



Financial training for non financial staff

Budgeting open course

Course background

In both the private sector and public sector budgets are tight – in the public sector they will probably remain tight for some time to come. This course looks at how participants can get more out of their budgets.

Training outcome

As a result of this training, participants will understand:

- why we budget and how the process works
- how to set a budget
- what to do with the monthly report
- how to look ahead to the end of year outturn

Duration and dates

One day

20 April and 19 October 2010

Course style

The course is interactive & participative, with practical exercises leading into the financial theory, and an illustrative case study running throughout. Follow up material is provided to help participants develop their learning further.

Course outline

Introductions

Context setting – the budget process

Setting the budget

Refining the budget

The monthly report

Looking ahead to the end of year outturn

Post course follow-up

Cost

£295 + VAT per person.

Discounts apply to multiple bookings – see the website: www. attainmenttraining.co.uk

How do I book a place?

Email: alex@attainmenttraining.co.uk

Phone: 0121 276 0040

Write: Attainment Training, The Vicarage, Reeth, North Yorks, DL11 6TR

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