



**FMM Institute**

*Centre for Professional Development*



**Senior Management Development Programme**

**CREATING AND MANAGING EFFECTIVE BUDGETS**

**November 3, 2010**

**Hilton Petaling Jaya**

**SBL  
SCHEME  
100%**

## **INTRODUCTION**

For many people the word 'budget' is synonymous with control, cost cutting and 'can't do' attitude. A budget is not a tool to be used to prevent action, stifle innovation or criticize managers yet it is often used this way. During this workshop, you will discover the virtues of this important tool and the 'out of the box' flexibilities that become available to the thinking manager. You will understand the variety of options that will open up the way to better management and operational efficiency. The purpose of budgeting relates to planning and control and supporting the achievement of strategic plans.

## **CONTENTS**

### **Ten Budgeting Models**

- Activity Based
- Performance Based
- Driver Based
- Program Based
- Fixed or Flexible
- Rolling
- Incremental
- Targeted
- Participatory
- Zero Based

### **Six Budget Keys**

- Reviewing
- Planning
- Organizing
- Communicating
- Controlling
- Coordinating

### **Principles of Forecasting**

## **OBJECTIVES**

At the end of the programme, participants will be able to:

- Select the most appropriate budgeting model;
- Understand the main differences between budgetary requirements of manufacturing, retail, service and the 'not for profit' sectors;
- Enhance skills in the six budget keys; and
- Master the principles of short, medium and long range forecasting.

## **WHO SHOULD ATTEND**

CEOs, Managing Directors, Regional Directors and Controllers, CFOs, Finance Directors, Chief Accountants, Accountants and Financial Controllers, Financial Planners and Analysts, as well as the Senior Management Team and Operational Management Personnel.

## **WORKSHOP LEADER**



**Mr William Francis Rowlands** FCMA MCIM AMIM AAE is the Chairman of CIMA International Development Committee. During the last 10 years, he has specialized in the delivery of executive and managerial training programmes in UK, Europe, Hong Kong, Malaysia and South Africa as well as hosting conferences and workshops in other countries. He has conducted a three year national managerial programme for Corporate Express, Europe's largest business stationers; a two year business and management programme for British Print Industry Federation. As a government approved consultant, he has worked with Business Links and Enterprise Agencies in the UK, as well as with locally funded regeneration schemes. He has also been approved Advisor to the UK Government's Investors in People initiative, working with many companies in the UK. He has written several series of business development and education articles for a UK state professional registration body.

## **ADMINISTRATIVE DETAILS**

Date : **November 3, 2010 (Wednesday)**  
Time : **9.00 am – 5.00 pm**  
Venue : **Hilton Petaling Jaya**  
No. 2, Jalan Barat  
46200 Petaling Jaya, Selangor Darul Ehsan  
Fees : FMM Members – RM 700 per participant  
Non-Members – RM 850 per participant

*(Fees include course materials, Certificate of Attendance, lunch and refreshments)*

Registration is on a first-come-first-served basis. Cheques made in favour of the **FMM Institute** should be forwarded before **October 20, 2010**. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed.

All cancellations must be made in writing to FMM Institute. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 8 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 7 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the workshop leader, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes. Should the event be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

*For further enquiries, please contact:  
Ms Carmen / Ms Ravathi / Pn Hafifah,*

**FMM Institute**

Tel: 03-62867200

Fax: 03-62756064/62776712

\* Visit us at [www.fmm.edu.my](http://www.fmm.edu.my)

**REGISTRATION FORM**

**CREATING AND MANAGING EFFECTIVE BUDGETS**

Wednesday    November 3, 2010    Hilton Petaling Jaya

**The Manager**  
**FMM Institute**  
Tel: 03-62867200  
Fax: 03-62776712 / 62756064

Please tick ( √ ) accordingly:  
**PSMB Scheme**  
SBL   
Non-Contributor   
**Require vegetarian meal**  
Yes   
No

Dear Madam,

Please register the following participant(s) for the above programme.  
(To be completed in BLOCK LETTERS)

1	Name _____	Designation _____	E-mail _____
	Nationality _____	IC No. _____	
2	Name _____	Designation _____	E-mail _____
	Nationality _____	IC No. _____	

*(If space is insufficient, please attach a separate list)*

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the **“FMM Institute”**.

Submitted by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

FMM Membership No.: \_\_\_\_\_ My Corporate Identity No.: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_