

**Duration:** 8 hours

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**42% of managers have direct responsibility for departmental budgets, but according to a recent survey of 650 UK business managers, the majority have received little in the way of formal financial training.**

Every organisation needs to plan and control its spending in order to operate effectively. Despite this, many managers lack confidence when it comes to budgeting and financial control.

**Working to a Budget** is a basic introductory course which looks at the use of budgets, how they are produced and how they are used within an organisation. It describes why setting and working to a budget is important, how to go about preparing and implementing a budget, what can go wrong and what can be done to put things right.

## Who is the course for?

**Working to a Budget** is most suited to people who are likely to become first-time managers, or those with responsibility for creating and managing budgets. It is also suited to existing managers who have not had any formal training or have limited work experience.

The course is appropriate to any size of business, industry or business sector.

There are no formal entry requirements and the course assumes no specialist knowledge, although participants should ideally have basic numerical skills.

## What will you get from this course?

When you have completed this course you will be able to:

- explain the importance of operating within a budget
- monitor business performance against your budget
- recognise ways to reduce and eliminate variances
- know how to gather information for use in budgets.

## Course features

**Working to a Budget** will give you a theoretical introduction to understanding and analysing business information.

The course consists of a series of case studies, and simple exercises such as multiple choice and true or false questions. After each exercise you'll be given feedback on how you've done.

An audio soundtrack delivers most of the content, with simple graphics and on-screen text summarising the key points.

You can print a transcript of each screen's audio component for future reference. The course also includes a glossary of business terms, an alphabetical list of business "thought leaders", and a resources section featuring links to useful online business resources.

You can start this online course straight away and work on it at any time, provided you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

### Other courses you might be interested in

**Financial Environment**  
**Understanding Balance Sheets**  
**Understanding Profit and Loss**

**Course code:** 100594BT013

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