

## **COST CONTROL AND FINANCIAL PLANNING**

### **Key focus**

1. Understand financial business planning and how it impacts on the total cash management of an organisation.
2. Appreciate the key benefits of financial planning for the overall growth and performance of the company.
3. Enhance their practical skills to implement a budgeting control system and setting business targets.

### **Who will benefit**

This programme is highly recommended to all business owners and managers who are involved in Sales & Marketing, Purchasing, Finance and Accounting, Business Development and Risk Management.

**Take The Next Step**

**Day one**

**1. Overview of Financial Business Planning**

- ▶ Business environment in the 21st century
- ▶ Importance of ongoing business planning
- ▶ Plan and allocate resources effectively
- ▶ When and how to review business plan

0900-1030

*Morning tea break*

1030-1045

**2. Business Life Cycle**

- ▶ 7 stages of business life cycle
- ▶ Understanding where your business fits on the life cycle
- ▶ How to structure for growth

1045-1300

*Lunch*

1300-1400

**3. Total Cash Management Concept**

- ▶ What is TCM?
- ▶ Benefits of TCM
- ▶ Who is responsible for TCM?
- ▶ Using cash flow forecast as a business tool

1400-1530

*Afternoon tea break*

1530-1545

**4. Budgeting and Business Planning**

- ▶ Benefits of annual business planning
- ▶ Budgeting and business planning
- ▶ Key steps in drawing up a budget
- ▶ Using budget to measure performance

1545-1700

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**Day two**

**5. Forecasting and planning sales**

- ▶ Developing the sales plan
- ▶ Pitfalls to avoid

0900-1030

*Morning tea break*

1030-1045

**6. Stock control and inventory**

- ▶ Stock planning
- ▶ Managing your suppliers
- ▶ Stock control methods
- ▶ Stock security
- ▶ Control and administration

1045-1300

*Lunch*

1300-1400

**7. Setting business targets**

- ▶ Using Key Performance Indicators
- ▶ Monitoring performance
- ▶ SMART targets

1400-1530

*Afternoon tea break*

1530-1545

**8. Managing and motivating staff**

- ▶ Recruiting and selecting top performers
- ▶ Motivating the people
- ▶ Setting performance measurement and standards

1545-1700

**9. 12 Positive Habits**

- ▶ Stressing positive thinking

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