

Date and Venue Details

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.

The workshop 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 copy of David's book **The NHS Budget Holder's Survival Guide** and a high quality calculator.

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.

Workshop Programme

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

Timetable

9:00	<i>Refreshments and registration</i>
9:30	START - Welcome, domestics and Introductions
9:45	Budgets and Financial Reports
11:15	<i>Coffee</i>
11:30	Forecasting and Accounting
1:00	<i>Lunch</i>
1:45	Budget Setting and Rights and Responsibilities
3:15	<i>Tea</i>
3:30	A case study in budgetary control
4:30	End

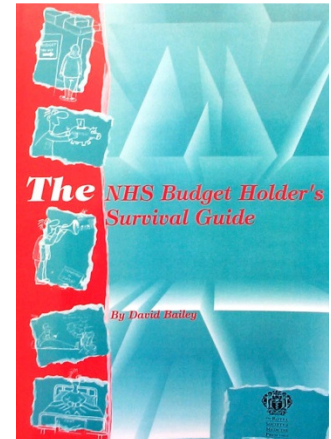
The NHS Budget Holder's Survival Guide



About the Workshop Leader

David Bailey is a qualified Chartered Certified accountant with thirty 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.

David is author of the best-selling book *The NHS Budget Holder's Survival Guide* copies of which will be available to purchase on the day. He has successfully trained thousands of NHS staff and is well known as a provocative, lively and entertaining speaker.



As well as running development events David works as a consultant on business cases and tenders within the NHS. He has recently successfully completed the Country's first Outcomes Based Commissioning process in Oxfordshire for Mental Health Services.

Comments from previous participants

"The day passed quickly - enjoyed every minute and learned such a lot. Thank you. Would strongly recommend the course."

Elaine Cathcart
Quality Manager

"Excellent day. Very entertaining and motivating speaker."

Gill Fletcher
Advanced Clinical Practitioner

"Thoroughly enjoyed David's style of presentation. Made the topic very interesting and engaging with good humour. Very good way of presenting the subject."

Marc Sutton
Pharmacy QA Manager

"This was an excellent course and highly informative."

Hannah Edwards
Information Development
and Governance Manager

"Really enjoyed course, very well delivered and kept it interesting all the way through."

Jodie Bale
Service Manager

"Very passionate presentation! Really inspiring and galvanising day to leave with lots of motivation to ask questions and challenge. Thank you. A complicated topic made accessible in an engaging, practical way."

Dr Felicity Nichols
Clinical Psychologist

"Excellent day. I have learnt so much. Thank you for your patience and sharing your knowledge and skills with us today. Highly recommended."

Kay Sumner
VTE Nurse Manager

"The course was excellent and enjoyable!"

Ramila Patel
Research Manager