

# € TRAINING

Budget Preparation Skills



15 - 19 December 2024  
Amman (Jordan)



# Budget Preparation Skills

REF: F1472 DATE: 15 - 19 December 2024 Venue: Amman (Jordan) - Fee: 3350 Euro

## Introduction:

This training program focuses on essential skills for effective budget preparation, designed to equip professionals with the techniques and knowledge needed to develop, manage, and optimize budgets. It empowers participants to create accurate and actionable budgets that support organizational goals and financial stability.

## Program Objectives:

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

- Develop comprehensive and realistic budgets aligned with organizational objectives.
- Apply various budgeting methods and techniques.
- Analyze and forecast financial data to support budget planning.
- Monitor and adjust budgets to ensure financial targets are met.
- Communicate budgetary information effectively to stakeholders.

## Targeted Audience:

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

## Program Outline:

### Unit 1:

#### Introduction to Budget Preparation:

- Overview of the budgeting process and its importance.
- Types of budgets operational, capital, cash flow.
- Key principles and best practices in budget preparation.

- Setting budget goals and objectives.
- Role of budgeting in strategic planning.

## Unit 2:

### Budgeting Techniques and Methods:

- Traditional vs. modern budgeting methods incremental, zero-based, rolling forecasts.
- Activity-based budgeting.
- Flexible budgeting and its applications.
- Understanding cost behavior and its impact on budgeting.
- Choosing the right budgeting method for different scenarios.

## Unit 3:

### Financial Analysis and Forecasting:

- Techniques for financial forecasting and trend analysis.
- Developing assumptions and projections for budget planning.
- Using historical data and market trends in budget preparation.
- Incorporating risk and uncertainty into budget forecasts.
- Tools and software for financial analysis and forecasting.

## Unit 4:

### Monitoring and Adjusting Budgets:

- Techniques for monitoring budget performance.
- Analyzing budget variances and their causes.
- Implementing corrective actions and budget adjustments.
- Best practices for budget control and performance management.
- Reporting and communicating budget performance to stakeholders.

## Unit 5:

## Effective Communication of Budget Information:

- Strategies for presenting budget data clearly and effectively.
- Creating and using budget reports and dashboards.
- Engaging stakeholders in the budgeting process.
- Addressing questions and concerns related to budget allocations.
- Developing skills for negotiating and justifying budget requests.