

COURSE OVERVIEW TM0241 **Planning & Budgeting for Managers**

Course Title

Planning & Budgeting for Managers

Course Date/Venue

June 23-27, 2024/Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

TM0241

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description









This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

Planning and Budgeting supports your strategic objectives by creating an interactive and collaborative planning and budgeting process. It enables companies to evaluate business alternatives, set financial targets, conduct scenario-based what-if analysis, prepare budgets, and adjust to changing economic environments.

This course is designed to provide participants with a detailed and up-to-date overview of planning and budgeting for managers covering company strategy and department strategy; the balanced scorecard, department objective, other department's objectives and carryout department plans; the risk issues, master budget as well as historical and zero based methodology; the budget committee, operating budget and forecasting techniques; cash budgeting and constrained resources; and scheduling, capital budgeting, variance reporting, reporting and sustainability auditing.















Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a good working knowledge on planning and budgeting for managers
- Define planning and strategy covering company strategy and department strategy
- Recognize balanced scorecard, department objective, other department's objectives and carryout department plans
- Identify the risk issues, master budget as well as historical and zero based methodology
- Employ budget committee, operating budget and forecasting techniques
- Carryout cash budgeting and identify constrained resources
- Demonstrate scheduling, capital budgeting, variance reporting, reporting and sustainability auditing

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a Tablet PC.

Who Should Attend

This course provides an overview of all significant aspects and considerations of planning and budgeting for finance directors, finance controllers, senior management accountants, senior operational management, technical managers, engineering managers, planning managers, department managers and general managers.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures

20% Practical Workshops & Work Presentations

30% Hands-on Practical Exercises & Case Studies

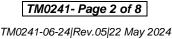
20% Simulators (Hardware & Software) & Videos















Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards Certificates will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants: -























(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.





















Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -



The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the ANSI/IACET 2018-1 Standard which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET 2018-1 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award 3.0 CEUs (Continuing Education Units) or 30 PDHs (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



British Accreditation Council (BAC)

Haward Technology is accredited by the British Accreditation Council for Independent Further and Higher Education as an International Centre. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

US\$ 5,500 per Delegate + VAT. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

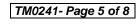
Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

















Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Dimitry Rovas, CEng, MSc, PMI-PMP, SMRP-CMRP is a Senior Management Consultant with extensive industrial experience in Oil, Gas, Power and Utilities industries. His expertise includes Leadership & Change Management, Talent Management, Presentation Skills, Negotiation Interpersonal Skills, Communication Skills, Collaboration Skills, Developing Effective Partnership, Developing Budget, Technical Design & Managing Analytical & Troubleshooting Techniques, Interpersonal Skills,

& Mentoring, Time Management, Performance Management, Strategic Planning & Analysis and Communication & Reporting Skills, Project Management, Construction Management, Project Management Planning & Control Techniques, Project Risk Management, Quality Management, Project Acceleration Techniques, Scope Control Management, Contract Management, Asset Management, Procurement & Purchasing Management, Warehousing, Quality Management System (QMS) and Business Management. Further, he is also well-versed in Energy Conservation, Electricity Distribution Systems, Energy Saving, Combined Cycle Power Plant, Gas & Steam Turbines, Heat Transfer, Machine Design, Fluid Mechanics, Heating & Cooling Systems, Heat Insulation Systems and Heat Exchanger & Cooling Towers. He was the Project Manager wherein he was managing, directing and controlling all activities and functions associated with the domestic heating/cooling facilities projects.

During his life career, Mr. Rovas has gained his practical and field experience through his various significant positions and dedication as the EPC Project Manager, Field Engineer, Preventive Maintenance Engineer, Researcher, Instructor/Trainer, Telecom Consultant and Consultant from various companies such as the Podaras Engineering Studies, Metka and Diadikasia, S.A., Hellenic Petroleum Oil Refinery and COSMOTE.

Mr. Rovas is a **Chartered Engineer** of the **Technical Chamber** of **Greece**. Further, he has Master's degree in Mechanical Engineering and Energy Production & Management from the National Technical University of Athens. Moreover, he is a Instructor/Trainer. Certified Maintenance Certified and Reliability Professional (CMRP) from the Society of Maintenance & Reliability Professionals (SMRP), a Certified Project Management Professional (PMP), a Certified Internal Verifier/Assessor/Trainer by the Institute of Leadership & Management (ILM) and a Certified Six Sigma Black Belt. He is an active member of Project Management Institute (PMI), Technical Chamber of Greece and Body of Certified Energy Auditors and has further delivered numerous trainings, seminars, courses, workshops and conferences internationally.















Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: Sunday, 23rd of June 2024

Day 1.	Currently, 25 Or Guille 2024
0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0930	Introduction to Planning/Strategy
0930 - 0945	Break
0945 - 1100	Company Strategy
1100 – 1200	Department Strategy
1200 – 1215	Break
1215 – 1420	Balanced Scorecard
1420 - 1430	Recap
1430	Lunch & End of Day One

Day 2: Monday, 24th of June 2024

0730 - 0930	Department Objective
0930 - 0945	Break
0935-1100	Other Department's Objectives
1100 - 1200	Department Plans
1200 - 1215	Break
1215 - 1420	Risk Issues
1420 - 1430	Recap
1430	Lunch & End of Day Two

Day 3: Tuesday, 25th of June 2024

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Master Budget
Historical
Break
Zero Based
Methodology
Break
Budget Committee
Recap
Lunch & End of Day Three

Day 4: Wednesday, 26th of June 2024

Duy 7.	Wednesday, 20 of June 2024
0730 - 0930	Operating Budget
0930 - 0945	Break
0945 - 1100	Forecasting Techniques
1100 - 1200	Cash Budgeting
1200 - 1215	Break
1215 - 1420	Constrained Resources
1420 - 1430	Recap
1430	Lunch & End of Day Four

















Day 5: Thursday, 27th of June 2024

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0730 - 0930	Scheduling
0930 - 0945	Break
0945 - 1100	Capital Budgeting
1100 - 1200	Variance Reporting
1200 – 1215	Break
1215 - 1300	Reporting & Sustainability Auditing
1300 - 1315	Course Conclusion
1315 - 1415	COMPETENCY EXAM
1415 - 1430	Presentation of Course Certificates
1430	End of Course

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org









