

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

131

**Strategic Planning, Business Planning and
Budgeting for Organisational Effectiveness**

Course or Seminar

Leading To:

DIPLOMA – POSTGRADUATE IN

**Strategic Planning, Business Planning and
Budgeting in Organisations**

Accumulating to

POSTGRADUATE DIPLOMA

Progressing To A Masters Degree –

MBA – MSc - MA

Course Co-ordinator:

Prof. Dr. R. B. Crawford – Director HRODC Postgraduate Training Institute

- PhD (University of London);
- MEd. M. (University of Bath);
- Adv. Dip. Ed. (University of Bristol);
- PGCIS (Thames Valley University);
- ITC (UWI);
- Member of the Standing Council of Organisational Symbolism (MSCOS);
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Academy of Management (MAOM);
- LESAN;
- Professor, HRODC Postgraduate Training Institute;
- Visiting Professor, Polytechnic University of the Philippines (PUP).

For Whom This Course is Designed**This Course is Designed For:**

- Managers with direct financial responsibilities
- Planning and budgeting analyst
- Executives who need to evaluate plans for approval and variance reports for corrective action
- Managers who need to improve their skills in constructing and controlling their budget
- Supervisors from every discipline and department who have to manage departments and plan, cost, and budget during their business careers
- Cost and management accountant
- Financial planners and cost analysts
- Senior managers who supervise people with financial responsibilities
- Financial and budget controllers who are moving to wider responsibilities
- Managers who need to know more about business planning, budgeting, costing terms and techniques.
- Managers who have to plan, cost and budget new business ventures.
- Managers and Supervisors from every business discipline and department who have to run departments and plan, cost and budget during their business lives.

- First appointment managers on fast-track development programmes
- Managers who require a refresher programme on the topic or who would benefit from having an opportunity to consider new ideas and methods
- Anyone from non-financial disciplines who needs to evaluate proposed business expenditure decisions
- New members of the management team who need to know more about the budgeting process

Duration: 6 Days

Cost:£6,000.00Per Delegate

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Diploma – Postgraduate –in **Strategic Planning, Business Planning and Budgeting in Organisations**; or
- Certificate of Attendance and Participation – if unsuccessful on resit.

HRODC Postgraduate Training Institute's Complimentary Products include:

1. HRODC Postgraduate Training Institute's **Leather Conference Folder**;
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;
6. HRODC Postgraduate Training Institute's**Metal Pen**;

7. HRODC Postgraduate Training Institute's **Polo Shirt**.

****Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.****

Daily Schedule: 9:30 to 4:30 pm.

**Strategic Planning, Business Planning and Budgeting for
Organisational Effectiveness Course
Leading to Diploma-Postgraduate in Strategic Planning,
Business Planning and Budgeting in Organisations**

Course Objectives

Part 1 – Key Issues in Planning

By the conclusion of the specified learning and development activities, delegates will be able to:

- Demonstrate an exceptional ability in planning.
- Define planning
- Prepare a plan incorporating all the necessary requirements.
- Explain the concept of informal plan.
- Know the different purposes of planning.
- Classify plan.
- Identify the various contingency factors in planning to prepare their organisation for any unforeseen or unexpected circumstances.
- Know the characteristics of planning.
- Discuss in proper order the steps in planning.
- Establish the relationship between planning and organisational control.
- Discuss the various components of operation management.

Part 2 – Types of Plan

By the conclusion of the specified learning and development activities, delegates will be able to:

- Know the concept of, and prepare a tactical plan for their organisation.

- Draft a strategic plan for their organisation incorporating therein the key components.
- Discuss the underlying concepts of Strategic planning.
- Use the different strategic planning tools in preparing their organisation's strategic plan.
- Illustrate the strategic planning process.

Part 3 – Planning Strategies, Cycle and Outline

By the conclusion of the specified learning and development activities, delegates will be able to:

- Adopt different strategies in drafting a plan.
- Explain and illustrate the planning cycle.
- Follow the steps in planning cycle.
- Realise the importance of setting objectives in the preparation of the plan.
- Draft a plan outline.

Part 4 – Overview of Budgeting

By the conclusion of the specified learning and development activities, delegates will be able to:

- Demonstrate an exceptional ability in budgeting.
- Realize how proper budgeting can help their management to keep in track with the financial transaction and to manage the finance of their organisation for its future growth and development by knowing the basic concept of budget and budgeting.
- Know the two primary functions of budgeting.

Part 5 – Different Approaches to Budgeting

By the conclusion of the specified learning and development activities, delegates will be able to:

- Distinguish between fixed and flexed budget.
- Know the principles of a rolling budget.
- Explain the underlying concept of zero-based budgeting and its advantages and disadvantages.

Part 6 – Nature and Behaviour of Cost and the Budget Preparation Process

By the conclusion of the specified learning and development activities, delegates will be able to:

- Analyse how cost behaviour influences forecasting and budget plan creation.
- Distinguish fixed, variable costs and mixed costs.
- Design an activity-based costing model in estimating the cost elements of the organisation's products or services.

Course Contents, Concepts and Issues

Part 1 – Key Issues in Planning

- Planning, Defined;
- Requirements of Planning;
- Planning Characteristics;
- Informal Plans;
- Purpose of Planning;
- Planning Misconceptions;
- Planning Variations;
- According to Breadth or Coverage;
- According to Time Frame;

Part 2 – Types of Plan

- Pertinent Planning Concepts;
- Key Planning Components;
- Strategic Planning Process;
- Quality Tests for Strategic Plan;
- Timing Strategic Plans;

Part 3 – Planning Strategies, Cycle and Outline

- Planning Strategies;
- Planning as a Cyclical and Continuous Process;
- Initiate;

- Identify Aim;

Part 4 – Overview of Budgeting

- The Basic Concept of Budget and Budgeting;
- Two Primary Functions of Budgeting;
- Benefits of Budgeting;

Part 5 – Different Approaches to Budgeting

- Fixed and Flexed Budget (static and flexible budget);
- Rolling Budget;
- Zero-based Budgeting;
- Concept;

Part 6 – Nature and Behaviour of Cost and the Budget Preparation Process

- Cost Behaviour;
- Fixed Costs;
- Variable Costs;
- Activity-based Costing;

Service Contract, incorporating Terms and Conditions

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

Prof. Dr. R. B. Crawford - Director HRODC Postgraduate Training Institute