



Budgets and Managing Money

Description: Many managers find themselves thrust into financial situations with little or no preparation. They're faced with confusing accounting terms, the responsibility of putting together a budget, and the fear of making major decisions that will have a serious financial impact on their company. In addition, if you don't have training or a background in finances, you may be at a disadvantage as you sit around the management table. When important financial terms come up at a meeting, you want to be able to contribute, not just sit there and nod blankly. Understanding the cycle of finance will also help you figure out where you fit into your company's financial structure and how to keep your department out of the red. This course will familiarize you with the key concepts of finance and accounting and help you prepare budgets and make decisions with more confidence.

Session One: Course Overview.

Session Two: Finance Jeopardy

Session Three: The Fundamentals of Finance

- Basic Concepts
- Generally Accepted Accounting
- Principles
- Your Role in Company Finances
- Getting to Know the Players

Session Four: The Basics of Budgeting

- Defining a Budget
- Types of Budgets
- Understanding Where Your Budget Fits in

Session Five: Parts of a Budget

Session Six: The Budgeting Process

- Step One: Gather the Budget Package
- Step Two: Lay the Groundwork
- Case Study (Part One)
- Step Three: Identify Your Goals
- Case Study (Part Two)
- Getting it Done
- Steps Five and Six: Planning and Doing
- Case Study (Part Three)

Session Seven: Budgeting Tips and Tricks

Session Eight: Monitoring and Managing Budgets

- Small Group Work

Session Nine: Crunching the Numbers

- Understanding Ratio Analysis
- Small Group Exercise

Session Ten: Getting Your Budget Approved

Session Eleven: Comparing Investment Opportunities

Session Twelve: ISO 9001:2008

- What is ISO 9001:2008?
- Small Group Exercise

Session Thirteen: Directing the Peerless Data Corporation

- Task Explanation
- Decision 1: Office Relocation
- Debrief: Decision 1
- Decision 2:
- Reproduction Backlog
- Debrief: Decision 2
- Decision 3: Improving Supervision
- Debrief: Decision 3
- Decision 4: Job Enrichment
- Debrief: Decision 4
- Decision 5: Staff Expansion
- Debrief: Decision 5
- Exercise Wrap-Up
- Workshop Wrap-Up

