



Budgeting for Non Finance Managers

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Dear Delegate,

I am delighted to welcome you to your MyPD training course.

At MyPD, we are passionate about supporting your professional growth. Our courses are carefully designed to be engaging, practical, and relevant, ensuring that you leave equipped with valuable knowledge and skills that you can immediately apply in your role.

Throughout the course, you will have the opportunity to share experiences, collaborate with others, and explore new ideas in a supportive and stimulating environment. Our trainers are dedicated to creating an interactive and enjoyable learning experience, and we encourage you to make the most of your time with us by asking questions, participating fully, and embracing new perspectives.

Whether you are here to build upon existing strengths, tackle new challenges, or simply refresh your skills, we are here to support you every step of the way.

Thank you for choosing MyPD for your professional development.

I wish you every success on your learning journey.

Kind regards,
Reuben Carr
Training Manager





Getting the most out of your training

Zoom Joining Link

Topic: Budgeting for Non-Finance Managers

Time: Aug 5, 2025 09:30 AM London

Join Zoom Meeting

<https://us06web.zoom.us/j/89552465623>

Meeting ID: 895 5246 5623

How to use Zoom Guide

All our courses are run exclusively via Zoom. If you are unfamiliar with Zoom and do not have it downloaded, you can find instructions on how to download and operate it via the link below.

[Zoom Guide](#)

Our loyalty discount

This discount entitles attendees to a 20% discount on any future conference/training course being run by MyPD in the next 12 months.

Please quote code **EVENT20** at the start of your booking.

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Reasonable Adjustments in the Workplace



Overview

This course is designed to help 'demystify' the world of financial budgeting, accounting and provide delegates with skills and knowledge to understand the impact of a departmental budget.

Understand finance terminology, underlying principles and the basic principles of successful budgeting. Be better equipped to make informed decisions and understand how to analyse budgets and suggest potential corrective action required. Participants experience how their own actions contribute to the organisation's top and bottom lines.

Open to all employees who could benefit from developing their understanding of how finance impacts their role and their business area.

Learning Outcomes

- To be better informed of the budgeting process
- To build your confidence when it comes to reading/analysing financial information
- Better understand what is required of a budget manager
- Know the information your accountant or finance department send to you, instead of just putting it to the side and fully trusting them
- To understand the story of the financials of an organisation
- To know how to converse better with finance professionals

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Agenda

9:30	Registration and Overview
9:45	Basic Principles of Finance • Go over the four main principles of finance • The behavioural elements of finance • Interactive exercise (all together)
10:30	The Financial Statements • Brief description of the three main statements • Go through the details of one of the financial statements • Exploring what the various terms mean • Going through how accruals work • The finance hack to understanding the language that is used
11:15	Break
11:30	The Financial Statements Continued • Explore the two main costs • Look at cost v benefit • How the principles play their part in putting the numbers together • Finance for profit-making and not-for-profit organisations
12:30	Lunch
13:15	Budgeting • What is a budget • Building the budget • Exploring the three other types of costs • Financial coding • The budget template
14:15	Forecasting • What is forecasting • How forecasting differs from a budget • When language gets confusing and how to avoid this • The various ways of budgeting
15:00	Managing Your Budget • Best practice when it comes to budgeting • What not to do • Accounting for differences
15:30	Capital and Operational Budgets • The differences between the two • Why there are separate budgets • Knowing the difference between OpEx and CapEx • Interactive exercise (all together) • Accruals and how this really helps us to manage our budgets properly • Recommended reading and further action
16:15	Trainer's Summary and Close *Programme subject to change

Trainer Profile: Zahoor Bargir



Zahoor is a personable and versatile finance trainer who is experienced in delivering training that is interactive, effective and fun. A qualified accountant by profession, he has worked as a consultant and manager in numerous sectors before specialising as a trainer.

He has worked at companies like PwC, Diageo and UNICEF, as well as start-ups and other SMEs. Experience of working in different industries has made it easier for him to tailor his training to people working in a variety of sectors.

Having worked with such an array of companies, Zahoor has developed a knack for communicating complex techniques into their core component parts. He is, therefore, passionate about helping others see the simplicity in the numbers and what they mean.

Your Needs, Your Training. Tailored Solutions for Every Client.

At PDG, we understand that every organisation has unique needs, that's why we offer tailored in-house training solutions to help your team develop the skills and expertise they need to thrive. Our in-house courses are designed to align with your organisation's specific goals, ensuring that your employees gain the knowledge they need in a way that is both relevant and impactful.

Our Process

Consultation

We begin with a comprehensive consultation to understand your audience, review existing challenges, and identify specific problem areas and desired learning outcomes.

Development

Our team develops a tailored training solution, leveraging subject matter expertise to create a proposal that aligns with your organisational objectives.

Proposal

We provide a detailed proposal that outlines the scope, costs, and terms, ensuring transparency and clarity for your decision-making process.

Pre-Delivery Meeting

We conduct a pre-delivery meeting with the trainer or subject matter expert allowing for necessary adjustments to ensure the training meets your expectations.

Delivery

The training is delivered by our qualified facilitators, focusing on engagement and interaction to enhance participant learning and retention.

Evaluation

We carry out a thorough evaluation to assess the effectiveness of the programme and gather feedback, ensuring alignment with your training goals and identifying opportunities for future enhancements.



BOOK A MEETING

to discuss bespoke courses
for your team

Woody Maxey-Graham

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THANK YOU FOR CHOOSING
MYPD FOR YOUR
PROFESSIONAL DEVELOPMENT
WE HOPE TO SEE YOU AGAIN SOON



IN PARTNERSHIP WITH



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