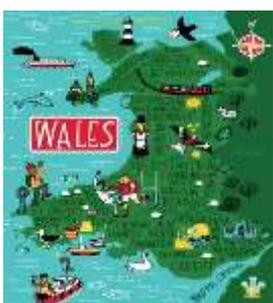


Farming Connect Funded by 80%	
FINANCE SUITE	
FM1	Book keeping, VAT, and Making Tax Digital.
FM2	Understanding your Accounts and financial statements
FM3	Managing your CashFlow
NEW	Introduction to Agricultural Business Planning
BUSINESS DEVELOPMENT	
NEW	Planning your business for the future
NEW	Planning a diversification or new enterprise.
	Marketing your Business
PEOPLE SKILLS COURSES	
	Leading & Managing
	Getting the Best out of your people
	Managing casual and seasonal teams
	Developing people to perform
BUSINESS FOCUSED.	
	Risk Management
	Stress Management
	Project Management
	Agriculture Health and Safety- Preparing for Inspection



**All courses are 1 day in length
 Cost £225 on application form
 Client pays £45 plus vat = £54**



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, Tonypany,
 Llanidloes, Cwmystwyth, Tregaron and more.....

FINANCIAL MANAGEMENT 1

Book keeping, VAT, and Making Tax Digital.



FOR

Anyone who needs to do financial recording, and covers the basics of VAT and streamlined record keeping.

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.

FINANCIAL MANAGEMENT 2

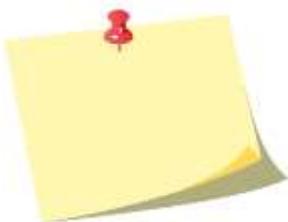
Understanding Your Accounts and Financial Statements



This will not turn you into an accountant, but it will explain financial terms and concepts, and enable you to communicate clearly with your accountant.

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.

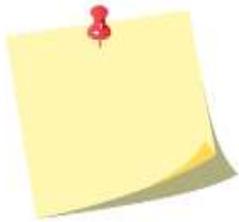
You are welcome to bring along your own set of accounts which you can refer to, but they will remain private to you, they will not be used in group sessions.

Managing Your Cashflow- Keeping the cash flowing

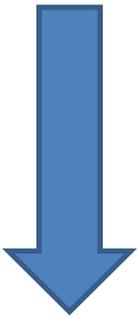


OBJECTIVES

- 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.



Progression

Introduction to Agricultural Business Planning



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

This course is best done after the finance suite to get maximum impact. It brings together the aspects of book keeping , monitoring Profit and Loss, appraising Investment, as the "Bermuda triangle" of "lost money". It then looks at budgeting, partial budgeting, and drawing up enterprise Gross Margins, and is helpful if you want to understand what benchmarking is. It deals with agriculture and farming enterprises specifically rather than diversification.





Planning your business for the Future

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
- The business landscape- 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- some practical tips.



Marketing Your Business

For any farmers or growers or any other rural businesses considering diversifying in their present business or starting a new enterprise including added value

OBJECTIVES

- Know what marketing really is !
- 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.
- Recognise and find your customer profile
 - Bringing Innovation to marketing



Farmers traditionally have not needed marketing skills, we have been an industry that “goes to market” and receives a price. This is changing fast, and an appreciation of what marketing is , and how effective and ineffective it can be is vital for today’s business.

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.



NEW Planning a diversification or new enterprise.

Similar to Planning your business for the future, but has more financial content. Overview of planning and legal issues, and common challenges faced. Would recommend the marketing course alongside this.

PEOPLE SKILLS



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

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.

Leading and Managing deals with a bit of basic psychology, leadership styles, assertive communication, managing change and delegation skills.

Getting the Best out of your people looks at motivation and communication at all levels.

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 performance appraisals and again is all about people skills, but less useful than the 3 above.

BUSINESS FOCUSED

Project Management



This is most definitely a **PROCESS** type of course, rather than a peoples skills course, touching on Critical Path Analysis, Gantt charts, Problem solving, and is a VERY basic introduction to project management. Useful if involved in projects and event management. Does not deal with project management software

OBJECTIVES

- 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

Risk Management



and development

This is a new course, and will deal with the management of Risk in health and safety issues through to financial management in a business. It will enable you to carry out and document risk assessments and develop Strategic Policies and Procedures that will assist the business in its growth

Agriculture Health and Safety- Preparing for Inspection

This course is an ideal progression from Risk Management, and provides practical advice on compliance with Health and safety issues

Stress Management



We are all aware of working under pressure, and how we deal with pressure can lead to stress. Stress is the unwanted result of working under pressure.

This course looks at strategies to prevent stress developing. Time management issues and strategies are explored as time or lack of time, or perceived lack of time can be a root cause of stress.

Mental Health first aid is also included, and how to develop coping mechanisms.

Practical Information

- **Goals on your PDP**

For finance courses, **one goal** may cover you for the 4 courses, the goal **title** could be **Improve financial management skills** .

In the details then you could mention you want to develop financial recording skills, communicate with your accountant more, and be able to manage cash flow and investment decisions, then as you apply for the finance courses re-iterate those reasons on the application form.

- All courses on this leaflet are £225 plus vat, put **£225** on application form
- Once approved, we group you into local areas, and then contact you and other local approvals to come up with a date suitable for you.

Please contact us for any help with application

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