

in-house training

Choosing from CIPFA's wide range of in-house training programmes, which can be tailored to your team's needs, can result in a true return on investment. Those attending will benefit from keeping up to date with the latest technical developments, best practice and guidance, and it can positively change behaviours in the workplace and help maintain CPD.

With expert trainers and a unique history of supporting the public sector, CIPFA's cost-efficient training is the public sector's first choice for in-house staff development programmes.

Finance for finance specialists

It is essential that the finance practitioners and specialists of a department, or an organisation, keep their skills up to date and relevant. They need to help tackle the challenges that their organisation's finance functions face in a rapidly changing public sector. Choose from across three sub-themes:

Financial reporting

- A to Z of Capital
- Accounting for Charities
- Introduction to International Financial Reporting Standards (IFRS)
- Accounting for Leases under IFRS
- IFRS Technical Update
- IFRS - Component Accounting
- IFRS 1 - Overview
- IFRS 2 - Non-Current Assets
- IFRS 3- Financial Instruments
- IFRS 4- Employee Benefits
- A-Z of Pension Accounting in Local Authorities
- Closing the Accounts
- Financial Reporting for Academies
- Group Accounts
- Introduction to International Public Sector Accounting Standards (IPSAS)

Financial management

- Activity Based Costing in the Public Sector
- Balanced Scorecard
- Balancing Budget and Monitoring Risk Areas
- Benefit Realisation
- Budget Management and Control
- Business Cases
- KPI's for Business Improvement
- Debt Management in the Public Sector

- Managing Financial Performance
- Performance Measurement
- Ten ways to Reduce Costs
- Whole Life Costing

The latest on TAX and VAT

- PAYE and NIC Issues for Employers and Employees
- Personal Tax Update
- VAT – A General Introduction
- VAT – Advanced

Finance for non-finance staff

With every business decision having a financial consequence it has never been so important for all managers of an organisation to be financially and commercially aware. This is a sample of **some** of our introductory in-house programmes below:

- Accounting for Beginners
- Finance for non-Finance Managers
- Finance for Social Work Managers
- Introduction to Budgeting
- Introduction to Charity Accounting
- Introduction to Local Authority Housing Finance
- Introduction to Local Authority Capital Accounting
- Introduction to Local Government Finance
- Introduction to Housing Association Finance
- Introduction to NHS Finance
- Introduction to Treasury Management
- Practical Guide to Open Book Accounting
- Changing Landscape of Local Government Funding
- Economic Appraisal: Making the Right Choices
- Zero Based Budgeting
- Activity Based Costing in the Public Sector
- VFM Toolkits

Governance, risk and fraud

Essential training for practitioners across the public sector, helping them improve leadership, stewardship and control in their organisation:

- Advanced Audit Committees
- Advanced Risk Management
- Assurance in the Public Sector
- Auditing Tax
- Certificate in Corporate Governance
- Effective Audit Committee
- Essential Skills for Board Members
- Finance Committee Training
- Fraud Awareness for Managers
- Further Aspects of Internal Audit
- Further Aspects of Risk Management
- Future of Ethical Governance
- How to Prevent and Detect Public Sector Fraud
- Introduction to Fraud Awareness
- Information Governance Update
- Intro to Internal Audit
- Intro to Risk Management
- Lean Audit
- Maximising the Value of the Audit Committee
- Pensions Governance and Audit
- Principles of Good Governance
- The Bribery Act
- Scrutiny

Project management

Project management is a proven way to save valuable time and money. Ensure that your projects are properly executed with one of our specialist training courses:

- Agile Management of Projects
- An Overview of Programme Management
- Essentials of Programme Management
- Introduction to Project Management
- Managing Small Projects
- PRINCE2 Foundation, Practitioner and Re-Accreditation
- Sponsoring and Directing Projects

Commercial skills

With every business decision having a financial consequence it has never been so important for all members of an organisation to be financially and commercially aware. Here's a sample:

- Developing a Better Business Case
- Effective Service Costing and Financial Modelling
- Commissioning Public Services in a Commercial Environment
- Negotiating Outsourcing and Joint Ventures with the Private Sector
- Certificate in Contract Management
- Business Partnering – Making the Transition
- Understanding Public Sector Finance, Governance and Accountability

Leadership and management skills

CIPFA trainers bring the best in the latest leadership and management skills. There is something for anyone seeking to provide that cutting edge in their organisation.

- Achieving Results through Time Management
- Advanced Negotiating Skills
- Advanced Project Management
- Assertiveness Training
- Balanced Scorecard
- Being Resilient
- Change Management
- Coaching
- Commercial Skills for Business Partnering
- Delegation and Empowerment
- Developing and Managing Teams
- Effective Report Writing
- Employment Legislation
- Influencing Skills
- Introduction to Project Management
- KPI's for Business Improvement
- Leadership Skills
- Managing Change
- Managing an Effective Meeting
- Managing Individuals
- Managing Key Relationships
- Managing Smaller Projects
- Managing Your Future
- Measuring Performance
- Motivating Others
- Negotiation and Influencing Skills
- Perfect Proofreading
- Positive Customer Care
- Presentation Skills
- Presenting Figures Effectively
- Programme Management
- Stress Management
- The Bribery Act

Asset management

The systematic process of operating, maintaining, upgrading, and disposing of assets cost-effectively. Below is a selection of our asset management courses:

- Capital Planning
- Introduction to Asset Management
- Introduction to Local Authority Capital Planning
- Introduction to Shared Services - Getting Started
- Option Appraisal - Making the Right Choices
- Shared Services - A Business Case
- Whole Life Costing

Performance

- Activity Based Costing (abc) in the Public Sector
- Advanced Negotiating Skills
- Benchmarking - The Process
- Building A Better Balanced Scorecard
- Effective Report Writing
- Efficiency and Value For Money
- Embedding Efficiencies
- Governance Implications of Shared Services
- Introduction to Coaching
- Lean Thinking
- Making Sense of Performance Information
- Management of Performance at Organisational Level
- Performance Management

Supply chain management

- Service Level Agreements
- Capital Procurement
- Certificate in Contract Management
- Certificate in Public Sector Procurement
- Deliver Savings Through Better Contract Management
- Driving Cost Reductions Through Better Procurement
- Effective Specification Writing
- Practical Tender Evaluation

Bespoke training

Don't see the training you are after? Your team may face particular challenges or require certain skills that are not listed here.

If so, commission us to produce a totally bespoke training programme that meets your **unique** training needs.

Contact us to arrange a meeting to discuss how we can meet your training and development needs.

Contact us

Abbie Davidson, Business Support Officer

T: +44 (0)131 221 8640 | E: abbie.davidson@cipfa.org



www.cipfa.org/training