KTI SEMINARS

BUDGETING, FINANCIAL PLANNING AND MANAGEMENT

TARGET AUDIENCE: Finance Managers, Investor Relations Managers, Financial Accounting Managers, Operations Managers, Project Managers, Executive Managers, Heads of Departments, Government Officials, Policy Makers, Board of Directors, Development Managers, Public Service Practitioners, Executive Assistants, Civil Servants Etc.

COURSE DESCRIPTION

Modern businesses are an epitome of uncertainties and complications. Over the period, this uncertainty and complexity in business has led to the development of various managerial tools, techniques and procedures useful in managing business successfully. Of all these, financial planning and budgeting are the most common and widely used standard device for planning and control. This training will provide basic and advanced knowledge about different approaches and scope of Finance Management and excellent Budgeting Skills. This course provides fundamental understanding of financial control and management and budgeting processes and includes a practical guide for preparing and mastering financial budgets.

This Budgeting, financial planning and management training program has been carefully designed to equip focuses on the essential skills required to understand the processes of finance and budgeting within organizations.

COURSE OBJECTIVES

- Identify the key factors required to understand business processes
- Develop proper system of cost analysis for budgeting purposes
- Master the budgeting and financial skills required for better decision-making
- Develop strategies and techniques in achieving organizational goals
- Identify sources of financial and operational data to support the budgeting process
- Learn new best practices to manage organizational performance
- Learn the core foundations of budgeting

COURSE CONTENT

Module 1: Overview of Budgeting and Financial Planning

- Key Principles and Concepts
- Financial Goals and Objectives
- Setting Financial Goals
- Aligning Budgets with Strategic Objectives

Module 2: Budget Preparation and Development

- Types of Budgets
- Budgeting Methods and Approaches
- Steps in Budget Preparation
- Forecasting Revenues and Expenses

Module 3: Financial Planning Techniques

- Importance of Forecasting
- Techniques and Tools for Forecasting
- Scenario and Contingency Planning
- Developing Contingency Plans

Module 4: Budget Implementation and Control

- Communicating the Budget
- Monitoring and Controlling Budgets
- Variance Analysis
- Performance Measurement

Module 5: Financial Reporting and Analysis

- Financial Statements and Reports
- Financial Ratios and Metrics
- Analyzing Financial Performance

Module 6: Risk Management in Financial Planning

- Identifying Financial Risks
- Mitigating Financial Risks
- Risk Mitigation Strategies

Module 7: Technology in Budgeting and Financial Planning

- Financial Planning Software
- Benefits of Using Financial Software
- Automation of Budgeting Tasks
- Data Analytics and Financial Planning

Module 8: Strategic Financial Management

- Aligning Financial Plans with Organizational Strategy
- Capital Budgeting and Investment Decisions
- Evaluating Investment Opportunities
- Capital Budgeting Techniques (NPV, IRR, Payback Period)