and Financials](#)



Video (3 minutes)  
[Bookid = 43750](#)

#### [Operating Budgets: Stop the Gaming](#)



Video (6 minutes)  
[Bookid = 90794](#)

#### [Executive Finance and Strategy: How to Understand and Use Financial Information ...](#)



Book (344 pages)  
[Bookid = 68050](#)

#### [Budgeting Basics and Beyond: Fourth Edition](#)



Book (544 pages)  
[Bookid = 44987](#)

### Financial Management

(Access Skillsoft through [Skillport](#) using the single sign-on; once in Skillsoft, search in the upper right hand corner using title, author, or ID.)

**Step 1: Complete the course Basic Accounting Concepts for Non-financial Professionals (ID: [fin\\_08\\_a01\\_bs\\_enus](#)).** In this course, you'll learn about key finance and accounting terms and concepts such as the basic accounting equation, accrual-based accounting, and basic accounting principles. This course also takes you through the steps in the accounting process to help you recognize how organizational transactions affect various financial statements and the bottom line of your organization.

**Step 2: Ask yourself the following questions:**

- Can you recognize the characteristics of cash- and accrual-based accounting?
- How would you classify examples of cash flow as operating, investing, or financing activities?
- Would you recognize the effect an increase or decrease in working capital has on cash flow?

**Step 3: Complete these ideas for action below:**

- Reflect on your last budget meeting. Did you get what you wanted? Did the other team?
- Identify any breakdowns in communication and any needs that went unmet. Work to rework the existing budget if at all possible, adding in any key items that were originally left out, or if necessary, save these issues for the next budget meeting.
- In the next budget meeting, both sides need to focus on assessing risk and reward, not just on giving and getting their nickels.

### Do You Know:

- **What Economic Float means?**
- **Any cost-conscious strategies that will help employees and managers alike ensure effective organizational cost management?**

### Real World Research

Whenever the word “accounting” is pronounced, it is immediately associated with endless boring numbers. However, it is the common financial statements that contain important information that provides inputs for valuation and lends to the decision-making process of investment projects. The only challenge is how to properly extract them. Accounting and finance are indeed intertwined. Sometimes people that are not experienced in the area even confuse them. But most often emphasis in accounting is on numbers. Still, the deep understanding of key accounting concepts helps reveal the interests and actions of people behind these numbers. And the human dimension of accounting adds invaluable insight in the potential of successful project implementation.

### Outcome

Develop the ability to use accounting information to solve a variety of organizational problems and the ability to interact well with team members.