



### Workshop on Strategic Planning, Effective Budgeting and Cost Control

May 26 – 30, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

November 24– 28, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### Program overview:

Strategic planning, effective budgeting, and cost control are critical skills for professionals and organizations aiming to achieve sustainable growth and financial stability. This comprehensive course provides participants with the essential tools and insights needed to develop strategic plans, create robust budgets, and implement effective cost control measures.

This course covers the concept of budgeting as a planning tool, a financial device and a control mechanism. In addition, it provides the necessary application tools required to making long-term and short-term planning decisions.

Participants will be equipped with knowledge and skills necessary to navigate the complexities of strategic planning, budgeting, and cost management in today's competitive business environment.

#### For whom:

This course is designed for professionals across various industries who are involved in strategic decision-making, financial planning, budget management, and cost control. It is particularly beneficial for managers, financial analysts, and executives seeking to enhance their strategic and financial management skills.

#### Learning objectives:

At the end of the course, participants will be able to:

- gain insights into the strategic planning process, including formulation, implementation, and evaluation of strategies aligned with organizational goals and external market dynamics.
- learn how to develop budgets that reflect strategic priorities, allocate resources efficiently, and enhance financial forecasting accuracy.
- acquire techniques to identify cost drivers, analyze cost structures, and implement cost control measures to optimize financial performance.
- apply strategic planning, budgeting, and cost control principles to make informed decisions that support long-term organizational success and sustainability.
- utilize cost-volume-profit analysis in making budgeting decisions

#### Course Outline

##### Day 1: Strategic Planning Process

- Vision and mission statements, Setting objectives and goals.
- Environmental scanning (SWOT Analysis), Strategy formulation, implementation, and evaluation.

##### Developing Effective Strategic Plans

- Setting Strategic Goals and Objectives: SMART criteria for goal setting.
- Aligning goals with organizational vision and mission.
- Environmental Analysis: Conducting SWOT and PESTLE analyses.
- Identifying internal and external factors affecting the organization.

##### Strategy Formulation

- Developing strategic initiatives.
- Resource allocation and prioritization.
- Strategy Implementation and Monitoring
- Action plans and timelines.
- Monitoring progress and making adjustments.

##### Day 2: Fundamentals of Budgeting

- Introduction to Budgeting: Definition and purpose of budgeting.
- Types of budgets (operating, capital, cash, etc.).

##### Budget Preparation Process

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Setting budget objectives.
- Estimating revenues and expenses.
- Budgeting techniques (zero-based, incremental, activity-based).
- Budget Approval and Implementation
- Presenting and justifying the budget.
- Implementing the budget.

#### Monitoring and Controlling Budgets

- Variance analysis.
- Adjusting budgets for changes in assumptions.

#### Day 3: Cost Control Techniques

- Importance of Cost Control
- Understanding cost control and its impact on profitability.
- Cost Classification and Behavior
- Fixed, variable, and semi-variable costs.
- Direct and indirect costs.

#### Cost Control Strategies

- Cost reduction techniques.
- Efficiency improvements.
- Lean management principles.
- Implementing Cost Control Measures
- Setting cost control objectives.
- Monitoring and reporting on cost performance.

#### Day 4: Financial Analysis for Decision Making

- Understanding Financial Statements
- Income statement, balance sheet, and cash flow statement.
- Financial Ratios and Performance Metrics
- Liquidity, profitability, and solvency ratios.

#### Using Financial Data for Strategic Decision Making

- Break-even analysis.
- Cost-volume-profit analysis.
- Case Studies and Practical Exercises
- Real-world examples and case studies.
- Group exercises to apply learned concepts.

#### Day 5: Integrating Strategic Planning, Budgeting, and Cost Control

- Aligning Budgets with Strategic Plans
- Ensuring budgetary alignment with strategic goals.
- Continuous Improvement and Adaptation

#### Incorporating feedback and lessons learned.

- Adapting to changes in the business environment.
- Building a Culture of Financial Discipline
- Promoting financial accountability and transparency.
- Encouraging stakeholder involvement in budgeting and cost control.

**Training Methodology:** Lectures, discussions, exercises, and case studies will be used to reinforce these teachings/learning methods.

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor,  
23, Acme Road, Ogba, Industrial Scheme,  
Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God  
Ministry, Area 1, Garki, Abuja.

3 - Pakiri Hotel Ltd, 4 Okwuruola Street, off Stadium Road,  
Port Harcourt, Rivers, Rivers

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N300, 000 per participant, VAT – N22, 500.**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials

and certificate of attendance.

Payment should be made into our Accounts:

Account Name:

Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**Enquiry/Booking, Contact:234-8051365946, 234-7087578814**

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