

€ TRAINING

Operational and Financial Budgets
Preparation Skills



7 - 11 April 2025
London (UK)



Operational and Financial Budgets Preparation Skills

REF: T2481 DATE: 7 - 11 April 2025 Venue: London (UK) - Fee: 5300 Euro

Introduction:

Effective preparation of operational and financial budgets is essential for strategic planning and achieving organizational goals. This training program focuses on developing participants' skills in designing, implementing, and analyzing budgets to ensure optimal resource allocation and financial control. It covers modern budgeting techniques, performance analysis, and strategies to align budgets with organizational objectives.

Program Objectives:

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

- Explore the fundamentals of operational and financial budgeting.
- Develop detailed and realistic operational and financial budgets.
- Analyze budget variances and improve financial performance.
- Align budgets with strategic goals and objectives.
- Implement best practices for budget management and control.

Target Audience:

- Financial Managers and Analysts.
- Budget Officers and Planners.
- Operations Managers.
- Project Managers.
- Business Analysts.

Program Outline:

Unit 1:

Fundamentals of Budgeting:

- Key concepts and principles of budgeting.
- Differences between operational and financial budgets.

- Importance of budgeting in strategic planning.
- Types of budgets: fixed, flexible, and zero-based.
- Understanding budget cycles and timeframes.

Unit 2:

Preparing Operational Budgets:

- Identifying operational goals and resource requirements.
- Developing department and project-level budgets.
- Forecasting expenses and revenues.
- Managing costs and improving efficiency.
- Techniques for adjusting budgets based on operational changes.

Unit 3:

Preparing Financial Budgets:

- Components of financial budgets income statement, balance sheet, cash flow.
- Forecasting income, expenses, and capital expenditures.
- Integrating financial budgets with operational plans.
- Techniques for ensuring cash flow stability.
- Managing financial risks through effective budgeting.

Unit 4:

Budget Analysis and Performance Management:

- Methods for analyzing budget variances.
- Identifying causes of deviations and corrective actions.
- Tools for tracking budget performance KPIs and metrics.
- Reporting budget outcomes to stakeholders.
- Continuous improvement in budget planning and execution.

Unit 5:

Best Practices in Budget Management:

- Aligning budgets with organizational strategies.
- Using technology and software for efficient budget preparation.
- Enhancing collaboration between departments in budget preparation.
- Effective communication of budget plans and expectations.
- Implementing controls to ensure budget compliance.