

# REGISTRATION FORM

## SUCCESSFUL BUSINESS PLANNING PROCESS AND BUDGETING

### FOR OFFICE USE ONLY

Registration ID

Date Received

Payment Mode

Received by

Full Name \_\_\_\_\_

Co./Org. \_\_\_\_\_

Designation \_\_\_\_\_

Mobile no \_\_\_\_\_

Email \_\_\_\_\_ Facebook ID \_\_\_\_\_

Billing Add. \_\_\_\_\_

Agent's Code \_\_\_\_\_ Agent's Name/Company \_\_\_\_\_  
(if applicable) (if applicable)

**PACKAGE** please tick (✓) where appropriate:

Type	Fee (RM)	Confirmation
SUCCESSFUL BUSINESS PLANNING PROCESS AND BUDGETING		<input type="checkbox"/>

**PAYMENT MODE** please tick (✓) where appropriate:

**Cash Cheque** payable to UCSI EXTENSION SDN BHD  
Cheque no. \_\_\_\_\_ Date \_\_\_\_\_

**Direct Cash Payment**  
Cash Receipt no. \_\_\_\_\_ Date \_\_\_\_\_

**Cash Direct to Bank Account**  
Account Name: UCSI Extension Sdn Bhd  
Bank Name: Maybank Berhad  
Account no.: 5142-8041-8724

### TERMS & CONDITIONS

**Registration:**  
Full payment is required before workshop begins.

**Confirmation of Registration:**  
A receipt will be issued via email upon confirmation of full payment.  
Registered delegates will need to show proof of receipt on workshop day.

**Substitution / Cancellation:**  
There is no refund for cancellations, however, substitution of name(s) is allowed.

**Registration Deadline:**  
Seven (7) days before the date of the workshop.

*Yes, I fully agreed and accept the terms and conditions of this programme.*

----- (signature)  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

# SUCCESSFUL BUSINESS PLANNING PROCESS AND BUDGETING

## 2-DAY WORKSHOP

Please return this completed form to:

**i** +6 03 9101 8880  
ext.5050

UCSI Extension Sdn Bhd (533426 U)  
3rd Floor, Block J, Lot 12734, Jalan Choo Lip Kung  
Taman Taynton View, Cheras, 56000, Kuala Lumpur, Malaysia.  
Tel: +6 03 9101 8880 ext. 5050 Fax: +6 03 9130 0587  
Email: info@ucsiextension.com



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# SUCCESSFUL BUSINESS PLANNING PROCESS AND BUDGETING

Planning and control is a very important aspect of every successful business operation and is actually a continuation of the strategic planning process of the business. For instance, every business must have its business mission statement, and formulate its corporate objectives and long term strategy to continuously stay in business. However, the objectives must be translated into short term realistic operational plans in order for such plans to materialise. It is through the realisation of such short term operational plans that the long term plan and corporate objectives can eventually be achieved. Budgetary planning and control is the essential link between the long term or strategic planning and the short term realisation of such plans.

Therefore, any business activity needs a sound business plan to succeed. This course aims to equip you with the necessary tools and techniques to prepare and successfully negotiate your business plans via creating an effective budgeting process.

## Aims:

This course has been designed to give participants an understanding of the various types of planning and budgeting, such as:

- Identify the key steps in the planning process
- Learn how to develop, implement and evaluate a sound business plan
- Understand how to prepare the financial plans (Budget)
- Recognise the value of sound budgeting and cost processes to improve business performance
- Understand the budget preparation review and control
- Know and differentiate the various operational and financial budgets
- Understand the role of each operational budget and its impact on the financial budget
- Know the new budgeting concepts and approaches (zero-based budgeting and activity-based budgeting)
- Understand the capital budgeting process
- Understand the implication of human behaviour in budgeting

## Target Participants:

Those in Leadership, Managerial and Supervisory positions

## 2-Day Workshop Structure:

- Rationale for a Business Plan
- Financial and Management objectives
- Creating a business plan – the planning process and its dynamics
- Identifying key players and priorities
- Components of an annual plan
- Defining the underlying assumptions
- Budgeting Tools
- Purposes of Budgeting, Types of Budgeting
- Budget Preparation – key steps in drawing up a budget
- Advantages & Disadvantages of Budgets
- Preparing key financial statements: budgets, balance sheet, cash flow and profit and loss
- Common Accounting Terminology
  - (a) Revenue
  - (b) Cost Behaviour
- Identifying sources of revenue
- The Budget Cycle
- Strategic Planning
- Preparation of Budgets
- Marketing and Business Plan
- Departmental budgets
- Budget proposal guidelines and assumptions
- Addressing Risks and rewards
- Using the budget to measure performance
- Budget approval system, revision and adoption
- Reviewing and updating the budget
- Using variance analysis
- Budgeting in a new Operations
- Zero Based Budgeting process
- Hands on budgeting and budget presentation