



International Training  
Center Paris

# TRAINING SCHEDULE



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# BUDGETING AND FINANCIAL MANAGEMENT TRAINING

## Overview:

The Budgeting and Financial Management Training program is designed to provide participants with the skills and knowledge necessary to effectively manage budgets and financial resources in their organizations. The program will cover a range of topics, including budget planning and development, financial analysis and forecasting, risk management, and financial reporting.

Objectives:

- Understand the importance of effective budgeting and financial management
- Develop effective budget planning and development techniques
- Analyze and forecast financial performance
- Identify and mitigate financial risks
- Prepare and present accurate and timely financial reports

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world budgeting and financial management scenarios. By the end of the training program, participants will have the skills and knowledge necessary to effectively manage budgets and financial resources, analyze and forecast financial performance, identify and mitigate financial risks, and prepare and present accurate and timely financial reports.

## Targeted Groups:

- Finance managers
- Budget analysts
- Administrative professionals responsible for financial tasks

- Office managers overseeing budgeting processes
- Department heads with financial responsibilities

# Planning:

## **Day 1: Introduction to Budgeting and Financial Management**

- Understanding the role and importance of budgeting and financial management
- Overview of budgeting and financial management processes
- Key financial management concepts and terminology

## **Day 2: Budget Planning and Development**

- Steps in the budget planning and development process
- Techniques for identifying and estimating costs
- Developing realistic revenue projections
- Developing and monitoring performance metrics

## **Day 3: Financial Analysis and Forecasting**

- Techniques for analyzing financial statements and reports
- Using financial ratios to assess performance
- Forecasting financial performance
- Identifying trends and issues affecting financial performance

## **Day 4: Risk Management and Mitigation**

- Identifying and assessing financial risks
- Developing and implementing risk management strategies
- Contingency planning for unexpected events
- Evaluating the effectiveness of risk management strategies

## Day 5: Financial Reporting and Communication

- Preparing and presenting financial reports
- Effective communication strategies for financial information
- Understanding and complying with financial regulations and standards
- Evaluating financial performance and making recommendations for improvement