

Public Training/Workshop#

EFFECTIVE BUDGETING & COST CONTROL TRAINING

Towards a New Goal !!

"THE ART OF ADVENTURE FOR LIFELONG LEARNING"



INTRODUCTION

Today, more than ever before, the ability to handle "the numbers" is one of the most important business skills employees can possess. Crunching numbers and coming up with a budget can be a challenge. They must understand how the strategic and planning advantages of a well-put-together budget can benefit the organization.

This training provides the theoretical basis and necessary skills to develop an employee strategic planning and budgeting processes. A strategy is a long-term plan of what an organisation is going to do to achieve its overall policy. Our 2 days training will enable participants to develop a framework that links strategies to annual budget and targets and aims for high levels of management and organisational performance.

A budget is a short-term plan on how a company quantifies the operational activities required to achieve its long-term strategy. This training will provide participants with the skills and techniques to develop a budget as a plan, and use control budgets and analysis of variances to identify areas in which financial performance may be improved.

Our training course Planning & Budgeting was designed to cut through the theory and jargon to provide practical and techniques necessary to really understand the budgeting process. We'll turn budgeting into a dynamic goal-setting process rather than a dreaded chore!

OUTCOMES EXPECTED FROM THIS PROGRAMME: -

- **LEARN** the budget planning process, preparation, review, control and modern day tools for budgeting and variance analysis.
- **DISCOVER** and leverage on the different type of budgeting techniques that can be used in organization.
- **INSIGHT** into defining the uncertainties that affect company ability to produce accurate budget.
- Participants will **UNDERSTAND** how to build budgets for the 'real world' allowing for flexibilities and future change.
- How to use the numbers to gain perspective for strategic planning and decision making.
- Describe how budgeting relates to the planning and controlling function of management.
- Appreciate the behaviour of costs and **IDENTIFY** the costing methods that may best be used in financial planning, budgeting and budgetary control.
- Participants will **Contribute** effectively to the planning and budgeting of future plan of the department as well as the organization.

METHODOLOGY:

- Lectures
- Indoor Activities
- Workshop
- Case Studies
- Presentations
- Discussion

DATE:

15 - 16 Feb 2017

18 - 19 Jul 2017

5 - 6 Dec 2017

MEDIUM:

English & Bahasa Malaysia

VENUE:

Vistana Hotel, KL

DURATION:

2 days, 9am – 5pm

TRAINER :

Mr. Salehuddin



COURSE CONTENT

MODULE 1:

- WHY COST ANALYSIS
- COST CLASSIFICATION

MODULE 2:

- PLANNING FOR BUSINESS SUCCESS
- THE BENEFITS
- WHAT TO INCLUDE IN YOUR ANNUAL PLAN?
- A TYPICAL BUSINESS PLANNING CYCLE
- PLANNING PROCESS
- SOURCE OF DEFICIT

MODULE 3:

- WHY BUDGET IN THE FIRST PLACE? WHAT TO EXPECT WITHOUT
- A BUDGET IN PLACE
- CONDITIONS FOR IMPLEMENTING A BUDGETING CONTROL SYSTEM
- ROLE OF BUDGET COMMITTEE

MODULE 4:

- BENEFIT OF A BUSINESS BUDGET
- KEY STEP IN DRAWING UP A BUDGET

MODULE 5: BUDGET PROCESS

- CREATING A BUDGET
- WHAT YOUR BUDGET WILL NEED TO INCLUDE ?
- USE YOUR BUDGET TO MEASURE PERFORMANCE
- REVIEW YOUR BUDGET REGULARLY

MODULE 6:

- CHARACTERISTIC OF BUDGET
- TYPES OF BUDGET
- APPROACHES TO BUDGETING

MODULE 7: BUDGETARY CONTROL

- VARIANCE ANALYSIS & SENSITIVITY ANALYSIS
- INTERNAL AUDIT
- EXTERNAL AUDIT

MODULE 8:

- IMPORTANCE OF BUDGETING
- SYMPTOMS OF INCOMPLETE PLANNING AND BUDGETING
- STEP TO IMPROVING THE BUDGETING AND PLANNING PROCESS

PROGRAM SCHEDULE :

Registration	: 8.30am
Morning session	: 9.00am - 10.30am
Morning Tea	: 10.30am - 10.45am
Lunch	: 1.00pm - 2.00pm
Afternoon session	: 2.00pm - 3.30pm
Afternoon Tea	: 3.30pm - 3.45pm
End	: 5.00pm

WHO SHOULD ATTEND ?:

- Executive, Managers & Directors who want to develop their budget understanding, understand how their decisions affect an organisation's financial performance and to improve their organisation's budgeting performance.
- Relevant to public, private and not-for-profit sectors.





TRAINER PROFILE

MR. SALEHUDDIN

En Salehuddin is a Business Financial Consultant with wide experience in financial, costing, banking, management accounting, consolidation account and management, have been in the profession and industry since 1994.

He holds a Bachelor Degree (Honours in Accountancy) from University Technology of Mara, (UiTM) and professionally, he is a Chartered Accountant of the Malaysian Institute of Accountants.

He has over **20 years of experience** and was previously the Senior Group Accountant of WSA Group, a position he held from January 2010 to December 2014. He was formerly a Group Account Manager of MBM Resources Berhad a public listed company and the Section Manager (Account) of Daihatsu (M) Sdn. Bhd. After graduating in June 1994, En. Salehuddin served Perwira Habib Bank and 2 years later he joined MBM Resources Berhad group for almost 13 years which included a secondment to Daihatsu (M) Sdn. Bhd., Lencana Industries Sdn. Bhd., Industri Budibas Sdn. Bhd. and AQ Pack (M) Sdn. Bhd. Over the years, he gained knowledge, experience, skills and expertise in accounting, consolidation, costing, budgeting and management.

He involved in a number of exercise such as business excellent program, talent pool program, merger & acquisition and he was an active team member of cost cutting and improvement, CCCF, Kaizen, SHE, ISO 9001

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Registration Form

Effective Budgeting & Cost Control Training

Date : 3 - 4 May 2017 & 4 - 5 Dec 2017 | Venue: Vistana Hotel, KL

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5545 1798 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

RM 1580 Per Pax (Normal Price)

GROUP REG: RM 1,185 PER PAX!!

(UPON MINIMUM 4 PAX's REGISTRATION— T&C APPLY)

Or Single Reg: RM 1,264 PER PAX

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PARTICIPANT'S NAME :

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Position: _____ Dept: _____

DL : _____ HP: _____

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Person In Charge:

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is **invalid** without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking (LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a **50% cancellation** liability should the notice given is less than two(2) weeks and **100% cancellation** liability 7-days prior to the event

Non-payment or non- attendance does not constitute cancellation. (However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

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8. All Payment should Be Made to :

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