



Aspire, Acquire, Prosper

DIRECTORATE OF RESEARCH & CONSULTANCY

Budgeting, Forecasting and Cost Management Training

Dates: 28th – 29th August 2024

Course Overview

In today's competitive business environment, sound budgeting and cost management practices are critical for the success and sustainability of any organization. These practices are not only important for giving direction and establishing financial objectives, but also essential for management decision making and planning processes. This Training is designed to provide participants with the essential skills and knowledge required to develop and manage budgets effectively, control costs, and make informed financial decisions.

Learning Objectives

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

- Learn the principles of budgeting and how to create comprehensive budgets that align with organizational goals.
- Discover strategies to monitor and control costs, reduce wastage, and enhance profitability.
- Gain insights into making informed financial decisions through data analysis and forecasting
- Develop a proper system of cost analysis for budgeting purposes
- Apply cost control tools, analyse management variance reports and take proper corrective action;
- Understanding how to motivate managers to -buy into- to the budget process in an honest and effective way.

Target Audience

This training is ideal for a wide range of professionals and will greatly benefit those with budget responsibilities at a team, departmental or corporate level. It is also suitable for professionals from every business discipline involved in strategic planning, budgeting, cost analysis, and budgetary control including:

- Heads of departments
- Financial managers or directors
- Financial controllers
- Accountants
- Operations and Project managers

PROGRAMMES OFFERED

- Budget supervisors and Operational managers
- Procurement, logistics, engineering, and HR managers
- Other professionals interested in budgeting and cost savings
- Process owners requiring in-depth understanding of integrated planning and budgeting techniques

Training Methodology

This highly practical and results-oriented training is based on adult learning concept. The facilitators will give plenty of input and then help participants to make sense of the themes through discussion and practice. It incorporates short inspiring demonstrations, role play and much practice to enhance learning. There will be ample time for Q&A, discussions with -return to work- action planning. The course will reinforce key concepts within an inspiring and engaging learning environment.

Course Outline

27 th September 2023		
Budgeting within a Strategic Framework		Time
Learning Outcome Improve participants ability to think strategically and integrate the organisation's strategic management and budgeting processes	<ul style="list-style-type: none"> • The role of Budgeting in planning and management control • Using managerial accountability in Budgeting • Objectives and importance of budgeting • Importance of strategy in budgeting • Principles of Budgeting • Linking the budget to strategy • Strategic to Operating Plans-<i>Actions and Initiatives</i> • Relationship between activities, resources, costs, and cost drivers • Integrating Financial and Non-financial factors into Budgeting • Behavioural implications of Budgeting • Pitfalls of the Budgeting Process - <i>How to improve them</i> 	08:30 - 10:30
Health Break		11:00 - 11:30
Budgeting Process		Time
Learning Outcome Apply best practices in developing operating budgets, capital expenditure budgets, cash flow budgets and forecasts in line with organisational strategic objectives	<ul style="list-style-type: none"> • Stages in the budget preparation process • Building the budget <ul style="list-style-type: none"> ○ Identifying relevant cost drivers ○ Using cost data to create a more accurate budget ○ Fixed and variable cost considerations ○ Budget estimation techniques for revenue and overheads ○ Key operating budgets ○ Key financial budgets ○ Getting the buy-in to the budget ○ Best Practices for Preparing a Good Budget ○ Role of Budget holders and Finance Staff 	11:00 - 13:00
Lunch break		13:00 - 14:00
Common budgeting approaches		Time

Learning Outcome To apply proper budgeting approach, analyze management variance reports and take proper corrective action	<ul style="list-style-type: none"> Choosing the proper budgeting approach: <ul style="list-style-type: none"> Incremental budgeting Zero-based budgeting Flexible budgeting Activity-based budgeting Tracking Budget Performance <ul style="list-style-type: none"> Variance analysis (control process) Monthly variances with qualitative inputs for management Control ratios Reviewing the budget 	14:00 - 16:30
28th September 2023		
Financial Forecasting		Time
Learning outcome Learn the forecasting techniques most appropriate to their organisation's strategic planning and budgeting	<ul style="list-style-type: none"> Importance of Financial Forecasting The role of Forecasting in Business Planning and Strategy Forecasting Techniques Importance Data Preparation for Forecasting Sales and Revenue Forecasting Expense and Cost Forecasting Cash flow forecasting techniques and importance Forecasting Accuracy and Monitoring 	08:30 - 10:30
Health Break		10:30 - 11:00
Cost Management Approaches		Time
Learning Outcome Participants will learn how to examine the organisational cost structure to better understand the costs which must be maintained or reduced to stay competitive	<ul style="list-style-type: none"> Understanding Cost Concepts for Cost Management Different Costs for Different Purposes Techniques for Cost Control Costing Methods for Cost Control Cost estimation as a cost management tool Using Cost-Volume-Profit analysis for Cost Control 	11:00 - 13:00
Lunch break		13:00 - 14:00
Strategic Cost Management		Time
Learning Outcome Participants will learn how to examine the organisational cost structure to better understand the costs which must be maintained or reduced to stay competitive	<ul style="list-style-type: none"> Overview of Strategic cost management Effective Strategic Cost Management Initiatives Using Critical Success Factors for Cost Management Three important components of strategic cost management: <ul style="list-style-type: none"> Strategic Positioning Analysis Cost Driver Analysis Value Chain Analysis 	14:00 - 16:00
Certificate Presentation		16:30 - 17:00