

CDU delivering AIM Professional Short Courses

Managing Team Budgets and Financials

A strong financial know-how is a key requirement of any manager in today's workplace. Therefore, this one-day program includes planning, developing, implementing and reviewing budgets and financial plans through consultation and communication with the work team. The course will enable participants to contribute to the budget process while developing the work team's financial and budget management skills.

Designed for

Managers, team leaders and supervisors or project managers.

Learning Outcomes

- Communicate verbally to lead a team including negotiating, training, participating in meetings, questioning and discussing
- Use written communication skills, including those involved in reporting, review and evaluation
- Track, monitor and control financial data
- Review and evaluate financial management
- Plan for delegation of tasks associated with financial management while managing their own work
- Work with team members while providing leadership to the team
- Work with others involved in financial management from outside the team
- Use calculation skills associated with the presentation of financial data
- Use computer software to access reports and to provide data to management and financial staff

Course Content

- The work team and budgets
- Planning and budgeting
- Budgets
- Costing inputs and pricing outputs
- Production and sales budgets
- Accrual accounting
- Contingency plans
- Monitoring budget performance
- Reviewing financial performance

Course Duration: 1 day