

# Mini MBA:

## STRATEGIC PLANNING & EFFECTIVE BUDGETING

### 5 DAY INTENSIVE TRAINING WORKSHOP

#### 2019 Schedule

Date	Venue
28 -31 Jan	Johannesburg ORT
11 – 15 Mar	Sandton
3 – 7 Jun	Cape town
12 – 16 Aug	Pretoria
14 – 18 Oct	Cape town
9 – 13 Dec	Pretoria



*advanced strategic planning, management control & effective budgeting*

**Next Date**

**11 – 15 March 2019**

**The Capital Hotel, Sandton City**

**Sandton, South Africa**

## INTRODUCTION

Thousands of business leaders and professionals are taking advantage of this unique learning opportunity. If you are looking for a way to obtain new skills, learn new business tactics or brush up on modern business practices, then taking this Mini-MBA courses is right for you

Developing Strategies, Risk Analysis, Negotiating, Budgeting and Cost Control are the essential skills for those who are dedicated to maximizing their performance and value-added contribution - and that of the people who work for them. This ACAE Global training course will provide an 'MBA level' experience in terms of content, instruction, discussion, and team exercises.

As the business environment becomes ever more uncertain and turbulent, the requirement for professional leadership and management throughout organizations is at a premium. Hence, these skills learned in this -day course provide a structured and coherent framework for addressing the challenges which professionals face in respect of both their day-to-day and longer-term responsibilities.

### OBJECTIVES

This Training workshop will include Identifying Effective and Proven Strategies, Managing Strategic and Financial Risks, Win-Win Negotiating Skills & Strategies, Financial Analysis, Budgeting and Cost Control and much more.

#### CRITICAL MODULES

- Strategy, Risks, Negotiation & Leadership
- Effective Budgeting & Operational Cost Control

#### KEY HIGHLIGHTS OF THE SEMINAR ARE:

- Identifying Effective and Proven Strategies
- Managing Strategic and Financial Risks
- Win-Win Negotiating Skills & Strategies
- Financial Analysis
- Budgeting and Cost Control

#### PERSONAL AND ORGANIZATIONAL IMPACT

- Develop an appreciation & understanding of each of the elements of the course
- Understand how skills interact creating a systemic approach to mastering the essential tasks of any leader
- Develop the skills and applications needed to master and integrate each individual element

- Utilize the elements in achieving individual, team and high organizational results
- Identify priorities for continued professional development

#### WHO IS THIS TRAINING COURSE FOR?

This course is suitable to a wide range of Business Leaders but will greatly benefit:

- Current and potential Managers, and business Leaders at all levels
- Those responsible for developing and leading strategic change
- Procurement and Client Service Managers responsible for negotiation strategies
- Functional Team Leaders in the public or private sector Staff Members responsible for budgeting and financial controls
- Non-finance Managers with financial responsibilities

You can register for this training by submitting a downloadable registration form found on the last page of this program

Or Kindly Contact us to confirm your booking

Email: [registrations@acaeglobal.com](mailto:registrations@acaeglobal.com)

+2711 051 7282 / +27 11 051 3602

[www.acaeglobal.com](http://www.acaeglobal.com)





**STRATEGIC PLANNING & EFFECTIVE BUDGETING INTENSIVE TRAINING WORKSHOP REGISTRATION FORM**  
**To secure your booking, please complete, sign and email a scanned copy to [registrations@acaeglobal.com](mailto:registrations@acaeglobal.com)**

**Approving Manager Details:**

Prof    Dr    Mr    Mrs.    Miss   Name & Surname .....  
 Telephone.....   Position .....  
 Organization .....   Email .....  
 Physical Address.....   Signature.....

**THIS BOOKING IS INVALID WITHOUT A SIGNATURE**

**Participant Details:**

Prof    Dr    Mr    Mrs.    Miss   Name & Surname .....  
 Telephone.....   Position .....   Email .....

Prof    Dr    Mr    Mrs.    Miss   Name & Surname .....  
 Telephone.....   Position .....   Email .....

Prof    Dr    Mr    Mrs.    Miss   Name & Surname .....  
 Telephone.....   Position .....   Email .....

**KINDLY CHOOSE YOUR CONVENIENT FEE OPTION**

**Date:** \_\_\_\_\_

**Fee Option 1:**  
5 day Workshop = **USD 3,550.00 per delegate** include, 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments

**Fee Option 2:**  
5 day Workshop = **USD 2,500.00 per delegate** include, training material, lunch, limited refreshment

**Group Rates of 3 and above**

**Fee Option 1:**  
5 day Workshop = **USD 3,350.00 per delegate** include, 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments

**Fee Option 2:**  
5 day Workshop = **USD 2,000.00 per delegate** include, training material, lunch, limited refreshment

Would you like us to organize your hotel booking?   Yes    No

**Payment Details**

Payment Method (\*Please choose one)   Cash    Direct Deposit Bank Transfer (EFT)

**Our Banking Details**

<b>Bank:</b>	STANDARD BANK	<b>Account Name:</b>	AFRICA CENTRE FOR ADMINISTRATIVE EXCELLENCE
<b>Account Number:</b>	303049537	<b>Branch Code:</b>	001255
<b>Branch Name:</b>	Rivonia	<b>Swift Code:</b>	SBZAJJ

**IMPORTANT: PLEASE NOTE THAT CASH PAYMENT OR A BANK CERTIFIED PROOF OF TRANSFER IS THE BASIS FOR ADMISSION.**

**CANCELLATION AND POSTPONEMENT POLICY**  
 All cancellations or postponements must be confirmed in writing and e-mailed to [info@acaeglobal.com](mailto:info@acaeglobal.com). Cancellations 10 to 5 Business days prior to the event will attract a 25% cancellation fee. Cancellations received less than 5 Business days prior to the event will result in a 50% cancellation fee. No shows will attract a 100% cancellation fee. Maximum permissible interest will be levied on any outstanding invoices. You are however welcome to substitute your attendance with an appropriately qualified colleague. Postponement to a later date must be received in writing no less than 5 Business days prior to the initial event in order to waive the cancellation fee. This waiver will only be applicable once.

**GENERAL NOTES**  
 In the event of unforeseen circumstances, ACAE reserves the right to change the speakers, the venue or the date. Delegates will be notified of changes or cancellations of events no later than 5 Business days prior to the event and all paid-up invoices will be fully refunded in a case of cancellation or credited to another event within 6 months, we however welcome donations to the organization for our cause of rural literacy campaign.