



**EuroMaTech**

Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

# Budgeting, Planning and Management Reporting

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28 Mar - 01 Apr 2021, Dubai  
23 - 27 Aug 2021, Tbilisi  
08 - 12 Nov 2021, Washington DC



[www.euromatech.com](http://www.euromatech.com)

An ISO 9001:2015  
and ISO 29993:2017  
Certified Company

# Budgeting, Planning and Management Reporting

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## INTRODUCTION

Budgeting lies at the heart of business management, yet businesses often encounter planning and financial difficulties as a result of either inadequate planning, lack of understanding of the business, or errors within the compilation of the budgets. Ineffective management reports heighten the challenge in collating inputs to the budget, and use of budgeted information.

**This EuroMaTech training course takes a practical approach to budgeting, planning and management reporting for the organisation and considers the following:**

- The planning process and how to improve it
- The compilation of budgets – *who needs to be involved and why*;
- How to identify potential problems arising and suggests actions which can be taken
- Ways of improving financial control using effective management reporting

## PROGRAMME OBJECTIVES

- Implement advanced planning and control techniques into your budgeting process
- Integrate the budgeting process with the development of the company's long-term strategic vision
- Successfully build an integrated planning, budgeting and reporting process
- Apply management tools to the budgeting process that contribute to strategic goals
- Identify key performance indicators for effective and focused decision making
- Increase profitability and performance through stream lined planning and reporting

## WHO SHOULD ATTEND?

- Professionals responsible for budget preparation and management reporting
- Process owners who require a more in-depth understanding of integrated planning and budgeting techniques, along with Financial Planners and Cost Analysts
- Anyone with direct planning and budgeting responsibility, as well as Advisors, Accountants and Business Consultants

## TRAINING METHODOLOGY

The training methodology combines presentations, discussions, team exercises and case studies. Delegates will gain both a theoretical and a practical knowledge of all the topics covered. The emphasis is on the practical application of the topics and as a result delegates will return to the workplace with both the ability and the confidence to apply the techniques learned.

## PROGRAMME SUMMARY

All delegates will receive a comprehensive manual of the Budgeting, Planning & Management Reporting EuroMaTech training course to take back to the company, which will serve as a useful source of reference in the future. In addition, all delegates will receive a CD containing a soft copy of additional material such as Excel models used during the programme

# PROGRAM OUTLINE

## DAY 01

### Planning for Success

- What are Planning Strategies?
- Strategy Analysis, Choice & Implementation
- The Role of Strategy Maps in defining the Business
- Effective and Less Effective Management Reporting Practice
- The Agency Problem and Corporate Governance
- Planning Requirements and the Importance of Working Capital

## DAY 02

### Forecasting in Budgeting and Planning

- Determine the purpose and objective of the forecast
- Statistical analytical tools
- Quantitative analysis and forecasting
- Forecasting techniques
- Agency problems in forecasting- solutions
- Causal analysis models – regression analysis
- Using Excel® to analyse historical data

## DAY 03

### Budgets, Costs and Budgetary Control

- Why do we budget? – the purposes of budgeting
- Planning and Control
- Putting the budget together
- Cost behaviour and classification
- Cost / volume /profit (CVP) and 'what-if' analysis
- Standard Costing
- Flexed Budgets
- Variance analysis and the reasons for variances

## DAY 04

### Activity Based Costing (ABC) and Activity Based Budgeting (ABB)

- Activity Based Costing (ABC)
- Refinement of the Costing System
- ABC and Cost Management
- Design of ABC Systems
- The Cost Hierarchy and Cost Drivers
- Advantages and disadvantages of ABC systems
- From Traditional Budgeting to Activity Based Budgeting (ABB)
- The ABB Process
- Time-based ABC for Services Organisations
- Motivation and the Behavioural Aspect of Budgeting

## DAY 05

### Measuring Corporate Performance: Requirements of a Successful Performance Measurement System

- Broadening Performance Measurement Systems
- The Drive toward Shareholder Value (EVA®)
- Beyond Budgeting: integrating financial and non-financial issues
- Introducing the Balanced Scorecard and the Key Perspective

## IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.

## QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

# Budgeting, Planning and Management Reporting

✓	Date	Venue	Fee(\$)
	28 Mar - 01 Apr 2021	Dubai	US\$4,950
	23 - 27 Aug 2021	Tbilisi	US\$5,950
	08 - 12 Nov 2021	Washington DC	US\$6,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\**

## Your Details

Name (Mr/Ms):.....  
 Position:..... Organisation:.....  
 Address:.....  
 .....  
 City / Country: .....  
 Telephone / Fax: .....

## Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech  
 Please invoice me  
 Please invoice my company as follows:

Contact Name: .....  
 Company Name: .....  
 Address:.....

### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

### Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

### Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

### Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

### Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

### Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

**\*VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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