

This one day workshop is the essential practical introduction to the skills and knowledge managers and clinicians need to benefit their patients by successful use of their budgets.

It covers all aspects of budgets and budgetary control in the NHS. It is designed for budget holders at all levels and for those who deputise for, or are likely to become budget holders in the future. No prior knowledge is assumed. Engaging practical exercises are backed-up by simple theory to ensure comprehensive coverage of all the basics. No unnecessary jargon is used. All participants receive a complimentary copy of the book *The NHS Budget Holder's Survival Guide*.

Get the skills... to use your budget... to benefit your patients, clients and service users.

### Objectives

**By the end of the workshop, you will be able to:**

- List your financial responsibilities.
- Get the best out of your finance department.
- Use a simple step-by-step method to interpret financial reports.
- Project and forecast future financial problems.
- List reasons for variances from budget.

### Course Programme

- Budgets and budgetary control
- Understanding financial reports
- The three methods of accounting
- Forecasting your financial position
- How budgets are set
- Planning to develop your service
- Your responsibilities... and your rights
- The seven-point plan for interpreting your financial information

### Comments from previous participants

“Brilliant!”

“I wish I had been on this course years ago. I feel it would have helped me so much then. I know I can utilise what I have learnt now. It has been time well spent. Thank you.”

“I feel that the tutor delivered the course extremely well and made what could have been a difficult, unpleasant subject simple, clear and easy to understand.”

“Well presented, delivered and supported by written material.”

“Excellent style and rhythm.”

“Approachable and fun.”

“An excellent investment of your and my time.”

“Excellent day!”

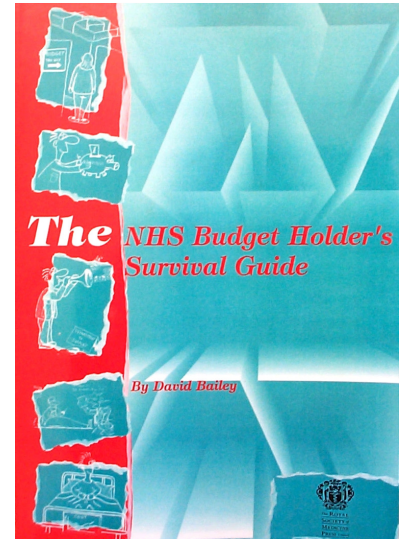
“Good mixture of group work and discussions.”

# The NHS Budget Holder's Survival Guide



## About the workshop leader

David Bailey is a qualified Chartered Certified accountant with twenty two years experience in the NHS in acute, primary care and mental health settings. His specialist area is explaining complex financial concepts in ways that everyone can understand. He is author of the best-selling book *The NHS Budget Holder's Survival Guide*, published by the Royal Society of Medicine Press. His clients have included the Royal College of Nursing and the NHS General Management Training Scheme. He has successfully trained thousands of NHS staff and is well known as a provocative, lively and entertaining speaker.



## Timetable

9:00	Coffee and registration
9:30	Welcome, domestics and Introductions
9:45	Budgets - session 1
11:15	Coffee
11:30	Budgets - session 2
1:00	Lunch
1:45	Budgets - session 3
3:15	Tea
3:30	A case study in budgetary control
4:30	End

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clients and service users.  
Book your place now.