

MANAGING RESOURCES

Workbook – RESOURCE IT

Objectives

Having completed this workbook, you will be better able to:

- Consider three key financial concepts of profit, cash and wealth, and link them to financial accounting. Recognise the difference between financial accounting and management accounting, the role of the various financial people in the organisation and how finance fits into overall business activities and planning
- Understand the importance of costing, how costs are classified, cost allocation and costing methods, and consider the way in which costs combine with income to define the 'breakeven point'
- Identify why budgets are important, the budgeting system, the types of budgets that organisations use, the process of developing and negotiating a budget, and how to improve your budgeting practice
- Recognise how to monitor and control a budget using a technique called variance analysis, consider standard costing and budgetary control, and ways in which you can generally improve budgetary control

Contents

Section 1

The basics of finance...

- Profit, cash, wealth: the pluses and minuses
- Accounting and accounts
- The finance function
- Finance and the organisation

Section 2

Costs and costing...

- Why costing?
- Cost classification
- Allocating costs
- Costing methods
- Activity-based costing
- Costing and breaking even

Section 3

Budgeting...

- Why budgets?
- The budgeting system
- Types of budget
- The budget process

Section 4

Monitoring and controlling the budget...

- Variance analysis and budgetary control
- Improving budgetary control

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Workbook – THE BOTTOM LINE

Objectives

Having completed this workbook, you will be better able to:

- Recognise what resources should be available to you and why you need them, how they are at the heart of what businesses are about, the key actions needed to manage resources and how continue to be effective when there are resource constraints
- Identify forecasting techniques including resources plans and choosing suppliers
- Understand purchasing processes and the steps in a good purchasing system, in addition to stock organisation and how to schedule effectively by using scheduling techniques such as tables, planners and Gantt charts
- Consider how to monitor and control resources using a framework of systems such as stock control, maintenance, environmental, performance and recording.

Contents

Section 1

What are resources?...

- The resources you need and why you need them
- The process of managing resources
- Resource constraints

Section 2

Plan the resources you need...

- Forecasting
- Resource plans
- Agreeing resource requirements
- Choosing suppliers

Section 3

Organise your resources...

- The purchasing process
- Stock organisation
- Scheduling
- Scheduling techniques

Section 4

Monitor and control resources...

- Stock control
- Maintenance
- Environmental control
- Energy management
- Resources performance control
- Keeping records

MANAGING RESOURCES

Workbook – WORK SAFE

Objectives

Having completed this workbook, you will be better able to:

- Understand the importance of health and safety and assess the relevance of health and safety in your own organisation
- Identify ten key requirements you have to follow in terms of Health and Safety, plus the Six-Pack and apply the key legal requirements to your own work area
- Understand the content, aims and objectives of a Health and Safety policy and culture, and then apply the requirements to your own work area
- Recognise the ten commandments of management responsibilities in Health and Safety, and assess how well you are carrying out your own health and safety responsibilities
- Understand the importance of risk assessments and how to create one for your own area of responsibilities
- Consider nine principles of prevention, how to promote prevention as part of your health and safety culture, and how to design a leaflet which helps to promote a health and safety culture in your organisation



Contents

Section 1

Why bother?...

- Don't I have enough to do?
- It's too costly...
- ... and anyway we're insured?
- It can't happen here... can it?
- What about the positive benefits?

Section 2

Think legal...

- The double whammy – civil and criminal law
- The HSW Act
- The Management Regulations
- The Six-Pack
- And some of the rest...
- Get your FAQs right

Section 3

Get organised...

- Health and safety policy
- The 4Cs of getting organised

Section 4

It's your responsibility...

- So what are your responsibilities as a team leader?
- And what are the employees' responsibilities?
- Do others have responsibilities?
- Manage performance

Section 5

Reduce risks...

- What is risk assessment?
- Let's make it official

Section 6

Proactive not reactive...

- Principles of prevention
- Promote prevention

MANAGING RESOURCES

Workbook – RECRUIT and RETAIN

Objectives

Having completed this workbook, you will be better able to:

- Recognise the factors that influence the number and type of staff recruited, what goes into recruitment material such as job and person specifications and advertisements, how to assess candidates so that a shortlist for interview can be drawn up, and the relevant aspects of employment law relating to fair recruitment
- Identify interview skills including preparing and structuring, taking part in competency-based interviews, avoiding interview pitfalls and using follow-up procedures.
- Examine the induction programme in your organisation and use a quiz to highlight ways in which you can introduce new staff to your team
- Understand the importance of taking care of recruits to ensure they settle in, and consider ways in which new staff can be encouraged and developed into valuable members of the team

Contents

Section 1

What's your role?...

- Recruitment and selection stages
- Recruitment and the law
- How many staff do you need?
- Drawing up a job description
- Designing a person specification
- Getting the right applicants
- Shortlisting candidates

Section 2

Tell me about yourself...

- Interviewing
- Making a decision

Section 3

First days at work...

- Induction
- The induction timetable
- Getting help

Section 4

And the rest...

- Find 'em, keep 'em
- New faces, old faces
- The feedback factor