

OUTLINE

Budgets and Managing Money

Lesson 1

Course Overview

- Discussing about the workshop
- Learning Objectives
- Personal Objectives

Lesson 2

Finance Jeopardy

- Review the Key Concepts and Ideas with the participant

Lesson 3

The Fundamentals of Finance

- Basic Financial Concepts
- Generally Accepted Accounting Principles
- Key Players
- Roles in Finance

Lesson 4

The Basics of Budgeting

- Defining a Budget
- Types of Budgets
- Understand Where Your Budget Fits In

Lesson 5

Parts of a Budget

- Learning The Four Key Parts of Budget

Lesson 6

The Budgeting Process

- Gather the Budget Package
- Lay the Groundwork
- Identify Your Goals
- Gathering Your Resources
- Planning and Doing

Lesson 7

Budgeting Tips and Tricks

- The Do's and Don'ts of Budgeting

Lesson 8

Monitoring and Managing Budgets

- How to Manage Budget
- How to Monitor Budget

Lesson 9

Crunching the Numbers

- Understanding Ratio Analysis

Lesson 10

Getting Your Budget Approved

- Know what to expect.
- Provide what they expect.
- Be prepared.
- Do a mock presentation.

Lesson 11

Comparing Investment Opportunitie

- Proper Planning
- Guides to Make Decision

Lesson 12

ISO 9001:2008

- What is ISO 9001:2008?
- Processing and Exploring Its Impact

Lesson 13

Directing the Peerless Data Corporation

- Intensive Role Play
- Five Financial Decision
- Debriefing Points

Lesson 14

Workshop Wrap-Up

- Personal Action Plan
- Recommended Reading List
- Course Evaluation
- General Evaluation

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

www.paramountplus.com.au
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