



## Management Training Programmes for Smaller Businesses

Ref **IDT-AB-BP01** | Duration 1 Day | Presenter A Corporate Degrees Programme

Course Title  
**Introduction to Business Planning for Small & Start-up Companies**

Brief Description

An effective business plan about getting results for the business, whether for internal use, to raise finance or generate sales. We look at what information should be included and what should not. We also look at presentation to gain maximum impact on its intended recipients. This course may also be a foundation for more detailed learning in other programmes in this series.

Ref **IDT-AB-BP02** | Duration 1 Day | Presenter A Corporate Degrees Programme

Course Title  
**Introduction to Business Planning for Existing Companies**

Brief Description

An effective business plan about getting results for the business. We look at the framework for designing a plan. We also look at how it should be presented to gain maximum impact on its intended recipients. It will explore various aspects of business planning giving a rounded knowledge of what managers should know for effective planning. This programme is designed for directors or managers.

Ref **IDT-AB-BP03** | Duration 2 x 1 Days | Presenter A Corporate Degrees Programme

Course Title  
**Business Planning Workshop for Small & Start-up Companies**

Brief Description

This workshop looks in detail at various elements of a practical business plan. It examines how to construct one for maximum effectiveness. It is designed for people thinking of opening a small business, or those already running one. Delegates may need to raise finance or intend their plan to be a framework for effective running of their business.

Ref **IDT-AB-BP04** | Duration 4 x 1 Days | Presenter A Corporate Degrees Programme

Course Title  
**Business Planning Workshop for Existing Companies**

Brief Description

An effective business plan about getting results for the business, whether for internal use, to raise finance or generate sales. Strategic Business Planning sets clear, achievable objectives and avoids drifting. The objectives of this course are to provide a framework for strategic business planning and to provide the opportunity for participants to apply the material to their specific business

Ref **IDT-AB-BP05** | Duration 1 Day | Presenter A Corporate Degrees Programme

Course Title  
**Forecasting for Business Planning**

Brief Description

Forecasting is a fundamental element of any good business plan. This programme is designed for directors or managers of an existing business. The seminar will explore various aspects of economics, marketing, sales demand management and product/service lifecycle development to give a rounded knowledge of what a manager should know for effective planning.



## Business Management Training (2)

Ref <b>IDT-BP-BU01</b>	Duration 1 Day	Presenter A Corporate Degrees Programme
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Course Title

### **Creating Budgets & cash flow forecasts for business planning**

Brief Description

Budgets create a framework against which activities (including the core operations of the business) can be planned over time, especially once costs are properly understood. Most importantly, it provides a yardstick against which the business can be judged. The aim of this programme is to introduce participants to the important principles of budgeting and cashflow forecasting.

Ref <b>IDT-AC-IN01</b>	Duration 1 Day	Presenter A Corporate Degrees Programme
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Course Title

### **An Introduction to Accounting for Small Businesses & Sole Traders**

Brief Description

Keeping accounts is a vital function when running any business. This course is specifically designed for anyone running their own business, or considering starting one, who would like to understand how accounts should operate within their business and their importance as a tool to make their business successful and profitable.

Ref <b>IDT-AC-BK01</b>	Duration 2 Days	Presenter A Corporate Degrees Programme
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Course Title

### **Practical Double Entry Bookkeeping (1)**

Brief Description

Double entry bookkeeping is the basis of all accounting, computerised or manual. The aim of this programme is to introduce managers to its standard principles. Delegates will learn basic bookkeeping procedures and concepts. These include double entry, the use and relationship of various accounting ledgers. They will also learn about profit & loss and balance sheets and their relationship to bookkeeping.

Ref <b>IDT-AC-BK02</b>	Duration 2 Days	Presenter A Corporate Degrees Programme
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Course Title

### **Practical Double Entry Bookkeeping (2)**

Brief Description

The aim of this programme is to follow on from Programme 1 (AC-BK01) and help participants understand standard principles to better manage the business. Delegates will learn basic bookkeeping procedures and concepts, for sales and purchase ledgers, posting entries, such as loans and grants, and producing trial balances, simple profit & loss accounts and balance sheets.

Ref <b>IDT-AC-BK03</b>	Duration 2 Days	Presenter A Corporate Degrees Programme
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Course Title

### **Practical Double Entry Bookkeeping (3)**

Brief Description

The aim of this programme is to follow on from Programmes 1 & 2 (AC-BK01/2) and introduce participants to its standard principles. In this programme, participants will go beyond trial balance stage, and learn accounting conventions and understand how they require adjustments to account balances, especially at period and year ends.

Ref **IDT-AC-CA01** | Duration 1 Day | Presenter A Corporate Degrees Programme

Course Title

### **An Introduction to Practical Cost Management**

Brief Description

Many companies don't really understand the true basis of their costs. This understanding is vital when searching for greater profitability, productivity and competitiveness. This workshop aims to close that gap, and give a clear and practical overview of the elements that should be considered by managers trying to manage and control costs.

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Ref **IDT-AC-CA08** | Duration 3 Days | Presenter A Corporate Degrees Programme

Course Title

### **Practical Cost Management Workshop**

Brief Description

We look at how the business may use cost accounting and cost management techniques to aid initiatives for greater productivity and competitiveness, and help drive down costs. The workshop has been specifically designed to help hands-on managers and directors of companies in a practical way and give them the tools and knowledge with which to work in improving their companies.

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Ref **IDT-BP-BU02** | Duration 2 Days | Presenter A Corporate Degrees Programme

Course Title

### **Practical Budgeting & Cashflow Projection**

Brief Description

Budgets create a framework against which activities can be planned. Cash flows are now considered as an essential element of financial reporting and are usually required by lenders along with Balance Sheet and Profit & Loss Forecasts. The aim of this programme is to provide useful, practical knowledge to business owners, managers and relevant employees so they understand their use.

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Ref **IDT-AC-CA09** | Duration 3 Days | Presenter A Corporate Degrees Programme

Course Title

### **Practical Cost Management Workshop for Manufacturing Companies**

Brief Description

We focus on how a manufacturing business may use cost accounting and cost management techniques to achieve greater productivity and competitiveness, and help drive down costs. The workshop has been specifically designed to help hands-on managers and directors of manufacturing companies in a practical way and give them the tools and knowledge with which to work to improve their companies.

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Ref **IDT-AC-MA01** | Duration 2 Days | Presenter A Corporate Degrees Programme

Course Title

### **Practical Accounting For Manufacturing**

Brief Description

The aim of this programme is to provide business owners, managers and relevant employees with useful, practical knowledge for specific accounting in the manufacturing environment, especially in small and medium sized manufacturing companies.

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Ref **IDT-AC-CM01** | Duration 1 Day | Presenter A Corporate Degrees Programme

Course Title

### **Practical Credit Management**

Brief Description

Many organisations suffer from late or non payment of their debts. This workshop has been designed to reduce risk of non payment, along with cost effective controls and techniques to speed up the debt collection process. It is specifically designed for the needs of business. It will teach the subject in a hands-on way that is of maximum value.