

COURSE OUTLINE

forecasting and budgeting

businessforward
by **Converg**

Forecasts and budgets are essential tools for successful business management. Understanding and using these management tools will facilitate effective decision making and strategic planning, ultimately supporting growth and development of the organisation.

WHO SHOULD ATTEND? Entrepreneurs, line managers, project leaders, persons involved in budgeting and forecasting or persons who use budgets and forecasts

DURATION One day.

Participants will be required to complete a pre-course assignment prior to attending the course. This assignment is designed to directly relate the course to participants' personal experience and provide practical application of the course outcomes.

CONTENT AND OUTCOMES

PARTICIPANTS WILL:

- Learn the objectives and techniques of forecasting
- Understand the difference between cash flow and profit
- Prepare forecasts using different sources of information
- Understand the factors to consider when performing forecasts
- Learn the Dos and Don'ts of forecasting
- Understand and prepare a cash flow forecast
- Understand the basics of capital expenditure forecasting
- Update forecasts for actual results and evaluate actual results against forecasts
- Learn how to monitor, report and make decisions based on forecasts
- Use forecasting as a performance measurement tool
- Prepare a forecast (comprehensive case study)

Content

- Forecasting objectives
- Forecasting techniques
- Cash flow, profit, assets and liabilities
- The accounting process
- Preparing forecasts
- Cash flow forecasting
- Capital expenditure forecasting
- Monitoring, reporting and decision making
- Forecasting as a performance measure
- Comprehensive case study

The course also includes several case studies and discussion sessions that are designed to add practical value to the theory behind forecasting and budgeting.

For Bookings and further enquiries contact us:
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