

### Mini MBA:

## STRATEGIC PLANNING & EFFECTIVE BUDGETING

**5 DAY INTENSIVE TRAINING WORKSHOP** 

# 2019 Schedule 27 – 31 May Sandton 17 – 21 June Dubai / Sandton 26 – 30 August Dubai / Sandton 23 – 27 September Cape Town / Dubai 28 – 31 October Cape town / Dubai



advanced strategic planning, management control & effective budgeting

Capital Hotel, Sandton City, South Africa

Premier Cape Manor Hotel, Water front, Cape Town, South Africa

The Landmark Grand Hotel,
Dubai, United Arab
Emirates



### 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 +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 REGISTRATION FORM

To secure your booking, please complete, sign and email a scanned copy to registrations@acaeglobal.com

Approving Manager D	etails:				
Prof Dr Mr	Mrs. Miss	Name & Surname			
Telephone	Position Position				
Organization		E	Email		
Physical Address					
		THIS BOOKING IS INVALID WITHOUT A SIGNATURE			
Participant Details:					
Prof Dr Mr	Mrs. Miss Name & Surname				
Telephone		Position Email			
Prof Dr Mr	Dr Mr Mrs Miss Name & Surname				
Telephone	Position Email				
Telephone	Position Email  KINDLY CHOOSE YOUR CONVENIENT FEE OPTION				
SOUTH AFRICA  Date Chosen			DUBAI Date Chosen		
Fee Option 1: 5 day Seminar = USD 3,550.00 per delegate include, 6 nights bed & breakfast, round trip airport transfer, lunch, conference					
documentation and limited refreshments			documentation and limited refreshments		
Fee Option 2: 5 day Seminar = USD 2,500.00 per delegate include, training material, lunch, limited refreshment			Fee Option 2: 5 day Seminar = USD 2,800.00 per delegate include, training material, lunch, limited refreshment		
Would you like us to d	organize your	hotel booking? Yes	No		
Payment Details					
Payment Method (*Please choose one) Cash Direct Deposit Bank Transfer (EFT)					
Our Banking Details  Bank: STANDARD BANK Acc			Account Name:	AFRICA CENTRE FOR ADMINISTRATIVE	
	JIANDARD	DUM		EXCELLENCE FOR ADMINISTRATIVE	
Account Number:	303049537		Branch Code:	001255	
Branch Name: Rivonia		Swift Code:	SBZAZAJJ		
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.