



## Skills for Budget Preparation

PIK-0925 UK-LDN-1



<b>Place:</b> London	<b>Venue:</b> INDUSTRIOUS (1 and 2, 245 Hammersmith Road Floors, London W6 8PW) - TBC	
<b>Start Date:</b> 29-09-2025	<b>End Date:</b> 03-10-2025	<b>PPP:</b> £4950



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**If you can't train them,  
you can't blame them!**

### Short Description:

**COURSE OVERVIEW** This training program emphasises the vital skills necessary for effective budget preparation. It is specifically designed to equip professionals with the techniques and knowledge required to develop, manage, and optimise budgets. Participants will engage in comprehensive training that covers various aspects of budgeting, including forecasting, resource allocation, and cost analysis. By focusing on these foundational elements, the program ensures that attendees are well-prepared to tackle the complexities of financial management within their organizations. Moreover, the program empowers participants to create accurate and actionable budgets that align with organisational goals and promote financial stability. Through practical exercises and real-world scenarios, individuals will learn to apply their knowledge in ways that enhance their ability to make informed financial decisions. Ultimately, this training seeks to foster a deeper understanding of budgeting processes, enabling professionals to contribute to their organisations' overall financial health and strategic objectives.

### Course Overview:

#### **COURSE OBJECTIVES**

By the end of this program, participants will be able to:

- Develop comprehensive budgets that align with organisational objectives.
- Create realistic budgets that reflect current financial conditions.
- Apply a variety of budgeting methods and techniques effectively.
- Analyse financial data to support informed budget planning.
- Forecast future financial trends to enhance budgeting accuracy.
- Monitor budgets regularly to ensure adherence to financial targets.
- Communicate budgetary information clearly and effectively to stakeholders.

## **TARGET AUDIENCE**

- Financial Analysts.
- Budget Managers.
- Accountants.
- Finance Professionals.
- Business Managers.
- Financial Advisors.
- Investment Managers.

## **Program Outline:**

### **DAY 1: Introduction to Budget Preparation**

1. Overview of the budgeting process and its significance.
2. Different types of budgets (operational, capital, cash flow).
3. Fundamental principles and best practices in budget preparation.
4. Establishing budget goals and objectives.
5. The role of budgeting in strategic planning.

### **DAY 2: Budgeting Techniques and Methods**

1. Comparison of traditional and modern budgeting methods (incremental, zero-based, rolling forecasts).
2. Activity-based budgeting.
3. Flexible budgeting and its uses.
4. Understanding cost behaviour and its influence on budgeting.
5. Selecting the appropriate budgeting method for various scenarios.

### **DAY 3: Financial Analysis and Forecasting**

1. Methods for financial forecasting and trend analysis.
2. Formulating assumptions and projections for budget planning.
3. Utilising historical data and market trends in budget preparation.
4. Accounting for risk and uncertainty in budget forecasts.
5. Tools and software for financial analysis and forecasting.

## **DAY 4: Monitoring and Adjusting Budgets**

1. Strategies for tracking budget performance.
2. Evaluating budget variances and their underlying causes.
3. Implementing corrective measures and budget modifications.
4. Best practices for budget control and performance management.
5. Reporting and conveying budget performance to stakeholders.

## **DAY 5: Effective Communication of Budget Information**

1. Techniques for presenting budget information clearly and effectively.
2. Creating and utilising budget reports and dashboards.
3. Involving stakeholders in the budgeting process.
4. Addressing inquiries and concerns related to budget allocations.
5. Developing skills for negotiating and justifying budget requests.