



MANAGE EXPENDITURE AGAINST A BUDGET (2 DAYS)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Manage expenditure against a budget
Unit Standard ID:	242810
NQF Level:	4
Credit Value:	6

INTRODUCTION

This learning programme is intended for all persons who need to manage expenditure against a budget. This Unit Standard specifies the knowledge and skills required to manage a budget within the organisation.

COURSE CONTENT

Explain the Concept of Budgeting

- Explain the Concept of a Budget
 - Income and Expenditure
- Explain the Budgeting Technique employed
 - The Master Budget

Determine the Elements of a Budget

- Budget and the Business Plan
- Business Plan
- Budgets
- Identify the Elements of the Budget for the Resource Required
 - Applying Zero Based Budgeting
 - Preparing a Budget Breakdown
 - Sustantiating Estimated Amounts
- Identify Internal and External Constraints on a Budget

Monitor and Control Actual Expenses against the Budget

- Monitor Actual Expenses
- Identify Variances and Propose/Take Corrective Measures

Personal Accountability & Commitment Plan

TRAINING APPROACH

The primary objective of our training is to ensure that the knowledge acquired is applied successfully, adding real value and **making a visible difference to work performance** in the business environment. The courses have a strong focus on an outcomes based approach and are facilitated on a highly interactive basis encouraging active delegate participation using:

- Role plays
- Break-away sessions
- Relevant business exercises
- Presentation
- Demonstrations
- Questionnaires
- Discussion activities and
- Case studies

High emphasis is placed on learning through 'doing' where learners are presented with real life and workplace case studies ensuring delegates develop knowledge and confidence to take their enhanced skills back into the business environment and apply them successfully. The group leaders are trained to create a comfortable atmosphere where delegates can evaluate themselves and their skills, generate ideas and solutions to problems and plan suitable growth in the workplace.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results



We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation.

Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.

Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

*To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.*

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