

Budget Planning and Management - Budget Preparation, Preparation, Monitoring and Control - Online

General Objectives

The aim of this course is to update or strengthen participants' knowledge and skills so that they know how to effectively prepare, participate in and monitor the budget planning and management process.

Specific Objectives:

At the end of this course, participants will know how to

- Relate budget management to overall management;
- Master the budget preparation and planning process;
- Define objectives and identify the costs to be considered;
- Identify new projects and include their values in budgets;
- Choose the techniques and tools needed for the appropriate negotiation and monitoring processes;
- Know how to participate appropriately in the budget management process.

Recipients:

This course is aimed at all financial professionals who need to plan and manage budgets, in particular: Directors, Senior Managers and Managers (Financial Management areas); Team and Work Group Coordinators (Financial Management areas); Technicians (Financial Management and Budget Management areas).

Pré-requisitos

The prerequisites for attending this course are:

- Have access to a computer or tablet with an Internet connection and a browser (program for surfing the web), such as Chrome, Safari, Firefox or Internet Explorer.
- You can access the course from any computer (e.g. at home or in the office), tablet or smartphone.

Duration

18 Hours

Content Program:

Module 0 - Presentation of the Platform and Method of Use

Module I - Budget management

- Overall management and budget management;
- Budget planning and preparation.

Module II - The budget preparation and planning process

- Searching for and processing information;
- Selecting useful information and checking its performance;
- New products, new services and new activities to be developed.

Module III - Budget design

- Strategic objectives and operational objectives;
- Quantitative and qualitative objectives;
- The costs to consider:
- Structural costs;
- Fixed and variable costs;
- Other costs.

Module IV - New investments

- Include new projects;
- Forecasting and budgeting.

Module V - Negotiating and defending the budget

- Presenting a coherent budget;
- Prepare to defend your budget;
- Negotiating and discussing the budget.

Module VI - The monitoring process

- Monitoring the budget;
- Organize and use the monitoring table - tableau de bord;

- Analyzing deviations and responding immediately.

Module VII - The budget and the administrative and financial department

- Activities and tasks to be carried out by specialist departments;
- Participation to be requested and/or required from other bodies;
- Preparatory or follow-up meetings;
- Documents and information to be sent and received.

Methodology

This course always has the trainer present, who will even give the training in person via the platform.

The trainee can intervene with the trainer or with the other trainees, just as they can in the classroom.

The presentations and exercises will always be provided by the trainer at the end of each training session.

At the end of the course you will receive a Professional Training Certificate if you attend at least 90% of the classes, complete the proposed assignments and tests, participate in online discussions and have a positive final evaluation.

This training is certified and recognized.