

Budgeting and Planning

This course is designed to enable operational and non-financial managers to prepare and implement financial plans and budgets.

Who will benefit from this course?

Frontline managers and team leaders without a financial background, who are responsible for developing operational plans or budgets and are held accountable for cost and schedule results.

Course Topics

- ▶ Budgets
- ▶ Resource planning
- ▶ Revenue and expenditure proposals
- ▶ Financial planning
- ▶ Performance measures
- ▶ Benefit and risk analysis
- ▶ Negotiating agreements of budgets and plans
- ▶ Communication plans

Learning Outcomes

- ▶ Analyse strategic and operational plans
- ▶ Develop revenue, expenditure and capital investment proposals
- ▶ Prepare business budgets
- ▶ Contribute meaningfully to business planning
- ▶ Apply traditional budgeting techniques covering capital, cash and operating budgets
- ▶ Prepare resource proposals including options, benefits, costs and outcomes
- ▶ Building commitments to budget and financial plans

Relationship to the Business Services Training Package

This course meets the requirements of the following unit of competency:

- ▶ BSBFIM501A Manage budgets and financial plans

This is a core unit of the Diploma of Business Management and can be used as an elective in other qualifications within the Business Services Training Package.

Duration 2 Days (9a.m. to 4-4.30p.m.)

Investment \$655.00

For more information or for a tailored proposal please contact TP human capital on 4772 3800

