

Course Overview:

This foundational course is tailored for administrative and support staff aiming to build strong financial acumen in budgeting and cost control. Participants will gain essential knowledge and tools to contribute to financial planning and efficiency efforts within their organizations. Emphasis is placed on understanding budgeting processes, managing costs, and interpreting financial reports to make informed decisions in a corporate environment.

Course Objective:

- Understand and apply fundamental budgeting concepts in a corporate setting
- Prepare and manage departmental or project budgets effectively
- Analyze and control costs through structured strategies
- Interpret basic financial statements and reports for informed decision-making
- Utilize emerging financial tools to optimize budgeting and expense management

Course Outline:**Module 1: Basics of Budgeting**

- Introduction to Budgeting
- Budget Types and Purposes
- The Budgeting Process

Module 2: Preparing and Managing Budgets

- Budget Preparation Techniques
- Monitoring and Controlling Budgets
- Variance Analysis

Module 3: Cost Control Strategies

- Identifying Cost Centers
- Cost Reduction Techniques
- Effective Cost Management

Module 4: Financial Reporting Basics

- Understanding Financial Statements
- Reporting for Budgeting
- Interpreting Financial Data

Module 5: Expense Management

- Tracking Expenses
- Expense Reporting Systems
- Optimizing Expense Processes

Module 6: Analyzing Financial Performance

- Performance Metrics
- Financial Analysis Tools
- Decision Making Based on Financial Data

Module 7: Budgeting for Projects

- Project Budgeting
- Cost-Benefit Analysis
- Managing Project Finances

Module 8: Emerging Trends in Budgeting and Finance

- Digital Tools for Budgeting

Training Language:

EN / AR

Training Methodology:

The course combines various teaching methods, including instructor-led presentations, group discussions, case study analyses, and assessments through quizzes and a final exam to engage participants and ensure they understand and retain the material.

- Automation in Financial Processes
- Future of Financial Management

Who Should Attend:

- Administrative assistants
- Secretarial staff
- Office managers
- Entry-level finance personnel