# Managing a Budget

**Objectives:**

**By the end of this workshop, participants will be able to:**

- **Understand the basic concepts and processes of budget cycle**
- **Develop and communicate budget needs, goals and outcome**
- **Institute monitoring and control systems**
- **Identify budget enhancement and reduction options**

## Summary

Managing a Budget instructs managers in understanding financial terms and concepts, as well as implementing a comprehensive system to budget efficiently and effectively.

The course includes overcoming the negative connotation of budgeting and a step-by-step budget plan to put into immediate action in order to prepare the managers to apply their newly learned skills on the job.