

BUDGETING BASICS

“Build a Strong Foundation in Budgeting to Plan, Control, and Drive Financial Success.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Budgeting is a vital tool for financial planning, control, and decision-making within any organization. Understanding how budgets are developed, implemented, and monitored is essential for professionals at all levels who contribute to financial performance.

The Budgeting Basics Training course provides a clear, practical introduction to the budgeting process. It explains the purpose of budgets, how they fit into the organization’s overall strategy, and how to prepare and manage them effectively. Participants will gain the confidence to understand key budgeting terms, prepare simple yet effective budgets, and support their department’s financial goals with accuracy and insight.

Objectives

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

- Understand the purpose and importance of budgeting in business.
- Identify the key components and types of budgets.
- Develop simple operational and departmental budgets.
- Understand the relationship between budgeting, planning, and control.
- Apply practical steps to prepare and monitor a basic budget.
- Recognize common challenges and best practices in budgeting.

Why Attend

This course is designed to make budgeting simple, clear, and relevant. Whether you are new to finance or want to refresh your understanding, you will learn how to build budgets that guide daily decisions, improve efficiency, and contribute to organizational success. The course bridges the gap between financial concepts and practical application — empowering non-financial professionals to actively participate in budget discussions and decisions.

Target Audience

This course is ideal for:

- Junior Accountants and Finance Assistants
- Administrative and Operational Staff
- Department Coordinators and Supervisors
- Project and Team Leaders
- Professionals new to budgeting and financial planning
- Anyone seeking to understand the basics of budget preparation and control

Individual Benefits

- Develop a clear understanding of budgeting fundamentals.
- Gain confidence in preparing and managing simple budgets.
- Improve financial awareness and decision-making.
- Learn how budgets support performance and cost control.
- Build a foundation for advanced financial management courses.

Organizational Benefits

- Improved staff understanding of financial planning and control.
- Enhanced accountability and cost awareness across departments.
- Better coordination between operational and financial teams.
- More accurate and efficient budget preparation processes.
- Strengthened financial discipline and resource allocation.

Instructional Methodology

The course adopts an engaging and practical learning approach through:

- Instructor-led presentations and interactive discussions
- Real-life examples and case studies
- Hands-on exercises in preparing sample budgets
- Group activities and problem-solving sessions
- Continuous instructor feedback and open Q&A

Course Outline

Module 1: Introduction to Budgeting – Purpose, Concepts, and Benefits

Module 2: Understanding the Budgeting Process and Key Terms

Module 3: Types of Budgets – Operating, Capital, and Cash Budgets

Module 4: Steps in Preparing a Basic Budget

Module 5: Linking Budgets with Organizational Goals

Module 6: Monitoring and Controlling Budgets

Module 7: Understanding Variances and Taking Corrective Action

Module 8: Common Budgeting Mistakes and Best Practices

Module 9: Practical Workshop – Preparing a Simple Departmental Budget

Certification

Upon successful completion, participants will receive a Certificate in Budgeting Basics, confirming their foundational skills in understanding, preparing, and managing organizational budgets.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **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?

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