**EFFECTIVE BUDGET PLANNING, CONTROL AND MANAGEMENT TRAINING WORKSHOP COURSE**

**FROM 13TH - 15TH NOVEMBER 2017**

**Course Organizers:**

Africa Institute for Project Management Studies (www.africadevelopmentresources.org) is an organization that was founded in 1999 as a capacity building expert and a development think tank that proposes solutions for development problems facing third world countries with a big capacity building portfolio in Africa.   
We have delivered timely and professional capacity building services to a wide variety of organizations in the development sector. These include donor organizations, Government agencies, co-funding agencies, International and local NGOs, Government agencies and private sector firms. We have conducted successful consultancies for many organizations.

**Course Overview**

Budgeting is more than mere vague oversight. Budgeting should deliver the organizational strategy, lead to a well-run organization – for the benefit of all involved in it. Effective budgeting leads to real control – effective day-to-day operational control and more. From managers to those who are given the responsibility to take care of the gate, there is need for sensitization on how to safeguard the funds that are at their disposal. The course therefore is relevant to any person who is in charge of any monies that are owned by any organization or people who own businesses and how they should prioritize their financial needs.

For those who are working with Non-governmental Organizations it offers insights on how to use donor funds so that the donors get satisfied on how their funds are used as well as be able to donate next time. For those who own businesses it will be an opportunity to increase knowledge and skills on how to increase the productivity of the assets that they have put to place and for those who are aspiring to own businesses it will create a gut effect on how to be a successful entrepreneur.

**Training Objectives**

This course will help ensure that participants:

* Appreciate the importance of the budgeting process
* Take ownership of it
* Use it as a daily working tool – not an annual exercise – to help run their part of the operation
* Improve their reporting against budget
* Ensure their delivery against budget

**Target participants**

Managers and Finance professionals who would like to gain the skills, knowledge and guidance on how to manage budget responsibilities effectively. It would also be important for any professional who is bestowed with the responsibility of being in charge of the finances of an organization.

**Duration**

**3days**

By the end of the course participants are expected to have garnered knowledge and skills on

* The nature and structure of financial statements
* How to accurately report expense and return on the budget
* How budgets can be used to monitor and control a business
* Major elements of financial statements
* Gain an understanding on the importance of successful budgeting
* Gain insights on linking budgets to performance indicators, organizational finance, strategies and objectives
* Components and cost factors in a budget
* Techniques for appraising investment projects
* Learn first-hand on how to control, monitor and prepare human resources budget
* Budget metrics and their influence on corporate strategy
* Compilation and interpretation of budgets
* Management of budget variances
* Gain hands-on-experience on building a budget
* Understand the principles of responsibility accounting and techniques for performance evaluation
* Monitor and control a budget

**Course Outline**

* Budgeting
* The process of budgeting
* Types of Budgets
* Analysis of the Different Types of Budgeting as well as their limitations and short-comings
* Ensuring Full Management Control
* Purpose and Importance of Budgets
* Fundamentals of the Budgeting Process
* The Budgeting Cycle
* The Importance of Cost Control
* Planning Revenue and Expenditure
* Monitoring Plans Against Actuals
* Gathering the Facts
* Understanding the Business Strategy
* Budgeting in relation to an organization
* Estimating Costs and Revenues
* The Control Process
* Updating Budgets and Forecasting
* Building a Budget
* Successful Forecasting
* Flexible Budgeting
* Zero-Based Budgeting
* Budget Metrics
* Budgets and Return On Investment (ROI)
* Budgets and Discounted Cash Flows
* Budgets and Internal Rate of Return (IRR)
* Financial Statements
* Accounting System
* Income Statement
* Balance Sheet
* Cash Flow Statement
* Understanding Cash Flow
* Forecasting and Budgeting

**Training Approaches:**

* Lectures
* Group discussions
* Individual and group tasks
* Case studies
* Role plays
* Action planning
* Experiential learning games
* Presentations

**Course fees**

**USD 600/=**

**Venue: Meridian Hotel in Nairobi, Kenya**

**Date: 13th to 15th November 2017**

The fees will cater for tuition, writing materials, lunch and tea break snacks and a certificate. Participants will be expected to take care of their travel expenses, accommodation and any other out of pocket expenses. Accommodation can be reserved on prior arrangement.

**Mode of payment**

Payment shall be made through electronic fund transfer to AIPMS bank account 5 days prior to the commencement of the course.

For more information please contact us on:

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