

## BUDGETING, FORECASTING & COST CONTROL FOR NON-FINANCE PROFESSIONALS

*"Master the Essentials of Budgeting and Cost Management Without a Finance Background"*

### Schedule

Date	Venue	Fees (Face-to-Face)
22 - 24 Sep 2026	Doha, Qatar	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

This practical course is tailored for non-finance professionals who need to understand, manage, and communicate budgeting, forecasting, and cost control effectively within their roles. Over 3 days, participants will gain clear insights into financial concepts, tools, and techniques without needing prior finance knowledge.

Using hands-on exercises, real-world examples, and interactive sessions, the course helps participants confidently handle budgets, understand forecasts, and apply cost control measures to contribute to their organization's financial success.

### Objectives

By the end of this course, participants will be able to:

- Understand key budgeting and forecasting concepts and their importance in business planning.
- Develop realistic budgets aligned with organizational goals.
- Apply forecasting techniques to improve financial decision-making.
- Implement effective cost control measures within their departments or projects.
- Communicate budgetary and financial information clearly to both finance and non-finance stakeholders.

## Why Attend

- Learn essential financial management skills in plain, non-technical language.
- Gain confidence in preparing, reviewing, and managing budgets.
- Enhance your decision-making by integrating forecasting and cost control techniques.
- Improve cross-departmental collaboration by understanding the financial impact of operational decisions.
- Take away practical tools and templates you can immediately apply at work

## Target Audience

This program is designed for:

- Department heads, project managers, and team leads.
- Engineers, HR managers, marketing professionals, and operations staff involved in budgeting.
- Anyone from a non-financial background who needs to work with budgets, forecasts, or cost controls.
- Professionals looking to strengthen their financial literacy and communication.

## Individual Benefits

Key competencies that will be developed include:

- Financial literacy tailored for non-finance roles.
- Budget planning, development, and analysis skills.
- Forecasting and variance analysis capabilities.
- Practical cost control and reduction strategies.
- Improved ability to communicate financial matters confidently.

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- A stronger understanding of the financial impact of departmental decisions.
- Better budget management and cost control across non-finance functions.
- Improved cross-functional collaboration between operational and finance teams.
- Enhanced accountability and ownership of financial outcomes.
- Contribution to the organization's financial sustainability and performance.

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Core concepts of budgeting, forecasting, and cost control.
- Case Studies - Real examples illustrating best practices and common pitfalls.
- Workshops - Hands-on exercises to apply learning directly to participants' contexts.
- Peer Exchange - Group discussions and knowledge sharing.
- Tools - Budgeting templates, forecasting models, and cost control checklists.

## Course Outline

### Detailed 3-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Understanding Budgets and Financial Basics

- Module 1: The Purpose and Structure of Budgets
- Module 2: Key Financial Terms and Concepts Explained Simply
- Module 3: Linking Budgets to Organizational Goals
- Module 4: Workshop – Building a Simple Budget

#### Day 2: Forecasting and Managing Performance

- Module 1: Principles of Forecasting in Business
- Module 2: Tools and Techniques for Accurate Forecasting
- Module 3: Variance Analysis – Understanding Budget vs. Actual
- Module 4: Workshop – Creating a Forecast and Analyzing Variances

#### Day 3: Effective Cost Control and Communication

- Module 1: Identifying and Managing Key Cost Drivers
- Module 2: Cost Reduction Strategies Without Compromising Quality
- Module 3: Communicating Financial Information to Non-Finance Audiences
- Module 4: Workshop – Developing a Cost Control Plan

## Certification

Participants will receive a Certificate of Completion in Budgeting, Forecasting & Cost Control, recognizing their newly developed financial skills tailored for non-finance professionals

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

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