



Workshop on Budgets and Financial Reports
March 16 – 19, 2026, 1st Run: Lagos & Port Harcourt
September 21 – 25, 2026, 2nd Run: Lagos & Abuja
For Tutor -Led Class: 9am – 4:30pm
Workshop fee: Lagos: N350, 000,
Abuja / Port Harcourt: N400, 000 per Participant
Delivery Mode: In-person / Live Virtual / Hybrid
Online course fee: N300, 000 per Participant
Available for In-plant Training

**700 U\$D for foreign
Participants**

Program overview:

The program is designed to give the participant a comprehensive understanding of budgets and financial reports so they can hold relevant discussions and render decisions based on financial data. This course will define key terms like ROI, EBIT, GAAP, and extrapolation. Furthermore, this five-day course will discuss commonly used financial terms such as, financial statements, budgets, forecasting, purchasing decisions, and laws that regulate the handling of financial information.

Participants will learn how to develop, analyze, and manage budgets, as well as interpret financial statements. The course covers essential financial concepts, budgeting techniques, and reporting standards to enhance financial literacy and decision-making skills.

For Whom:

This course is designed for financial managers and analysts, Accountants, Business owners and entrepreneurs, Project managers and Anyone responsible for budgeting and financial reporting

Learning objectives:

By the end of this program, participants will be able to:

- explain the principles of budgeting and financial reporting;
- develop and manage budgets effectively;
- analyze financial reports to make informed business decisions;
- identify and implement best practices in financial management; and
- develop skills to communicate financial information clearly.

Course Outline:

Day 1: Module 1: Introduction to Budgeting

- Definition and purpose of budgeting
- Types of budgets (operational, capital, cash flow)
- Budgeting process and cycle
- Key components of a budget

Module 2: Budget Development and Management

- Setting budget objectives and goals
- Gathering and analyzing historical data
- Forecasting revenue and expenses
- Allocating resources effectively

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com: Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Monitoring and adjusting budgets

Day 2: Financial Statements Overview

- Understanding financial statements (balance sheet, income statement, cash flow statement)
- Key financial ratios and metrics
- Interpreting financial data
- Importance of financial statements in decision making

Day 3: Analyzing Financial Reports

- Techniques for financial analysis (trend analysis, ratio analysis, variance analysis)
- Identifying financial strengths and weaknesses
- Using financial reports to support strategic planning
- Case studies and practical examples

Day 4: Best Practices in Budgeting and Financial Reporting

- Establishing internal controls
- Ensuring compliance with financial regulations
- Implementing effective financial reporting systems
- Continuous improvement in budgeting and reporting processes

Day 5: Communicating Financial Information

- Presenting financial data to stakeholders
- Effective use of charts, graphs, and tables
- Writing clear and concise financial reports
- Communicating complex financial information to non-financial audiences

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250
Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814

24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664, & 234-9112830607

Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

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