



# **Business Planning and Budgeting Best Practices**

## ***Seminar for Senior Managers to understand and assist in Business Planning and Budgeting to enhance organizational performance***

### **HOW WILL YOU BENEFIT:**

By the end of this program, participants will be able to:

- ◆ Understand and be conversant the basic concepts in business planning and budgeting
- ◆ Understand and be amiliar with the planning processes in Learn to use management tools to scan the business environment and develop strategies
- ◆ Lear how to create a proper business plan and the issues involved.
- ◆ Lean how to create, implement and monitors budgets and its many issues
- ◆ Understand the various ways to effectively monitor organizational performance.

### **KEY CONTENTS:**

#### **1. The Overall Planning process**

- ◆ What is business Planning and why it is used for?
- ◆ The Overall Planning Process
- ◆ The Planning Process Model
- ◆ Strategic analysis techniques
  - SWOT Analysis
  - Porters Five Forces Model
  - Critical Success Factors
  - BCG growth-share matrix
  - Others

#### **2. Measuring Performance in Financial terms.**

- ◆ Who are stakeholders of an organization? What do they look for
- ◆ Setting Objectives and goals
- ◆ Financial Measurements and Yardsticks
- ◆ Analyzing corporate performance using analysis tools such as
  - Financial ratios Variance Analysis
  - Productivity or operational effectiveness ratios
  - Financial Statements
  - other measurement of performance



### **3. Implementing and Monitoring a Business Plan and Budget**

- ◆ Essential components of a business plan and how it differs from Budgets
- ◆ Issues and matters to handle during business planning and budgeting
- ◆ Tracking Controlling and Reviewing Plans and Budgets
- ◆ Mobilizing the workforce and focusing on execution
- ◆ The use of technology and management tools in budgeting
- ◆ Exploring the issues found in business planning and budgeting.

#### **ADMIN:**

This program will take 2 full days although if time does not permit, it can be accelerated into a one day seminar. Can be catered for both in-house or public training. Topics listed above are for illustrations purpose only and will be changed to adapt to the participants' needs.

#### **METHODOLOGY:**

This program will be presented via short lectures, Q&A, discussions, practical hands-on activities, and participants' presentation. Participants are encouraged to share their experiences and ask questions during the training session.

#### **WHO SHOULD ATTEND?**

This course is designed for senior managers, managers of all departments or functional areas be it in IT/ Sales & Marketing, Business Development, Production, Human Resource, Legal, Engineering, CEOs, and Directors who wants to be more effective in helping the organization plan and implement its strategies to meet its corporate objectives. It is particularly useful for those who are in-charge of business planning and budgeting in their organization, entrepreneurs and would be entrepreneurs.

#### **PREREQUISITES?**

While there are no prerequisites for participants in terms of qualifications, It is assumed that participants would have some managerial or supervisory capacity and has good command of business English.

## FACILITATOR :

### **DOMINIC SHUM** MBA, BBA, FIPA, FFA, MCCS, CCIA, CPC, CHRP

Dominic graduated from the prestigious National University of Singapore with a degree in Business Administration and has completed an MBA in Entrepreneurial Management from the Australian Institute of Business. He has more than 20 years of senior management experiences in financial and strategic management and has worked for multinationals, listed companies as well as SMEs. He held positions such as Financial Controller, Corporate Affairs Director, Regional Business Planning Manager, Group Finance Manager and other senior positions before embarking on his journey in consulting and training. Dominic has implemented numerous planning and budgeting projects for large and medium size companies and has trained and written about the topic.

Dominic is a fellow member of the Institute of Public Accountants Australia (IPA) and a fellow of the Institute of Financial Accountants, UK. He is also a certified company secretary under the Malaysian Association of Company Secretaries, a life member of the Malaysian Economic Association (MEA) and is a life Certified member of the Institute of Commercial and Industrial Accountants Malaysia. He is an EXCO member of the MEA, a Council Member for IPA's branch in Malaysia and he is a member of the Industry Advisory Panel for Berjaya University College for Hospitality's MBA program and he lectures in EMBA programs in a local college.

Dominic is currently the principal consultant and trainer of DRC Services and associated with a few consulting and training firms. He is a HRDF registered trainer (# **EMP/0934**)



## HOW TO ENROL

To enrol or to request for in-house training please email to [dominicshum@outlook.com](mailto:dominicshum@outlook.com) for a quotation or proposal.