



## COURSE OVERVIEW FM0006-3D Integrating Budgeting, Forecasting & Business Planning

### Course Title

Integrating Budgeting, Forecasting & Business Planning

### Course Date/Venue

Session 1: July 05-07, 2026/Tamra Meeting Room,  
Al Bandar Rotana Creek, Dubai, UAE

Session 2: December 06-08, 2026/Sur Meeting  
Room, Royal Tulip Muscat, Muscat,  
Oman

### Course Reference

FM0006-3D

### Course Duration/Credits

Three days/1.8 CEUs/18 PDHs

### Course Description



***This hands-on, highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using “MS-Excel” application.***

Budget is the formal expression of plans, goals and objectives of management that covers all aspects of operations for a designated time period. The budget is a tool providing targets and direction. Budgets provide control over the immediate environment, help to master the financial aspects of the job and department, and solve problems before they occur. Budgets focus on the importance of evaluating alternative actions before decisions actually are implemented.

Budgeting allocates funds to achieve desired outcomes. When used effectively, budgeting is a technique resulting in a systematic and productive management. Budgeting facilitates control and communication and also provides motivation to employees.

Better budgets can boost your department and your career to higher levels of performance and success. Savvy executives use the budgeting process to take stock of their direction, refine their goals and share their mission with their staff.

This course is designed to help all staff of financial and non-financial disciplines that need to know how to financially evaluate proposed business expenditure decision. It will help them explain what a budget is, where it comes from and why they would do one. The course will give them an overview of variance analysis and cost control on budgeting.



Participants will learn the reasons for budgeting and its benefits to the organization; enumerate the terms of process-value added to customers/shareholders; explain the importance of project management, appraisal and planning; analyze the budget cycle from preparation, controlling and monitoring and reporting; differentiate traditional versus innovative budgetary techniques; discuss the essentials of a good budgetary control framework; illustrate project management steps from overview, project planning, costing, monitoring up to reporting; identify the importance of balancing financial and non-financial measure in managing projects.

### **Course Objectives/Outcomes & Benefits for the Participants**

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

- Integrate budgeting, forecasting and business planning
- Identify the good reasons for budgeting and the benefits to the organization of the delegated budget
- Identify the types of budgets including zero based, activity based, etc
- Explain budgeting for capex and opex as well as budgeting, variance analysis and cost control
- Carryout business financial plans, business planning and budget planning
- Allocate resources to a budget, evaluate performance and formulate plans
- Integrate organization's strategic planning with budgets and processes of cost control
- Recognize the importance of project management, appraisal and planning
- Prepare, control, monitor and carryout reporting on budget cycle
- Identify the steps to successful budgeting
- Manage cash flows and recognize the essentials of a good budgetary control framework
- Discuss the key financial indicators for the business and how and when to monitor them
- Identify problems and limitations of budgetary control and look for alternative tools
- Explain the importance of balancing financial and non-financial measure in managing projects
- Interpret budgets and performance measurement as communication tools
- Integrate financial and non-financial performance measurement
- Link budgetary process with quality issues and business process improvement

### **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 conveniently saved in a **Tablet PC**.



### **Who Should Attend**

This course provides an overview of all significant aspects and considerations of budgeting, forecasting and business planning for all staff of financial and non-financial disciplines that need to know how to financially evaluate proposed business expenditure decision.

### **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

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### **Learning Design & Customization**

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

### **Course Fee**

**US\$ 3,750** 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 Certificate(s)**


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

### **Certificate Accreditations**

Haward's certificates are accredited by the following international accreditation organizations:

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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.

-  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 **1.8 CEUs** (Continuing Education Units) or **18 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.

**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. Mike Taylor**, PhD (on-going), MScLI, MBA, MBL, PgDip, BSc, is a **Senior Finance & Management Consultant** with over **30 years** of extensive experience in the areas of **Accounts Payable Automation & Technology, Project Financial Data, Financial Policies, Petty Cash Fundamentals, Journal Entries & Cash Account Mapping, Recording & Reporting Transactions, Reconciling Petty Cash Accounts, Accounting Principles, Financial & Accounting for Executives, Accounts Payable Fundamentals, Financial Policies & Procedures, International Financial Reporting Standards (IFRS), Financial Statements Preparation, Preparation of Cash Flow in**

Accordance with IFRS, Reading & Interpreting **Financial Statements, Environmental Pollution & Control in Oil Industry, Environmental Enforcement & Compliance, Waste Management & Environmental Protection, Environmental Emergency Plan, Environmental Policy Analysis, Health & Environment Hazards, Governmental & Budget Accounting, Fixed Assets Accounting, Budget Estimation, Budgeting & Cost Control Financial Statement Analysis, Corporate Finance & Accounts Payable Financial Processes and Procedures, Planning, Budgeting & Cost Control, Contract Management, Leadership in Contract Execution, Contract & Risk Management, Contractor Performance Assessments, Contract Management Procedure, Effective Quality Management System (QMS), QMS Framework, Quality Assurance Standards, QA Audit Process & Techniques, Office Administration, Office Management, Invoice Management, Administration Process, Administration Work Procedures, Facilitation & Leadership Skills, Coaching, Human Resource Development, Psychometric Testing, Career Development & Competence, Succession Planning, Self-Development & Empowerment, Personal Learning Needs Identification, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), Productivity Creativity & Thinking Modes, Human Resource Scorecard Management, Career Laddering, Fast-Track Career Progression Application, Knowledge Management, Customer Management, Leadership Skills, Presentation Skills, Emotional Intelligence, Performance Management, Quality Management, Commercial Strategy, Project Management, Risk Management, Leadership & Business Management, Human Resource Management, Business Development, Innovation, Sales Strategy and Knowledge & Intangible Asset Assessment Design. Further, he is also well versed in **Organization Management & Business Consulting, Data Collection & Information Gathering, Value & Supply Chain Management, Intellectual Property & Innovation Assessments, Logistics & Supply Chain Management and Marketing Management.** Mr. Taylor was **Appointed** as an **Executive/Management Development Facilitator** wherein he was responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21<sup>st</sup> century facilitation and leadership methodology.**

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Multinational/Corporate Senior Management Consultant, Business Consultant/Facilitator, Business Consultant/Coach, Client Director, International Sales & Business Development Manager, Administration Manager, Regional Sales Manager, Contracts Manager, National Key Accounts Manager, Finance Manager, Quality Manager, Commercial Sales & Marketing Consultant, Communication Specialist, Sales & Marketing Representative, Key Note Speaker and Instructor/Trainer** for various international companies such as the Highland Group, Business Development & B2B Consulting, Knowledge-Solution Leadership & Innovation Consulting, DI Management Solutions (BPO), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, Binzagr Company, Lilly Direct/Lennon Generics and Bausch & Lomb.

Mr. Taylor has **Master's** degree in **Leadership & Innovation, Business Administration and Business Leadership** as well as a **Bachelor's** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy.** Further, he is a **Certified Instructor/Trainer, Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.



**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**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0900	<b><i>Introduction: Building a Common Financial Language</i></b>
0900 – 0930	<b><i>What is a Budget? Where Does It Come From? Why Do We Do it?</i></b>
0930 – 1000	<b><i>Good Reasons for Budgeting - Benefits to the Organization of the Delegated Budget</i></b>
1000 – 1015	<i>Break</i>
1015 – 1100	<b><i>Types of Budgets: Zero Based, Activity Based, etc</i></b>
1100 – 1130	<b><i>Budgeting for Capex &amp; Opex</i></b>
1130 – 1200	<b><i>Budgeting, Variance Analysis &amp; Cost Control</i></b>
1200 – 1230	<b><i>Business Financial Plans</i></b>
1230 – 1245	<i>Break</i>
1245 – 1300	<b><i>Business Planning</i></b>
1300 – 1330	<b><i>Planning a Budget</i></b>
1330 – 1420	<b><i>Allocating Resources to a Budget</i></b>
1420 – 1430	<b><i>Recap</i></b>
1430	<i>Lunch &amp; End of Day One</i>

**Day 2**

0730 – 0830	<b><i>Evaluate Performance</i></b>
0830 – 0930	<b><i>Formulate Plans</i></b>
0930 – 1000	<b><i>Integrating the Organization's Strategic Planning with Budgets and Processes of Cost Control</i></b>
1000 – 1015	<i>Break</i>
1015 – 1100	<b><i>The Importance of Project Management, Appraisal &amp; Planning</i></b>
1100 – 1130	<b><i>The Budget Cycle - Prepare, Control &amp; Monitor and Reporting</i></b>
1130 – 1200	<b><i>Steps to Successful Budgeting a Guide to Key Areas to Help You Master Success</i></b>
1200 – 1230	<b><i>Budget Setting Exercise-A Practical Exercise in Setting a Departmental Budget with Realistic Constraints</i></b>
1230 – 1245	<i>Break</i>
1245 – 1300	<b><i>Traditional versus Innovative Budgetary Techniques</i></b>
1300 – 1330	<b><i>Activity-based Budgeting (and Costing)</i></b>
1330 – 1420	<b><i>Capital Budgeting Techniques &amp; Cash Flows</i></b>
1420 – 1430	<b><i>Recap</i></b>
1430	<i>Lunch &amp; End of Day Two</i>

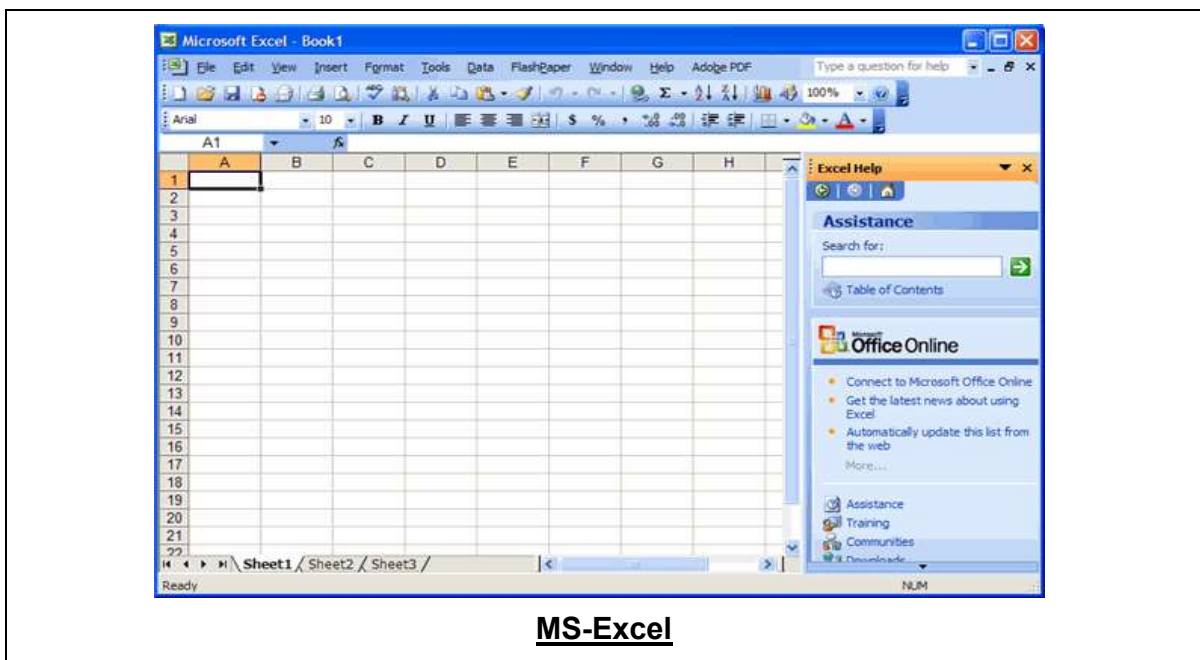


**Day 3**

0730 – 0830	<i>Managing Cash Flows</i>
0830 – 0900	<i>Essentials of a Good Budgetary Control Framework</i>
0900 – 0930	<i>Key Financial Indicators for the Business &amp; How and When to Monitor Them</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<i>Problems &amp; Limitations of Budgetary Control &amp; Look for Alternative Tools</i>
1030 – 1100	<i>Project Management 1: Overview &amp; Project Planning</i>
1100 – 1130	<i>Project Management 2: Costing, Monitoring &amp; Reports</i>
1130 – 1200	<i>The Importance of Balancing Financial and Non-Financial Measure in Managing Projects</i>
1200 – 1215	<i>Break</i>
1215 – 1245	<i>Interpreting Budgets &amp; Performance Measurement as Communication Tools</i>
1245 – 1315	<i>Beyond the Budgets: Integrating Financial &amp; Non-financial Performance Measurement</i>
1315 – 1345	<i>Linking Budgetary Process with Quality Issues &amp; Business Process Improvement</i>
1345 – 1400	<i>Course Conclusion</i>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS-Excel” application.



**Course Coordinator**

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