

# CERTIFIED BUDGETING & COST CONTROL FOR HR FUNCTION

## **COURSE OVERVIEW**

This course delivers a comprehensive and practical journey into how HR functions shape organizational performance through structured budgeting and effective cost control. Participants follow clear, relatable stories that mirror real HR challenges—ranging from workforce planning and compensation considerations to operational spending and resource allocation. The program highlights how HR decisions translate into financial impact and how cost-related insights can guide smarter, people-focused strategies. By the end of the course, participants will be equipped with the clarity and confidence to interpret HR financial information, understand cost patterns, and communicate budget insights in a compelling and meaningful way to management.

## **TARGET COMPETENCIES**

- HR Budget Structure
- Employee Cost Elements
- HR Operation Cost Categories
- Cost Control Approaches in HR
- HR Reporting & Storytelling

## **COURSE OBJECTIVES**

By the end of this course, attendees will be able to:

- Understand HR budgeting steps.
- Identify key HR cost elements.
- Apply practical cost control methods.
- Interpret HR budget information.
- Present HR budget simply and clearly.

## **TARGET AUDIENCE**

- HR Training & Development
- HR Officers
- Talent Acquisition Teams
- Compensation & Benefits Staff
- HR Coordinators.

# **COURSE METHODOLOGY**

A combination of storytelling, simple financial demonstrations, real HR scenarios, guided exercises, and interactive discussions to help participants learn and apply HR budgeting concepts easily and confidently.

## **COURSE OUTLINE**

### **HR BUDGET STRUCTURE**

- Purpose of aligning HR plans with organizational financial requirements
- Core components included in a structured HR budget framework
- Sequence and timeline followed during HR budget preparation
- Internal and external elements influencing HR financial projections
- Key considerations affecting HR spending priorities

### **EMPLOYEE COST ELEMENTS**

- Main elements contributing to employee-related costs
- Influence of allowances, benefits, and compensation structures
- Cost considerations linked to hiring, onboarding, and workforce expansion
- Effects of turnover, retention, and staffing changes on HR spending
- Factors affecting annual employee cost planning

### **HR OPERATION COST CATEGORIES**

- Expenditure areas within HR administrative and operational functions
- Financial considerations for training and development programs
- Cost patterns related to recruitment channels and sourcing methods
- Requirements influencing HR departmental spending
- Vendor, outsourcing, and professional service fee components
- Software tools for bookkeeping (e.g., PeachTree, QuickBooks, Excel).

### **COST CONTROL APPROACHES IN HR**

- Major drivers contributing to HR cost fluctuations
- Indicators signaling inefficiencies or unnecessary expenditures
- Common patterns observed in HR budget variances
- Approaches supporting efficient allocation of HR resources
- Considerations promoting long-term cost stability in HR functions

### **HR REPORTING & STORYTELLING**

- Formats commonly used for presenting HR budget information
- Techniques supporting clearer interpretation of HR financial data
- Visual elements that strengthen HR budget communication
- Trends and changes typically analyzed across HR spending cycles
- Key points highlighted when explaining HR financial decisions
- Identifying cash flow issues.