

€ TRAINING

Conference on Budget Preparation Skills





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Introduction:

This training program is designed to provide participants with advanced techniques and practical insights into effective budgeting processes that align with organizational strategies. It covers all phases of budget preparation, from conceptualization to execution, emphasizing accuracy, strategic alignment, and compliance.

Conference Objectives:

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

- Master the fundamentals and advanced techniques of budget preparation.
- Apply strategic planning to budgeting processes for better alignment with organizational goals.
- Enhance skills in forecasting, analysis, and resource allocation.
- Navigate the complexities of budget compliance and financial governance.
- Leverage technology to optimize the budgeting and forecasting process.

Targeted Audience:

- Budget officers and financial analysts.
- Managers and executives involved in financial planning.
- Financial controllers and directors of finance.
- Project managers with budgetary responsibilities.
- Professionals in public sector management and nonprofit organizations.

Conference Outline:

Unit 1:

Introduction to Strategic Budgeting:

- Key concepts in budget preparation and financial planning.
- The strategic importance of budgeting within corporate governance.
- Developing a budget calendar: key activities and timelines.

- Aligning budgeting processes with organizational strategic plans.
- Case study review of effective budget planning in a corporate setting.

Unit 2:

Techniques for Financial Forecasting and Analysis:

- Advanced methods for revenue and expenditure forecasting.
- Analyzing historical financial data to predict future trends.
- The role of economic indicators in budget planning.
- Utilizing software tools for accurate financial forecasts.
- Methods of building and presenting forecast models.

Unit 3:

Resource Allocation and Expense Management:

- Strategies for effective capital allocation and expense control.
- Budgeting for uncertainty: managing risks and contingencies.
- Techniques for achieving cost efficiency and optimization.
- Ethical considerations in resource allocation.

Unit 4:

Compliance, Reporting, and Performance Evaluation:

- Ensuring budget compliance with legal and regulatory frameworks.
- Developing and maintaining internal controls for budget management.
- Performance evaluation techniques to assess budget effectiveness.
- Methods of Reporting financial performance to stakeholders.

Unit 5:

Innovations in Budget Preparation and Management:

- The impact of digital transformation on budget management.



- The integration of AI and machine learning in budgeting.
- Importance of Training on the latest budgeting software and analytical tools.
- Best practices for implementing continuous budgeting techniques.