

<b>Course Code</b>	<b>Farming Connect Funded</b>
CLBF03X	Financial Recording & VAT
CLBF04X	Understanding & Using your Accounts
CLBF05X	Managing your Cash Flow
CLSB01X	<i>Business Planning &amp; Development. -phased out -see course 2787 below</i>
CLSM01X	Marketing your Business
2781	Project Management
2782	Leading & Managing
2783	Getting the Best out of your people
2784	Developing people to perform
2785	Managing casual and seasonal teams
2786	Recruiting and finding the right people
2787	Planning your business for the future
NEW	Introduction to Agricultural Business Planning
NEW	Planning a diversification or new enterprise.

**Courses are all one day in Length.**

**Cost is £225 plus vat each**

**All Lantra awards accredited.**

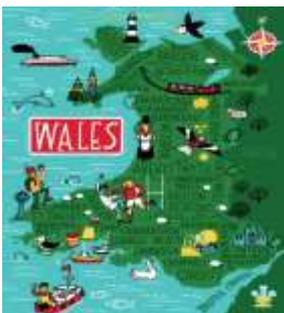
**Course Tutor: - Julie M Thomas**



You can apply for these courses with 80 % funding during funding windows, so if approved you pay only £45 plus vat

**We intend holding these throughout Wales.**

Builth Wells, Llanrwst, Bala, Ruthin, Corwen, Welshpool, Newtown, Machynlleth, Aberystwyth, Lampeter, Narberth, Swansea, Bridgend, Usk, Brecon, Llandeilo, Pwllheli, Carmarthen, Caernarfon, Cardigan, Tonypandy, Llanidloes, Cwmystwyth, Tregaron and more.....



## Financial Recording and VAT

### CLBF03X



#### FOR

Anyone who wishes to improve their skills and knowledge of this topic in order to be more effective at work

#### OBJECTIVES

- Examine the reasons for recording and analysing financial transactions within the business, whether by hand or on the computer. Understand what is required by your accountant.
- Select analysis headings relevant to your business and use them to record income and expenditure transactions. Alternatively select computer nominal headings.
- Keep VAT records and complete the VAT return.
- Know how to organise the financial paperwork to reduce errors and control creditors and debtors.



We use an example of a typical livestock farm as a practical group exercise. Bring your calculator! You are welcome to bring a laptop, but not essential. It may be useful to bring any book or system of bookkeeping you are using if not too cumbersome. In agricultural terms, we look at allocating costs to enterprises, so this basic way of recording can translate into producing your own enterprise costings, gross margins,

useful in planning.

## Understanding and Using Your Accounts

### CLBF04X

#### FOR

Anyone who wishes to improve their skills and knowledge of this topic in order to be more effective at work.



#### OBJECTIVES

- Use the profit and loss and balance sheet for managing the business.
- Examine the make-up of the balance sheet and profit and loss account.
- Make 'simple' business appraisals in order to measure the performance of their business.



We use an imaginary set of farm accounts in a practical exercise. We then look at several sets of farm accounts, and analyse what we have found in group work. Bring your calculators.

You are welcome to bring along your own set of accounts which you can refer to, but they will remain private to you, they will not be used in group sessions.



## Managing Your Cashflow

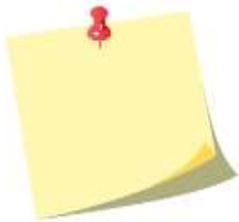
### CLBF05X

FOR

Anyone who wishes to improve their skills and knowledge of this topic in order to be more effective at work.

#### OBJECTIVES

- Draw together the information required to prepare a forward cashflow budget.
- Use the cashflow to look at 'what if' situations and alter it to suit bank overdraft limits.
- Present the bank manager with the information he needs for bank borrowing requirements.
- Monitor the cashflow within the business as a means of financial control.



We look at what a cash flow is, and how we use it as a planning tool. We will in group work, look at several scenarios, and plan how we can manage a cash flow efficiently. It may be helpful if you bring a laptop, but not essential. If you could bring your last 12 months bank statements with you, you may find that you can apply these principles easily in your own situation, giving you an added value in real budgeting. If you want to bring your last set of accounts to refer to, you can, but all financial info you bring

will remain private to you.



## Marketing Your Business

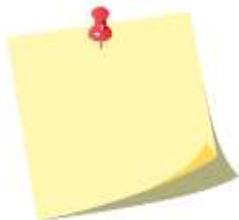
### CLSM01X

FOR

For any farmers or growers or any other rural businesses considering diversifying in their present business.

#### OBJECTIVES

- Know what marketing is and how it can help develop learner's business.
- Know the vital questions to ask, and gain answers to, before embarking on a new business venture.
- Understand all the elements for the marketing mix.
- Areas that they have to budget for.
- How to measure its effectiveness.



If you are running any other type of business please bring brochures / literature you are using, and if you have a marketing plan, please bring it. If you are just thinking about an "idea" at this stage, it is worth coming to explore your marketing options. This marketing course is highly customized to rural and farm businesses.



## Business Planning and Development CLSB01X

Our one day Business Management course has been developed specifically for you if you are involved in running and managing your own business, and therefore make the strategic and operational decisions. It will help you to review how well your business is currently positioned, and look at any potential impacts, and how these can be addressed.

### OBJECTIVES

- Establish why they are in business and what business they are in.
- Review how well the business is currently position
- Identify their personal and business objectives
- Consider how the business is likely to develop in the short and medium term.
- Review and address the impact of internal and external changes on the business
- Identify actions that they can take to implement success.
- Draft their own business plan



## Planning your business for the Future 2787

The workshop is aimed at owners and managers of SME's, as well as new businesses or it can be tailored to an in-house programme to suit the management team. The training is suitable for those within the environmental and land-based industries as well as those who sit on the edge or outside these industries.

### OBJECTIVES

- Reflect on the progress of the business so far and identify the successes and lessons learned
- Use PESTEL and SWOT analysis to decide on the vision and direction for the business
- Decide on a suitable timescale for the business plan
- Identify the human, practical and financial resources required to support the plan
- Produce a business plan



PHEW! Both these courses are available, and when you look at the objectives, they are so similar as to be indistinguishable. Both deal with planning the business for the future. If you are considering these courses, may I suggest you opt for the **Planning your business for the future (2787) on your Funding application**

Only because it is the most recent, and has accompanying workbooks



**Pick :-Planning your business for the future**



## Project Management 2781

### OBJECTIVES

- Reflect on their own experiences of projects
- Define a project specification based on a simple case study, and apply this to their own project after the course
- Develop a project plan with clear tasks and sequences of events
- Identify the resources required for a project
- Apply some basic problem-solving techniques
- Understand how to handover and evaluate a project



This is most definitely a PROCESS type of course, rather than a people's skills course, touching on Critical Path Analysis, Gantt charts, Problem solving, and is a basic introduction to project management. Useful if involved in projects and event management.



**LANTRA**  
AWARDS

## Finding and Recruiting the right people 2786



This is looking at the practicalities of setting a job description, an intro to legal issues, writing a person specification etc. It would be useful for Farm managers, or larger farms employing staff, and dairy farmers.

This is still a process rather than a people course, for people skills in managing staff the next courses are recommended.

Getting the best out of people would be useful after this course, as it links to competences.



2782	Leading & Managing
2784	Developing people to perform
2785	Managing casual and seasonal teams
2783	Getting the Best out of your people

All of these courses revolve around people skills, and people management, with communication as the key!

If you are considering these, I would recommend starting with **leading and managing** before the others.

**Managing casual and seasonal teams** sounds like it is meant for fruit pickers, and indeed it would fit the bill well, but I think this is an excellent management course in that you learn a lot about team buildings and the dynamics of teams, so would suit show societies, YFC, Unions, in fact all rural community activities, and even Families!

**Developing people to perform** touches on training skills, and again is all about people skills

**NEW Planning a diversification or new enterprise.**

Similar to Planning your business for the future, but has more financial content. Would recommend the marketing course alongside this.

**NEW Introduction to Agricultural Business Planning**

Was written with management accounting in mind, deals with Gross Margins and benchmarking, and budgeting.



All the courses carry attendance certificates, so are not assessed.

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