

# Essentials of Budgeting & Forecasting for Finance and Non-Finance Professionals

## Full Day Workshop



*Improving performance through effective management and control of budgets*

### Objective

To provide finance and non-finance professionals with practical and effective skills and knowledge for effective management and control of budgets and forecasts.

### Who should attend?

Finance and non-financial managers and professionals who wish to improve on their planning, controlling and decision-making ability such as Executives, Company Administrators & Secretaries, Legal Practitioners, Managers and Company Directors as well as Finance Managers and Finance Officers/ Executives.

### Benefits of attending

This intensive one-day workshop will equip participants with skills to understand and implement budgets within an organisation. Participants will learn how to prepare and present a proposed budget and then monitor and control actual revenue and expenses against projected revenue and expenses throughout the period.

The training methodology is interactive and the participants will learn by 'doing' various exercises and will be assisted by a competent and skilled facilitator to bring these concepts home on a practical level.

The following topics will be covered during the workshop:

- Budgeting process
- Alternative approaches to budgeting
- Linking strategy to financial planning and budgeting
- Capital budgeting techniques
- Best practices in budgeting

By the end of the workshop participants will:

- appreciate the strategic planning process and how these are translated into financial plans and budgets
- understand the basic principles of budget preparation and control and its importance in planning and monitoring
- be able to prepare various types of budgets and implement budgetary controls by reviewing, reacting and revising the budget
- understand the importance of coordination in the budget process
- appreciate why budgets fail and learn the best practices in budgeting
- be able to communicate with management and the finance function more effectively and confidently

## What you will learn?

### Morning session

- Understanding the strategic planning process and how it links to financial planning & budgeting
- Cost-Volume-Profit-Analysis
- Key essentials of Budgeting & Forecasting
- Differences between Budgets and Forecasts
- Preparing the budgets – Group activity 1
- Best practices in budgeting
  - Why budgeting fails
  - Top 10 questions that need to be asked

### Afternoon session

- Recap Quiz
- Introducing capital budgeting techniques
- Make or Buy – Group activity 2
- Managing your stakeholders and speaking their “language”
- Putting it all together – Group activity 3
- Sum up - How to make budgeting a valuable tool for driving your organization’s future and achieving your management goals

## Learning methodology

Learning is achieved via real life examples, which reinforces the theory, and a topic-related internationally acclaimed video which successfully simplifies budgeting for the non-financial person. This will be an interactive workshop where there will be group activities and discussions, quizzes and games. Participants will receive a certificate of attendance at the end of the workshop.

## About the workshop leader



Jerome Song has over 20 years experience in finance and accounting with both local and regional responsibilities. Presently, Jerome is a full-time facilitator within PwC's Academy in Singapore. He was previously heading the regional finance team of a marketing communications group in Singapore. With a great passion for education, Jerome has conducted training for participants in finance, business management, leadership and communications skills over the past 4 years. Jerome's

international corporate experience helps him connect to the challenges faced by both individuals and teams and is able to bring relevant knowledge and practical experience to the training sessions.

### Registration fee

(includes 7% GST)

#### Early bird

PwC Clients & Alumni: S\$535

Public: S\$580

#### Normal rate

PwC Clients & Alumni: S\$580

Public: S\$630

10% group discounts for 3 participants & above

### How to register

To register, simply select the course via our Training Calendar ([www.pwc.com/sg/academy](http://www.pwc.com/sg/academy)) and click on the chosen course date to access the digital registration form.

For any further queries, please email [academy.sg@sg.pwc.com](mailto:academy.sg@sg.pwc.com)

### What past participants say

*“Trainer was highly engaging and clear.”*

*“Very interesting and able to make sense of the numbers”*

*“Trainer was able to break down difficult concepts into bite size chunks and provided real life examples to help us relate better”*