

# HOW TO PLAN AND MANAGE BUDGETS AND ACHIEVE FINANCIAL TARGETS

Workshop - 3 hours \$215.00 plus gst

One-to-one training (per hour) \$180.00 plus gst

Successful managers in organisations of all sizes know where they are going and how they are going to get there. Learning how to set financial goals, and manage budgets to achieve targets are critical skill sets for managers and business owners. This workshop will provide some practical tools and knowledge on how to manage the budget process.

#### WHO SHOULD ATTEND:

- ▶ Small and medium business owners and managers who want to be more effective in managing their business
- ▶ Managers in bigger organisations with departmental accountabilities

#### BENEFITS:

- ▶ Feel in control of your area of responsibility
- ▶ Understand that budgeting is just common sense
- ▶ Teach your staff to manage the budgets in their area
- ▶ Learn how to link your budget information to your cash balances and your decision making
- ▶ Find out ways to monitor performance against budget

#### TOPICS:

- ▶ The cycle of planning and control
- ▶ Why you should have a budget
- ▶ Understanding the process and components within a budget
- ▶ Managing your budget by monitoring variances
- ▶ Budget reporting and KPI's

#### REGISTRATIONS:

Contact Natalie on 869-1445

Email: [gistraining@bdo.co.nz](mailto:gistraining@bdo.co.nz)

Online: [www.buseducation.com](http://www.buseducation.com)

#### IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

#### CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.