

# Business Planning and Policy Writing Workshop



**Tuesday 12th June 2012**  
Group House, Sutton, Surrey, SM1 4SL

**Workshop presenter: Sarah King**

The first step in writing effective policies and plans is to understand the development of the document, which includes planning, analysis, research, and prewriting.

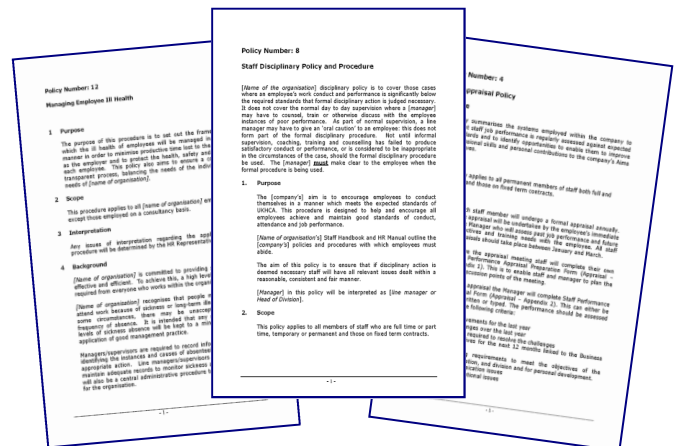
This workshop will provide you with an overview of how policies and plans should be developed and the pitfalls to look out for.

Business plans and policies are common place and delegates of this workshop will be discussing how best to communicate and disseminate them in a written format that employees can easily refer to.

This workshop has two specific aims:

1. To identify the information and analysis required to formulate a comprehensive business plan. This part will include a review of different business planning models, look at how to set goals and communicate these to others and how to review the plan.

2. To introduce managers to the context of policy writing and to understand how to draft their own policies. This section will outline the differences between a policy and a procedure, how to draft the policy and the types of policy required in domiciliary care.



A selection of relevant examples and materials will be made available at this workshop.

## Workshop price

UKHCA Members £60.00 (Inc. VAT): Non-members £90.00 (Inc. VAT)

In addition to our range of services, UKHCA's member organisations enjoy substantial discounts on conference fees and publications. For more information visit: [www.ukhca.co.uk/joining.aspx](http://www.ukhca.co.uk/joining.aspx).

## **Aims of the workshop**

### **Business Planning**

To enable managers to identify the information and analysis required to formulate a comprehensive business plan.

### **Policy Writing**

To introduce managers to the context of policy writing and to understand how to develop and draft their own policies.

## **Workshop programme**

09:00      **Registration and refreshments**

09.45      The morning session will cover business planning including:

- Overview of strategic planning
- Introduction to Business Planning Models
- The Business Planning Process
- Setting longer term goals
- What is in your Plan
- What could your plan look like
- Who are your audience
- Communicating your plan
- Reviewing your Business Plan

**Refreshments will be served during the morning session**

13:00      **Lunch—a valuable opportunity to network**

14.00      The afternoon session will cover policy writing including:

- What is a policy
- Understanding the differences between a policy and procedure
- What is in a policy
- Drafting a policy
- Who are your audience
- Communicating your policy
- Reviewing your policy
- Policies in Domiciliary Care

**Refreshments will be served during the afternoon session**

16:00      **Close of workshop**

*The programme may be subject to change without notification*

## **Who should attend?**

The workshops are suitable for senior managers, line managers and supervisors involved in developing business materials such as business plans, policies and procedures for the domiciliary care organisation.

# Workshop Booking Form

Workshop title: **Business Planning and Policy Writing Workshop**

Workshop date **Tuesday 12th June 2012**

Conference or workshop location: **Group House, Sutton**

Delegate 1:

Delegate 2:

Your organisation's name:

Address:

Telephone:

E-mail: (Please write one letter in each space)																				

Would you be prepared to share your e-mail address with other delegates at this workshop?  
Yes No (Please tick)

UKHCA membership number, if applicable:  
(Essential to claim UKHCA membership rate)

Details of any special requirements including dietary needs:

Where did you hear about this workshop?

## Terms and conditions:

1. Full details of venues and maps will be sent with confirmation of your place.
2. Substitute delegates are acceptable at any time and notification of substitution should be faxed to 020 8288 5290.
3. Cancellations **must** be sent in writing and will incur an administration fee of 20% + VAT. Cancellations can only be accepted at least **seven calendar days** before the event.
4. In the event of cancellation of the event by the organisers, liability will be restricted to the refund of fees paid.
5. Any overnight accommodation is the responsibility of the delegate.
6. Attendance at our events may entitle delegates to an extensive range of teaching materials that remain the intellectual property of UKHCA. By completing this form you agree to any course materials being used solely by

the organisation named above. Course materials may not be photocopied or reproduced in any other format without prior written permission of UKHCA.

To secure your place we must receive a completed booking form with payment. Cheques should be made payable to UKHCA or to pay by credit card please phone 020 8661 8182.

Return this booking form to:  
**Jane Taylor-Medhurst**  
**UKHCA, Group House, 52 Sutton Court Road, Sutton, SM1 4SL.**  
**Telephone:** 020 8661 8182  
**E-mail:** conferences@ukhca.co.uk

A VAT invoice will be sent by return.

Company Registration Number 3083104  
Registered in England

