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Educational Development Institute
Training | Consulting | Research

ABOUT EDI

Founded in 2007, Educational Development Institute (EDI) is a member of Westline Education Group (WEG) and is an educational organization providing professional training (Public Training, Executive Training, Corporation Customized Training, Consulting and Research).

OUR EDUCATION PARTNERS



OUR SERVICES

TRAINING



Public Training 1

Customized Training 2

Executive Certificate Program 3

Small and Medium Enterprise 4

CONSULTING



Business Start Up 1

Strategy Development 2

Policies Development 3

Standard Operating Procedure Development 4

RESEARCH



Social and Development 1

Market and Industry 2

Feasibility Studies 3

Mystery Shopping 4

Survey / Data Collection 5

BUDGET CONTROL AND CASH FLOW MANAGEMENT

Course Fee: \$ 245 / Early Bird: \$ 195

INTRODUCTION

This budget management course is for everyone struggling to put together and manage a budget. It takes a practical, hands on, straightforward approach to budget making and will give invaluable tools and techniques to help you develop and control your budget.

COURSE OBJECTIVES

The certificate course in Budgeting and Cash Flow spent approximately 16 hours, OR is offered a 2-day period. The course is based on a participatory, active learning approach, group discussions. An Action Guide for this training course, by **Ms. Pich Rathmony**. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

COURSE OBJECTIVES

This is a finance training that focuses on your budget and budgeting skills. The budget management skills training course looks at the elements of a budget, what to understand before you start to plan the budget, different ways of assembling a budget and how to avoid the common pitfalls. We will look at the tools used to manage a budget and help you to understand the paperwork produced and used in your own organization.



Our Trainer

Ms. Pich Rathmony

Operations Director,
One More Restaurant Company

Ms. Rathmony is a specialist in Financial Management and Entrepreneurship Education. She has her Bachelor Degree in Business Economic from National University of Management and Master Degree of General Management from Charles Sturt University. In addition, she earns an acceptance to provincial Vcertification Training of Business Edge by Mekong Private Sector Development Facility which is part of World Bank Group.

Ms. Rathmony has had more than 14 years of experience in consulting and delivering business training to those concerned business owners within the country. She has conducted training to some sectors such as Trade Unions, Multi National Corporation –Garment factories, NGOs, Government agencies, and Business corporate companies. Her training expertises are Business Plan Creation, Micro Business, Entrepreneurship, Project Planning, Accounting and Financial skills.

Currently, **Mony** is a full-time trainer and consultant specializes in Small and Medium Enterprise (SME) for EDI in assisting clients to design strategic process, managing and reporting by business project and oversee with those projects to ensure that project members understand their jobs and are able to fulfill company's expectation to achieve their financial goals and objectives.

COURSE OUTLINE

The course covers:

- **Definition and purpose of a budget**
 - **Budgeting approaches and techniques:** incremental budgeting, zero based budgeting
 - **Common pitfalls in the budgeting process and how to avoid them**
 - **Budget preparation:** revenue, cost, capital, cash, and budgeted financial report
 - **Practical tips for preparing an effective budget**
- Budget presentation:** what you need to be able to answer
- **What to look for when you get your monthly management accounts**
 - **Budget monitoring and evaluation:** How to manage, control, and monitor the budget
 - **Investigating differences from the budget**
 - **Avoiding overspend and getting back on budgeted track**

WHO SHOULD ATTEND?

This budget management skills course is for managers who need to set and manage budgets but don't have the expertise or specific training in this area of finance. For anyone without a finance background who wants to learn about budgets in plain English!

Venue: Hotel

Time: 8:00am- 5:00pm

Language: Khmer & English

The Fee Includes:

Lunch, Refreshment, Materials and Certificate of Participation