



BUSINESS COURSES

DELIVERED THROUGHOUT WALES

1 DAY . £265 ON APPLICATION- YOU PAY £53 +VAT



THE FINANCE COURSES £

- **Bookkeeping, VAT and Making Tax Digital (MTD)**
- **Understanding your accounts and financial statements**
- **Keeping your Cash Flowing**
- **Introduction to Agricultural Business Planning (IABP)**

It is useful, but not absolutely necessary to do these courses in order shown. The Intro to Agricultural business planning brings all the aspect of finance together- it is a good revision for the first 3 courses, or as a stand alone course for the more experienced.

BUSINESS DEVELOPMENT COURSES

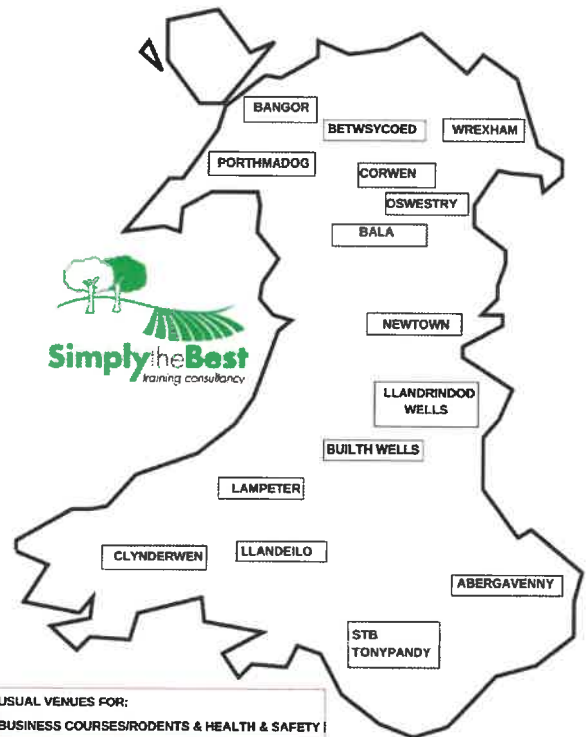
- **Business planning and development**
- **Planning a diversification or new enterprise on a farm**
- **Marketing Your Business**

Marketing works well after the diversification course.

PEOPLE SKILLS

- **Leading and Managing**
- **Getting the Best out of People**
- **Managing Teams**

Best to do leading and managing first, as the other courses build on leading and managing. Really good sharp courses , ideal if you employ anyone, and useful for managing professional relationships as it gives you an insight into what makes people "tick". We have had excellent feedback from participants on these courses.



USUAL VENUES FOR:
BUSINESS COURSES/RODENTS & HEALTH & SAFETY



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THE PEOPLE SKILLS COURSES.

- **Leading and Managing**
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Leading and managing

- ✓ Leadership and Management- is there a difference?
- ✓ Your leadership style- Get to know yourself
- ✓ Handling Change
- ✓ Assertive Communication and feedback.
- ✓ Delegation- effective tool- often badly used.



Getting the Best out of People

- ✓ Goal setting and linking objectives to business priorities
- ✓ the importance of rapport and feedback.
- ✓ Motivation- how to motivate.
- ✓ Learning and processing styles- it really does matter !
- ✓ Good instruction and use of questions



Managing Teams

- ✓ Team dynamics
- ✓ How teams work- profiling.
- ✓ Choose your team wisely- what works
- ✓ Developing the individual and the team.



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- **Business Planning & Development.**
- **Planning a Diversification/New enterprise on the farm.**
- **Marketing your business.**

Business Planning & Development.

This course looks at basic planning tools you can use and to looking at what a business plan entails.

Sessions:

- ✓ SWOT analysis.
- ✓ Scenario analysis.
- ✓ Strategic/Operational plans.
- ✓ How business plans are put together.
- ✓ Pulling together the right details for the recipient.
- ✓ Estimating cash needs.



"An admirable plan, Mr Gribbs.
but short on detail"

It can be useful to do the finance suite to give you as basic understanding of what is needed in the financial section.

Diversification.

Just want to explore options? Just a glimmer of an idea? Part way through?

This course looks at some of the common pitfalls & challenges and how to avoid them! Down to earth course gives you an overview of issues.

Sessions:

- ✓ Will it fit in?
- ✓ SWOT analysis.
- ✓ Planning issues.
- ✓ Tourism ventures.
- ✓ Basic finance-can I/should I?
- ✓ Signposting to other aspects of FC service.



Marketing.

Good course to do if you are considering a diversification or have a new venture running.

Sessions:

- ✓ What is marketing?
- ✓ Principles of marketing-4 P's
- ✓ Customer profiling-demographics
- ✓ Marketing mistakes
- ✓ Innovation & social media
- ✓ Producing marketing copy.



Can be useful if you have stationary logos, website etc to bring anything relevant.