# The A - Z of Budgeting

2 – 6 August 2027
Geneva (Switzerland)

UK Traininig
PARTNER



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**Ref:** 3055_157350 **Date:** 2 – 6 August 2027 **Location:** Geneva (Switzerland) **Fees:** 5200 GBP

## Introduction

Planning and budgeting are essential skills for professionals at all levels, regardless of their function or managerial position. This course covers the basics of budgeting as a tool for planning, a financial mechanism, and a control process. Moreover, it provides the necessary application tools for making both long-term and short-term planning decisions effectively.

Understanding how costs behave is critical to creating realistic plans and ensuring that appropriate financial and non-financial resources are allocated to business functions. Management control relies heavily on budgets to track variances and take corrective actions. This course will help you master traditional budgeting and control tools, while also introducing new dynamic approaches that address the complexities of today's fast-paced business environment.

Whether you're new to budget management or looking to enhance your skills in financial planning, this course will guide you from the basic concepts of budgeting to advanced applications. It will also equip you with personal budgeting tips and techniques to manage both business and personal finances effectively.

## Course Objectives

This course aims to achieve the following objectives:

- Build an integrated process for planning, budgeting, and reporting within your organization.
- Understand the role of budgets in organizations and how they drive decision-making.
- Master the concepts of cost behavior and learn how to manage costs more effectively.
- Master both traditional and innovative approaches to budgeting and cost control.
- Learn to select performance measurement systems and KPIs that are suitable for your business model.



# Course Outlines

## Day 1: The Role of Budgeting & Cost Control

- The complexity of managing modern organizations.
- Strategic planning, budgeting, and management control systems.
- Key elements of budgeting: objectives, initiatives, and resources.
- Understanding the context of budgeting and the role of the controller.
- What are the advantages and disadvantages of budgeting?
- Assessing the current situation in your organization: How can you improve it?

## Day 2: Budgeting and Cost Control

- What are the essential inputs to the budgeting process?
- Introduction to zero-based budgeting.
- Key concepts in costing for budgeting: Understanding fixed vs. variable costs.
- The important role of contribution margin in budget planning.
- Practical case studies and examples to illustrate budgeting concepts.

## Day 3: Costing: From Traditional to Activity-Based

- Enhancing traditional costing methods with activity-based costing ABC.
- Distinguishing between direct vs. indirect costs.
- Cost allocation: A comparison of traditional costing vs. activity-based costing ABC.
- Transitioning from traditional budgeting to activity-based budgeting ABB.
- Cost analysis: Why it's essential for effective financial management.
- Case studies and exercises for hands-on learning.

## Day 4: Capital Budgeting

- Differentiating between capitalized and period costs.
- Introduction to capital budgeting techniques.
- How to calculate the payback period and use it for investment decisions.
- Net Present Value NPV: Understanding its significance for financial planning.
- Internal Rate of Return IRR: How to use IRR in decision-making.
- Assessing the capital budgeting situation in your organization.



### Day 5: Beyond the Budget: Linking Financial and Non-Financial KPIs

- What are the limits of budgeting and financial reporting?
- Identifying drivers of the business model that influence budgeting decisions.
- Trade-offs in business planning and how to address them.
- Going beyond budgeting: Integrating both financial and non-financial issues.
- Using the balanced scorecard to track performance and connect it with KPIs.

## Why Attend This Course: Wins & Losses!

Attending this course offers several significant advantages, both for your professional growth and for your organization's success:

- Master the basics of budgeting: You'll gain a solid foundation in budgeting principles and learn how to apply them effectively in various contexts.
- Create a comprehensive budget: This course will teach you how to build an integrated budgeting and reporting system that aligns with your company's strategic objectives.
- Understand cost management: Learn how to manage both fixed and variable costs effectively using modern costing methods such as Activity-Based Costing ABC.
- Innovative budgeting techniques: Go beyond traditional budgeting and explore more dynamic, adaptable approaches to budgeting that align with today's complex business environments.
- Select the right KPIs: Understand how to identify and use the right performance measurement systems and KPIs for your organization.
- Personal budgeting tips: Learn valuable personal finance management strategies to help you with budget planning in both business and personal settings.
- Real-world application: Gain practical insights through case studies and hands-on exercises, enabling you to apply what you've learned directly to your organization.

## Conclusion

This course provides a complete guide to budgeting and cost control, offering you the tools and knowledge to succeed in both business and personal financial planning. From basic budgeting concepts to advanced financial analysis, you will gain the skills to navigate complex budgetary decisions, improve organizational financial health, and optimize resource allocation.

Whether you're interested in mastering the fundamentals of budgeting or looking for budgeting tips for personal finance, this course will give you the expertise to take control of your financial future.

**Don't miss out on the opportunity to elevate your financial planning skills. Register now and start mastering the art of budgeting!**

