



**GLOBALNET ACADEMY**



# **BUDGETING 101**

## **ONE DAY WORKSHOP**

*"A budget is telling your money where to go instead of wondering where it went."*

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# BUDGETING 101

This one-day course will provide participants with a toolkit of practical ideas and techniques to help them manage budgets more effectively. We will explore the fundamentals of budgeting including budget allocations, setting targets, understanding variances, forecasting and evaluation techniques, managing budget risk, and budget accountabilities.

Leadership, managerial, and budgeting skills are transferrable, whether you're a two-person business or a member of a large conglomerate.

The workshop will include takeaway tools, tips, checklists and recommendations, to help participants continue to improve their budgeting skills and embed what they have learned into their personal and professional lives.

## TARGET AUDIENCE

This course is suitable for team leaders, supervisors and staff in the private and public sector who need to prepare, understand, and/or evaluate budgets.

This course is also suitable for not-for-profit organisations.

## WORKSHOP HIGHLIGHTS

- Understanding budgets and budgeting
- Budget forecasting: analysis, objectives and targets
- Tracking projects / cost centres
- Implementing budget controls
- Tools, tips and techniques in budgeting
- Monitoring and reporting on budgets

## WORKSHOP OUTCOMES

- Learn how to prepare budgets using forecasting techniques
- Learn how to effectively track and report on budgets
- Understand common budgeting mistakes and how to avoid these
- Understand how to forecast profitability / break even points in budgets



# ABOUT US

GlobalNet Academy is a small, Tasmanian based Registered Training Organisation, specialising in leadership and management training. With over 20 years experience in the industry, we support individuals and businesses to upskill and develop their core leadership and management skills.

## WHY US

Our face to face training helps participants develop their problem solving, critical thinking and leadership abilities to build and reinforce the human skills they need to adapt and change as your business does.

## BUSINESS BENEFITS

- Improved budget accountability
- Increased efficiency and effectiveness in achieving budget targets
- Reduced operational financial risk
- Improved individual financial literacy
- Enhanced budget reporting





# NON ACCREDITED WORKSHOPS

GlobalNet Academy offers a range of one-day workshops that are perfect for anyone who wants to learn a new skill or expand their knowledge in a specific area. These workshops are designed to provide hands-on, practical training that can be applied in the workplace.

Please feel free to reach out to us for more information, we look forward to hearing from you !



## CHALLENGING CONVERSATIONS

Learn to engage in challenging conversations effectively and confidently. How to handle these types of discussions to get the greatest results while preserving good working relationships.



## COMMUNICATE EFFECTIVELY

Learn to engage in more effective communication. Explore communicating frameworks, methods, tools and techniques to help you communicate more effectively.



## EMOTIONAL INTELLIGENCE

Learn to apply empathy, how to understand, control, and express their emotions using the appropriate language, and to be able to practice EQ skills to help better manage stress and conflict.



## MANAGING PERFORMANCE

Learn how to create standards, manage expectations, and hold people accountable so they may become a more effective manager of people.



## EFFECTIVE TEAMS

Learn how to engage and work collaboratively with others to lead and manage a team.



## TIME AND TASK MANAGEMENT

A toolkit of practical ideas and techniques to help you become more productive and feel more in control of your daily life. Learn the fundamentals of what it means to "manage time"



## BUDGETING 101

Explore the fundamentals of budgeting including budget allocations, setting targets, understanding variances, forecasting and evaluation techniques, and managing budget risk.