

Know the Facts - Argue the Case - Challenge the Uninitiated  
 - Accept the Decisions & Consequences -



## Workshop for Accommodation Managers

A 2 day workshop that will help you interpret accommodation financial reports, prepare budgets, control costs and better manage your department.

**Duration:** 1 day

**Time :** 10.00-17.30

**Cost:** €135.00 inc. lunch

**Contact:** [management.development@failteireland.ie](mailto:management.development@failteireland.ie)

### Day 1

#### Session 1: The Nature of Budgets

- Type and Purpose

#### Session 2: Reading the Monthly Figures

- What the report is saying and action required

#### Session 3: Managing & Controlling Costs

- Staffing, guest supplies, laundry and cleaning costs
- Impacting on the bottom-line

#### Session 4: Preparing for the budget

- Cost Centres: What's included in each?
- Key information needed

### Day 2

#### Session 1: Application of Learning - Difficulties encountered and action taken

**Session 2: Compliance** - Responding to the variances

**Session 3: Current Trends** - What's happening out there?