



"Excellent Service - Excellent Delivery"



Online Training Course

# THE COMPLETE COURSE ON BUDGETING

## Planning, Forecasting, What-if Analysis & Reporting

11 - 15 April 2021  
22 - 26 August 2021  
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11:00 to 16:00 Dubai [GMT +4]

An ISO 9001:2015 and ISO 29993:2017 Certified Company



United Nations Global Compact



# THE COMPLETE COURSE ON BUDGETING

## Planning, Forecasting, What-if Analysis & Reporting

### WHY CHOOSE THIS ONLINE TRAINING COURSE?

The key to maintaining and improving profitability is to increase revenue and control costs. Increasing revenue is difficult enough when faced with competition and volatile market prices but when faced with the unprecedented challenges as a result of the global pandemic the focus on budgeting and cost control becomes more vital for the success of any organisation. This highly interactive online training course will provide delegates with the practical tools and techniques to enable them to prepare, manage and control budgets to reduce costs improve performance and drive efficiency and profitability.

This AZTech online training course will assist individuals at every level in the organisation in their involvement in the budget process. Through the analysis of interactive case studies, it provides the practical transferable skills for delegates to take back to their workplace, along with insights needed to adapt principles to specific work environments.

#### This AZTech online training course will feature:

- Strategic planning
- The budgeting planning process
- Forecasting techniques
- What if analysis and report generation
- Capital budgeting

### WHAT ARE THE GOALS?

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

- Develop the appropriate techniques for effective budgeting as part of the planning process
- Forecast sales, revenue and costs using qualitative and quantitative techniques in Excel
- Explain and use activity based budgeting and other budgeting methods
- Develop and effectively control budgets
- Provide budgeting knowledge that can be shared for the benefit of your company

### WHO IS THIS ONLINE TRAINING COURSE FOR?

This AZTech online training course is designed for anyone involved in the budget process within their organisation. The training course is appropriate for those who wish to learn the concepts, processes, and techniques of budgeting in order to be better able to carry out their budgeting tasks and responsibilities. The training course is equally appropriate for those who already have some budget experience and wish to refresh or enhance their budgeting knowledge and skills. It will greatly benefit:

- Finance & Accounting professionals
- Departmental Managers
- Team Leaders
- Those preparing budgets
- Those working within a budget

## HOW WILL THIS ONLINE TRAINING COURSE BE PRESENTED?

This AZTech online training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This will include presentations delivered in a highly participative style with discussion, practical exercises and team-based case studies.

This online training course will provide a real-world practical context by incorporating worked examples, case studies, and finance models so that you will see how theory applies in practice and discuss the various issues raised.

### THE CERTIFICATE

An AZTech e-Certificate will be given to delegates who attend and complete the online course

## THE COURSE CONTENT

### Day One: Strategic Planning in a COVID World

- Why Strategy comes before the Budget
- The Strategic Planning Process
- Developing a Strategic Plan
- Evaluating the Legal, Economic, Political & Social Environment
- Strategic Planning Tools
- Linking the Budget with the Strategy

### Day Two: Forecasting and the Impact of COVID

- What is Forecasting?
- Strategic Role of Forecasting
- The Forecasting Process
- Qualitative and Quantitative Forecasting Methods in Excel©
- Forecasting Demand, Revenue & Costs
- Dealing with the Limitations of Forecasts

### Day Three: Budgeting

- What is a Budget ?
- The Benefits & Limitations of Budgets
- Budget Methods – incremental, zero-based, rolling budgets and Activity Based Budgeting
- Budgeting and the Management Process
- Preparing Departmental Budgets from Forecasts
- Building the Master Budget

### Day Four: Using a Budget as a Management Tool

- Linking Strategic Planning, Forecasting Budgeting and Reporting
- Budget Cost, Volume, Profit (CVP) and Break-Even Analysis
- Managing Fixed and Variable Costs
- Sensitivity & What-If Analysis
- Budgetary Control
- Variance Analysis

### Day Five: Capital Budgeting (CAPEX)

- Capital Budgeting Principles
- Raising Finance
- Weighted Average Cost Of Capital (WACC)
- Methods of Evaluating Capital Investment Projects
- Comparing Different Projects And Their Returns
- Managing Financial Risk



