

COURSE BROCHURE

# Government Cost Accounting & Service Costing

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



## Course Description

### Course Overview

Government Cost Accounting & Service Costing is a comprehensive, knowledge-based training program designed to help public sector professionals and new managers understand how costs are identified, measured, analyzed, and used to support effective decision-making in government organizations. The course explains the principles of cost accounting in the public sector context and how service costing enhances transparency, efficiency, and accountability in the delivery of public services.

For first-time managers, supervisors, and team leaders, this course is especially valuable because cost awareness is no longer limited to finance departments. New managers are expected to understand the cost implications of their decisions, manage resources responsibly, and justify service expenditures. As part of leadership training for new managers, this program builds financial and managerial insight, strengthens governance awareness, and supports informed, evidence-based management in public institutions.

### Key Outcomes

- By the end of this program, participants will be able to explain the purpose of cost accounting in government organizations
- By the end of this program, participants will be able to distinguish between different types of costs in the public sector
- By the end of this program, participants will be able to understand the concept of service costing and its importance
- By the end of this program, participants will be able to identify cost drivers in public services and programs
- By the end of this program, participants will be able to interpret basic cost information for managerial use
- By the end of this program, participants will be able to link service costs to performance and service outcomes
- By the end of this program, participants will be able to support cost transparency and accountability initiatives
- By the end of this program, participants will be able to recognize managerial responsibilities in cost control
- By the end of this program, participants will be able to identify common cost-related risks and inefficiencies

- First-time managers in government and public sector organizations
- Supervisors and team leaders responsible for programs or services
- High-potential employees preparing for leadership roles
- Program and project managers
- Finance, budgeting, and planning staff transitioning into management
- Operations and service delivery managers
- Policy and performance management professionals

Prerequisites No prerequisites

## **Course Outline by days**

### **Day 1 Foundations of Government Cost Accounting**

- Role of cost accounting in public sector management
- Differences between financial accounting and cost accounting
- Cost accountability and stewardship of public resources
- Overview of cost structures in government organizations
- Managerial responsibility for understanding costs

### **Day 2 Cost Classification and Cost Behavior**

- Direct and indirect costs in public services
- Fixed, variable, and semi-variable costs
- Cost centers and responsibility centers
- Understanding cost behavior in government operations
- Implications of cost classification for managers

### **Day 3 Service Costing in Government Organizations**

- Concept and objectives of service costing
- Identifying services, activities, and outputs
- Allocating costs to services and programs
- Understanding unit cost and service efficiency
- Using service costing information for management

- Relationship between costs, budgets, and performance
- Internal controls related to cost management
- Role of managers in monitoring and reporting costs

### **Day 5 Leadership Responsibilities in Cost Transparency**

- Integrating cost awareness into managerial decisions
- Supporting transparency and accountability in service costs
- Communicating cost information to stakeholders
- Managing cost-related risks and inefficiencies
- Course review and consolidation of key learning insights

### **Methodology**

This new manager leadership course is delivered through a primarily theoretical and structured learning approach designed to build strong conceptual understanding of government cost accounting and service costing. The program uses clear explanations of cost concepts, public sector frameworks, and leadership responsibilities supported by guided discussions and simplified illustrative cases. Interaction is balanced between individual reflection and light group discussions to reinforce learning without relying on heavy practical workshops.

Training materials include professionally prepared summary sheets, a participant workbook, simplified templates, and a practical toolkit to support management skills training and leadership development for team leaders. Minimal pre-work or optional follow-up support may be provided upon request only to align with organizational needs.

### **Assessment & ROI**

In-session assessment is conducted through short quizzes, guided question-and-answer discussions, and recap checks during each training day. These methods help confirm understanding and reinforce the application of cost accounting and service costing concepts in a managerial context.

Client internal measurement of return on investment may include key performance indicators, manager evaluations, service efficiency metrics, budget performance results, and internal reviews. Internal measurement is managed by the client organization and is outside the scope of our delivery. Optional follow-up support can

contact us to confirm the most suitable available instructor for this course based on schedule and location.

## **Conclusion**

Government Cost Accounting & Service Costing is a leadership fundamentals course that equips new managers, supervisors, and team leaders with the knowledge required to understand service costs and manage public resources more effectively. As part of a first-time manager training or supervisor leadership program, this course strengthens cost awareness, supports better decision-making, and enhances transparency and accountability in public service delivery. Organizations are invited to contact us to tailor the delivery format onsite, online, or blended and to align the duration with their leadership development objectives. A certificate of completion is available upon successful participation.

# Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

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