



# Developing and Estimating the Financial Budget and Cost Control for Non-Financial Personnel

تطوير وتقدير الميزانية المالية ومراقبة التكاليف - لغير  
الماليين

01 – 05 December 2024

Khobar / Saudi Arabi

## Introduction

This training course is designed to equip non-financial personnel with the fundamental knowledge and skills needed to understand and participate effectively in the budgeting and cost control process. By demystifying financial terminology and concepts, the course will empower you to make informed decisions that contribute to the organization's financial health.

## Objectives

- Gain a clear understanding of financial statements and their role in budgeting.
- Learn the different types of budgets and how they are used for planning and control.
- Develop the ability to estimate and track expenses effectively.
- Identify cost control techniques to optimize resource allocation.
- Enhance communication and collaboration with the finance department.

## Who Should Attend?

- Department managers and team leads
- Project managers
- Operations personnel
- Sales and marketing professionals
- Any non-financial role that interacts with budgets or costs

## Course Outline

### Day One

#### **Financial Fundamentals**

- Introduction to Financial Statements: Income Statement, Balance Sheet, Cash Flow Statement
- Understanding Financial Ratios (Profitability, Liquidity, Solvency)
- The Role of Budgeting in Financial Management

### Day Two

#### **The Budgeting Process**

- Types of Budgets: Operating Budget, Capital Budget, Cash Flow Budget
- Setting SMART Budget Goals (Specific, Measurable, Achievable, Relevant, Time-Bound)
- Techniques for Cost Estimation (Top-Down, Bottom-Up)

### Day Three

#### **Cost Control Strategies**

- Identifying Fixed and Variable Costs
- Cost Allocation Methods (Direct vs. Indirect Costs)
- Cost-Benefit Analysis for Decision Making
- Techniques for Cost Reduction (Waste Elimination, Process Improvement)

### Day Four

#### **Monitoring and Tracking Performance**

- Variance Analysis: Understanding Differences Between Budget and Actuals
- Identifying Cost Drivers and Deviations
- Reporting and Communication of Budgetary Performance

### Day Five

#### **Budgeting for Your Department**

- Applying Budgeting Techniques to Specific Roles
- Creating a Departmental Budget (Case Studies and Practical Exercises)
- Collaboration with the Finance Department

### Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7” Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

### Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

### Schedule

#### The course agenda will be as follows:

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

### Course Fees\*

- **9,200 SAR**  
*\*Including 15% VAT*

## المقدمة

تم تصميم هذه الدورة التدريبية لتزويد الموظفين غير الماليين بالمعرفة والمهارات الأساسية اللازمة لفهم عملية إعداد الميزانية ومراقبة التكاليف والمشاركة فيها بفعالية. من خلال إزالة الغموض عن المصطلحات والمفاهيم المالية، ستتمكنك هذه الدورة من اتخاذ قرارات مستنيرة تساهم في الصحة المالية للمنظمة.

## الاهداف

- اكتساب فهم واضح للبيانات المالية ودورها في إعداد الميزانية.
- التعرف على الأنواع المختلفة للموازنات وكيفية استخدامها للتخطيط والرقابة.
- تطوير القدرة على تقدير وتتبع النفقات بشكل فعال.
- تحديد تقنيات مراقبة التكاليف لتحسين تخصيص الموارد.
- تعزيز التواصل والتعاون مع الإدارة المالية.

## الحضور

- مديري الأقسام وقادة الفرق
- مدراء المشاريع
- أفراد العمليات
- محترفي المبيعات والتسويق
- أي دور غير مالي يتفاعل مع الميزانيات أو التكاليف