

## Management Course Outline:

### Managing budgets and beyond

<b>Course Title:</b>	<b>Managing budgets and beyond</b>
<b>Overview:</b>	<p>In the current environment the ability to understand and manage budgets is a key requirement for anyone who is or would like to work in management. For those of us without a financial background this can be a significant and daunting challenge.</p> <p>This course takes away the mystery of accounting; breaking down the elements of finance to give you the practical skills you need to manage your budgets effectively and by taking you beyond the budget the course also provides you with an overview of finance which should enable you to tackle financial information in other areas of your role more confidently.</p>
<b>Course Content:</b>	<p><b>Managing budgets</b></p> <ul style="list-style-type: none"><li>• Why do we need to budget?</li><li>• Types of budgets and when to use them.</li><li>• Preparing budgets.</li><li>• Monitoring and controlling budgets.</li><li>• Assessing variance and what to do about it.</li><li>• Informed decision-making and value for money.</li></ul> <p><b>Beyond budgeting</b></p> <ul style="list-style-type: none"><li>• Basic accounting principles used throughout Finance.</li><li>• Balancing the books.</li><li>• Understanding the difference between profit and cash flow.</li><li>• Assessing performance – KPI's.</li><li>• Practical techniques for financial information.</li><li>• Case Study - Providing a justification for Spending.</li></ul>
<b>Methods Used:</b>	Trainer led, group activities, case study
<b>Venue:</b>	Essential Training Suites
<b>Course Duration:</b>	Full day
<b>Certificate:</b>	Essential Learning Certificate of Attendance