

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: <u>registrations@acaeglobal.com</u> +2711 051 7282 / +27 11 051 3602

www.acaeglobal.com









PROGRAM CONTENT OUTLINE

DAY ONE

Strategy, Risks, Negotiation & Leadership

Strategy

- Introduction to strategy background, historical developments, major theories
- Strategic Management a practical approach for every leader
- A consistent methodology for strategy development
- The relationships between vision, mission and strategy
- The steps involved in developing a strategy

Risks

- The meaning and nature of risk
- Identifying the risks in a given strategy
- Prioritizing risks
- Contingency planning
- Risk mitigation strategies

DAY TWO

Negotiation

- The everyday role and attitude of 'Win-Win' negotiating
- Power gaining a superior position
- Strategy and Tactics in negotiating
- Understanding your opponents negotiating style and tactics
- Negotiating Countermeasures

Leadership

- The strategic role and nature of effective leadership
- Charisma and how to earn it and use it effectively
- The role of the modern leader and how leadership has changed
- Innovative Leadership skills
- Maximizing the performance of each team member
- Motivating the 'average' employee

DAY THREE

Strategic Leadership Workshop

- Intrapersonal style and skills
- Interpersonal and leadership communication skills
- Leadership and The Challenge of Change
- Strategic leadership for team development
- Developing a personal action plan for further selfdevelopment

DAY THREE CONT...

Effective Budgeting & Operational Cost Control

Introduction: Building a Common Financial Language

- The key role of budgeting and cost control in contemporary organizations
- The 21st century business imperative: delivering value added (but to whom?)
- Financial vs. Managerial accounting (for decision making)
- Understand your processes: integrating financial and non-financial aspects
- The budgeting process
- Examples & Discussion

DAY FOUR

The Budgeting Process

- The key features of budgeting
- Advantages and concerns with budgeting
- Accountability and centers of responsibility
- Zero-based budgeting
- Budgeting and cost control
- Examples & Discussion

Cost Analysis

- Different costs for different purposes
- Fixed vs. Variable costs
- The Cost-Volume-Profit analysis model
- Contribution Margin analysis
- Examples & Discussion

DAY FIVE

Traditional vs. Advanced Techniques in Cost-Control

- Under-costing and over-costing: the consequences for profitability
- Indirect (OH) vs. Direct costs:
- Traditional Cost Allocations systems vs. Activity-Based Costing (ABC)
- Linking resources, activities and management
- Variance analysis
- Video, Case Study and Examples

Beyond the Budgets: Balanced scorecards and Six-sigma

- Broadening performance measurement systems
- Beyond budgeting: integrating financial and nonfinancial issues
- Introducing the Balanced Scorecard
- Introducing the Strategy maps
- Introducing Six-sigma
- Video, Case Study and examples



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

Approving Manager Details: Telephone..... Position Organization Physical Address..... Signature..... THIS BOOKING IS INVALID WITHOUT A SIGNATURE **Participant Details:** Miss Name & Surname Email Position Telephone..... Mrs. Miss Name & Surname Position Email Telephone..... Prof Mrs. Miss Name & Surname Email Position Telephone..... KINDLY CHOOSE YOUR CONVENIENT FEE OPTION **Group Rates of 3 and above** Date: 5 day Workshop = USD 3,350.00 per delegate include, 6 nights bed & 5 day Workshop = USD 3,550.00 per delegate include, 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments and limited refreshments Fee Option 2: Fee Option 2: 5 day Workshop = **USD 2,000.00 per delegate** include, training material, 5 day Workshop = **USD 2,500.00 per delegate** include, training material, lunch, limited refreshment lunch, limited refreshment Would you like us to organize your hotel booking? No **Payment Details** Payment Method (*Please choose one) Cash Direct Deposit Bank Transfer (EFT) **Our Banking Details** AFRICA CENTRE FOR ADMINISTRATIVE EXCELLENCE **STANDARD BANK Account Name:** Bank: 001255 **Account Number:** 303049537 **Branch Code: SBZAZAJJ Branch Name:** Rivonia **Swift Code:** 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. 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.