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**PHOENIX TS**

# Effective Resource Management Training

This training helps participants effectively manage resources, use techniques for financial management, and learn how to analyze financial information and communicate organizational and strategic plans.

## Course Overview

This 1-day, instructor-led course will help participants effectively manage their resources. This training will address:

- Relating the organization's mission to the allocation of financial resources
- Understanding techniques for financial management
- Analyzing financial information
- Communicating organizational and strategic plans

## Course Outline

### Course Overview

### Finance Jeopardy

### The Fundamentals of Finance

- Generally Accepted Accounting Principles
- Your Role in Company Finances



## The Basics of Budgeting

- Defining a Budget
- Types of Budgets
- Understanding Where Your Budget Fits In

## Parts of a Budget

## The Budgeting Process

- Step One: Gather the Budget Package
- Step Two: Lay the Groundwork
- Step Three: Identify Your Goals
- Step Four: Gather Your Resources
- Step Five and Six: Planning and Doing

## Monitoring and Managing Budgets

- Making Connections

## Crunching the Numbers

- Understanding a Ratio Analysis
- Making Connections

## Getting Your Budget Approved

**Starting at \$1,095**



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### Included in this **Effective Resource Management Training**

- 1 days instructor-led training
- Effective Resource Management Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*
- Freshly baked cookies every afternoon\*