

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2259](http://www.amanet.org/2259)

# AMA's Comprehensive Budgeting Workshop

**Learn about accurate operating budgets to help your company achieve business goals.**

Your Immediate Take-Aways

- Use and analyze robust budgets
- Use budgeting to help determine strategic direction

Being responsible for the budgeting means you're playing a vital role in your organization's future. Your budget enables you to pinpoint critical variables that impact profit so your company can successfully pursue business goals and create value.

In this seminar, you will learn how to work with, develop and present budgets aligned with business strategic goals. Working in groups, you'll gather the information you need to construct and analyze operating budgets. You'll practice evaluating and revising your budget to increase its chances of acceptance. This is your opportunity to gain the tools and insights to craft the budget your company needs to overcome obstacles and achieve success.

## How You Will Benefit

- Accurately develop an operating budget based on forecasted sales, revenues and costs
- Work with a well-planned budget that clearly highlights crucial variables that impact profit
- Know the line items on the income statement, their metrics and interdependencies
- Develop high-level and alternative strategies to help your company reach specific goals
- Define variances so you can quickly implement changes to meet your company's financial objectives
- Develop and present a well-thought-out budget that will get buy-in
- Effectively use your budget to provide strategic direction and a blueprint for the upcoming year

## What You Will Cover

- Overview of the planning and budgeting process
- Understanding the definition, purpose and components of a budget
- Operating budget vs. capital budget
- Relationships and metrics of line items on the income statement and the



- Relationships and metrics of the items on the income statement and the operating budget
- Specific steps to improve the metrics
- Addressing issues and challenges when dealing with assumptions and targets
- Revising and finalizing the budget
- Organizing and delivering your operating budget for feedback and final approval
- Obtaining tips, guidelines and recommendations for developing and presenting your budget
- Performing a variance analysis and identifying potential sources and causes
- Knowing exactly which variances to address in order to plan for next year's budget

## Who Should Attend

Managers and anyone with budget responsibilities who are interested in developing or improving their budget planning skills.

## Special Feature

**Extra:** You will receive a flash drive containing budget templates that you can immediately use in your workplace.

**Note:** Please bring a calculator and laptop to this seminar

## Schedule

- [2] days - \$2,345 Non Members
- [2] days - \$2,095 AMA Members
- [2] days - \$1,984 GSA

## Credits

12 PDU\_S&B/12 PDU/1.2 CEU

15.3 FPA

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