



Training Budget - Spend your Old One and Plan for the New

It's getting towards the end of the old financial year already. I'm not sure how this happened so quickly, but it's not my fault and I take no responsibility for it.

After all the distractions and, let's face it, disasters that 2020 brought, it would not surprise me in the least to hear that training had generally dropped down the list of organisations' priorities, if not off the list altogether. Sadly, training is often an early casualty in difficult times, and if training has escaped your notice lately, perhaps it's time to give it a little poke.

Training is so vital to staff performance, productivity and wellbeing, and though it may seem like a needless luxury to invest in it during times of crisis, perhaps it can be said that it's all the more important to equip staff with the skills and strategies to cope with any new demands placed upon them. So, have a look in that tightly tied budgetary purse - what's in there - and can it be used to support staff before the end of the financial year? If the answer is 'some money' and 'yes', then read on, dear reader.

My last blog addressed the steps to take when commissioning training (read it [here](#)) so once the need has been established and if you've decided to go for an external provider, now's the time to splurge. Time is of the essence, people! Shop around and find the best solution for you and your staff, but do it soon. Many organisations need to make sure they allocate their training budget before the end of March. Bear in mind that training providers will also be in high demand around about this time, so they will need as much notice as possible to process your booking.

Once you've offloaded that filthy lucre from the old financial year, take some time to reflect and ask some questions. What did you spend on training this year? What types of training did you spend it on? What was the impact of the training? How do you know? What are the plans for next year? How much flexibility do you need to build into your planning? And so forth. A general rule of thumb is to allow for 1 - 5% of how much is spent on salaries to be put aside for training. Have a look at this figure - is it in line with what you have spent or are planning on allowing for in next year's budget? Is it realistic? Reflect upon what has been achieved with training last year - what still needs to be done?

If you're not sure about your organisation's training plan, or perhaps, you're not convinced a training plan even exists, then now's the time to get one. Plan out your activities across the year according to needs, (bearing in mind and prioritising what's absolutely essential, what's

important for achieving KPIs, and what's for individual development), the best methods for training your staff and definitely your budget. I am currently working with an organisation who has an excellent timetabled training plan which they have shared with me, and they are using a combination of C360 Training's open programme and our tailored training function to work through it and achieve their goals in a methodical and financially controlled way.

Maybe we can help you too? Contact us using information@community360.org.uk.

Tina Bullen
Community360 Training