



Consulting and Training | Reach New Heights

Course Name

Introduction to Budgeting

Sector Name

Finance, Accounting and Banking

Document Type

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Introduction to Budgeting

Course Introduction

Budgeting is a fundamental skill that supports effective planning, financial discipline, and organizational accountability. At its core, budgeting helps organizations translate goals and plans into realistic financial expectations, ensuring that resources are allocated wisely and activities remain financially sustainable. For individuals who are new to budgeting, understanding the basics is essential to performing daily responsibilities with confidence and accuracy.

To support this foundational capability, **BOOST** has developed the **Introduction to Budgeting** course as a practical and accessible entry point into budgeting concepts and practices. This program is designed for participants who have limited or no prior exposure to budgeting but are involved in planning, tracking, or supporting financial activities within their departments or projects.

The course focuses on building financial awareness rather than technical accounting expertise. Participants are introduced to the purpose of budgets, common budgeting terminology, the budgeting cycle, and the basic relationship between plans, costs, and financial results. Emphasis is placed on understanding budgets as management tools that support decision-making, coordination, and performance monitoring.

Through clear explanations, practical examples, and guided exercises, participants develop the confidence to read budget information, support simple budget preparation, and contribute effectively to budgeting discussions within their teams or organizations.

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Target Audience

- ✓ Non-finance professionals and new supervisors
- ✓ Administrative and operational staff
- ✓ Project coordinators and team assistants
- ✓ Junior staff involved in budget support activities
- ✓ Public sector employees involved in planning or reporting
- ✓ Newly hired employees with budget responsibilities
- ✓ Professionals seeking financial awareness skills

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Introduction to Budgeting

Learning Objectives

- ✓ Understand the purpose and importance of budgeting
- ✓ Recognize how budgets support planning and control
- ✓ Understand basic budgeting terminology and concepts
- ✓ Identify common types of budgets used in organizations
- ✓ Understand the budgeting cycle and key roles involved
- ✓ Classify basic costs and expenses
- ✓ Support simple budgeting and tracking activities
- ✓ Interpret basic budget information and identify variances

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Course Outline

✓ DAY 01

Understanding Budgeting Basics

- ✓ What is a budget and why it is important
- ✓ Budgeting versus accounting and reporting
- ✓ How budgets support organizational goals
- ✓ Basic financial concepts for beginners
- ✓ Income, expenses, and cost awareness
- ✓ Introduction to financial responsibility and accountability

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Course Outline

✓ Day 02

Types of Budgets and Their Uses

- ✓ Overview of common budget types
- ✓ Operating budgets and departmental budgets
- ✓ Project and activity-based budgets
- ✓ Fixed versus flexible budgets (basic concepts)
- ✓ Understanding budget assumptions
- ✓ Linking budgets to work plans and activities

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Course Outline

✓ Day 03

Budget Preparation Fundamentals

- ✓ The budgeting cycle explained
- ✓ Roles and responsibilities in budgeting
- ✓ Identifying and estimating basic costs
- ✓ Direct and indirect costs (introductory level)
- ✓ Simple methods for estimating expenses
- ✓ Practical exercise: preparing a basic budget

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Course Outline

✓ Day 04

Budget Monitoring and Basic Variance Awareness

- ✓ Why budget monitoring matters
- ✓ Planned versus actual spending
- ✓ Introduction to budget variances
- ✓ Common reasons for over- and under-spending
- ✓ Basic corrective actions and adjustments
- ✓ Communicating budget information clearly

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Course Outline

✓ Day 05

Good Budgeting Practices and Workplace Application

- ✓ Common budgeting mistakes and how to avoid them
- ✓ Improving accuracy and realism in budgets
- ✓ Ethical considerations in budgeting
- ✓ Using budgets to support better decisions
- ✓ Personal responsibility in budget management
- ✓ Course review, reflection, and practical action planning

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 12, 2026	Oct. 16, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
April 13, 2026	April 17, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
July 13, 2026	July 17, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
May 3, 2027	May 7, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
March 15, 2027	March 19, 2027	5 days	5950.00 \$	USA , Texas

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