



Consulting and Training | Reach New Heights

Course Name

Budgeting and Planning - Entry to Mid

Sector Name

Finance, Accounting and Banking

Document Type

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Budgeting and Planning - Entry to Mid

Course Introduction

Budgeting and planning are essential tools for controlling resources, supporting decision-making, and ensuring that organizational goals are achieved efficiently. For many professionals, budgeting is not about complex financial calculations, but about understanding how plans are translated into numbers and how those numbers guide daily operations.

Developed by **Boost**, this course is designed for entry- to mid-level professionals who are involved in planning, managing costs, or contributing to budgets without being financial specialists. The program focuses on practical budgeting concepts, clear planning logic, and real-world application rather than technical accounting details.

Boost's Budgeting and Planning – Entry to Mid-course helps participants understand how budgets are built, used, monitored, and adjusted to support effective operational and financial planning.

Budgeting and Planning - Entry to Mid

Target Audience

- ✓ Entry-level and mid-level professionals
- ✓ Non-finance and non-accounting staff
- ✓ Supervisors and team leaders
- ✓ Employees involved in planning, costing, or budgeting activities
- ✓ Professionals seeking practical budgeting knowledge

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Learning Objectives

- ✓ Understand the purpose and role of budgeting in organizations
- ✓ Differentiate between planning and budgeting concepts
- ✓ Understand how budgets are prepared and structured
- ✓ Monitor budget performance and identify variances
- ✓ Support cost control and resource planning decisions
- ✓ Communicate budget-related information confidently

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Course Outline

✓ DAY 01

Understanding Budgeting and Planning

Module 1: What Budgeting Means in Business

- ✓ Purpose of budgets in organizations
- ✓ Budgeting vs. financial accounting
- ✓ How budgets support planning and control

Module 2: Planning Before Budgeting

- ✓ Importance of operational and strategic planning
- ✓ Translating plans into financial terms
- ✓ Linking goals, activities, and budgets

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Course Outline

✓ Day 02

Budget Structure and Components

Module 3: Understanding Budget Elements

- ✓ Revenue, cost, and expense components
- ✓ Fixed vs. variable costs
- ✓ Short-term vs. long-term planning

Module 4: Types of Budgets

- ✓ Operating budgets
- ✓ Departmental and project budgets
- ✓ Rolling and annual budgets

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✓ Day 03

Budget Preparation Process

Module 5: Building a Budget

- ✓ Budget preparation steps
- ✓ Estimating revenues and costs
- ✓ Using assumptions and forecasts

Module 6: Budget Coordination and Approval

- ✓ Role of departments in budgeting
- ✓ Consolidation and review process
- ✓ Common budgeting challenges

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✓ Day 04

Budget Monitoring and Control

Module 7: Tracking Budget Performance

- ✓ Comparing budget vs. actual results
- ✓ Understanding budget variances
- ✓ Identifying causes of deviations

Module 8: Managing Budget Variances

- ✓ Positive vs. negative variances
- ✓ Corrective actions and adjustments
- ✓ Supporting cost control decisions

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Course Outline

✓ Day 05

Using Budgets for Better Decisions

Module 9: Budgeting as a Decision-Support Tool

- ✓ Using budgets to support operational decisions
- ✓ Scenario thinking and basic forecasting
- ✓ Improving planning accuracy

Module 10: Practical Budgeting Awareness

- ✓ Communicating budget information clearly
- ✓ Avoiding common budgeting mistakes
- ✓ Building confidence in budget-related discussions

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 18, 2027	Jan. 22, 2027	5 days	4950.00 \$	Austria , Vienna
June 27, 2027	July 1, 2027	5 days	4250.00 \$	KSA , Riyadh
Aug. 16, 2027	Aug. 20, 2027	5 days	4250.00 \$	UAE , Dubai
Nov. 2, 2026	Nov. 6, 2026	5 days	2150.00 \$	Virtual , Online

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