

Leadership Matters

DHS Leader Development Program

“People almost never change without first feeling understood.” – Douglas Stone



Tip of the Month:

Seeking options for your Cornerstone Continuous Development 12-hour requirement?

Check out these Skillsoft courses:

Basic Accounting Concepts for Non-financial Professionals

ID: [fin_08_a01_bs_enus](#)

Basic Budgeting for Non-financial Professionals

ID: [fin_08_a02_bs_enus](#)

News You Can Use

[The DHS Coaching Collaborative](#) – check out the Coaching Talent Bank and invest in your success!

Have you thought about a rotational opportunity? Go to the [Homeland Security Rotations Program](#).

Want to know more about Cornerstone, Keystone, or Capstone? Visit the [DHS Leader Development Program](#).

Did you know that the LDP identifies targeted development for [Team Members and Team Leads](#)?

Don't forget, seasoned DHS Leaders must complete [12 hours of Leader as Teacher "Give Back"](#) – write a blog, be a mentor, hold a brown bag lunch....

Questions? Contact your component [LDP Action Officer](#) or email LeaderDevelopment@hq.dhs.gov.

Got a minute (...or three?)
Check these out!

Points to Ponder “Learning” isn’t about a course – it’s about a course of action!

[Operating Budgets: Stop the Gaming](#)



Video (6 minutes)
[Bookid = 90794](#)

[Balancing Operations and Financials](#)



Video (3 minutes)
[Bookid = 43750](#)

[Making Budgets Work: Using Budgets to Improve Performance](#)



Book (15 pages)
[Bookid = 104295](#)

[Budgeting Basics and Beyond, Fourth Edition](#)



Book (544 pages)
[Bookid = 44987](#)

Basics of Budgeting

Step 1: Complete the course Basic Budgeting for Non-financial Professionals ([ID: fin_08_a02_bs_enus](#)) in this course, you will learn about the characteristics of an effective budget, the different stages involved in planning a budget, and how to distinguish between different types of budgets. You will also be introduced to historical and zero-based budgeting, and explore the fundamentals of budgetary variance analysis.

Step 2: Ask yourself the following questions:

- Can you recognize the attributes of an effective budget?
- Do you feel overwhelmed by your current budget?
- How do you feel personally about dealing with the budget?

Step 3: Complete these ideas for action below:

- What are the advantages and disadvantages of historical budgeting?
- Ask the team for what is important to them in the budget process.
- Ask the team members what is NOT important concerning the budget and why.
- How would you recognize the variances that are worth analyzing?

Do you know what these financial terms mean?

- Capital budgeting
- Variances
- Resources

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Real World Research

Budgets outline how an organization's financial resources will be allocated and are therefore essential in giving a sense of direction in an organization's day-to-day activities. Dealing with budgets is no longer only the responsibility of the finance department. Professionals in every department deal with budgets in one way or another. Knowing about the characteristics of an effective budget, and how to distinguish between different types of budgets, will help your organization as well as your career.

Outcome

Improve knowledge and capability in the area of financial management by understanding basics of budgeting by reviewing these resources.