

Business Link East Midlands

Providing access to information, advice & support to start, maintain and grow your business.

Telephone 0845 058 6644

www.businesslink.gov.uk/eastmidlands



Workshop Training Diary

getting your business started in Leicestershire

Dates and Venues for Business Workshops September & October 2011

Location	Date	Time	Workshop
Leicester	Tue 6 Sept	9:30am – 4:30pm	Is it for me?
Leicester	Wed 14 Sept	9:30am – 4:30pm	Getting The Basics Right
Loughborough	Thurs 15 Sept	9:30am – 4:30pm	Getting The Basics Right
Leicester	Tue 20 Sept	9:30am – 4:30pm	Managing Money & Making a Profit
Leicester	Thurs 22 Sept	9:30am – 4:30pm	Finding & Keeping Customers
Oadby	Mon 26 Sept	9:30am – 4:30pm	Managing Money & Making a Profit
Leicester	Thurs 29 Sept	9:30am – 4:30pm	Running a Successful Business
Leicester	Tue 4 Oct	9:30am – 4:30pm	Getting The Basics Right
Leicester	Tue 11 Oct	9:30am – 4:30pm	Managing Money & Making a Profit
Leicester	Thurs 13 Oct	9:30am – 4:30pm	Finding & Keeping Customers
Leicester	Thurs 20 Oct	9:30am – 4:30pm	Running a Successful Business
Other Workshops Nearby			
Stamford	Thurs 15 Sept	9:30am – 4:30pm	Getting the Basics Right
Grantham	Wed 21 Sept	9:30am – 4:30pm	Managing Money & Making a Profit
Derby (2)	Wed 5 Oct	9:30am – 4:30pm	Getting The Basics Right
Derby (2)	Tue 18 Oct	9:30am – 4:30pm	Finding & Keeping Customers
Derby (2)	Fri 21 Oct	9:30am – 4:30pm	Running a Successful Business

To book a place on any of the workshops listed, contact Business Link on 0845 058 6644
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Business Workshop Locations September & October 2011

Location	Address details	Postcode
Leicester	The City Rooms, Hotel Street, Leicester	LE1 5AW
Loughborough	The ARK Business Centre, Gordon Road, Loughborough	LE11 1JP
Oadby	Brocks Hill Visitor Centre, Washbrook Lane, Oadby	LE2 5JJ
Grantham	EM Direct, Litton House, Londonthorpe Road, Grantham	NG31 9SN
Derby (2)	Derwent Business Centre, Clarke Street, Derby	DE1 2BU
Stamford	Stamford Arts Centre, 27 St Mary's Street, Stamford, Lincolnshire	PE9 2DL

Description of Business Workshops 2011

Workshop title:	Who is it for?	What is covered:
Is it for me?	This workshop is aimed at people thinking of starting a business or working for themselves	The workshop covers what is involved in running a business and the various types of businesses that exist. It will help people decide what they want from their business and whether starting a business is right for them.
Getting the basics right	This workshop is for those people actively committed to starting a business and developing a business plan.	At the end of the workshop, attendees will have completed sections of a simple business plan and will know what their next steps and personal goals are. The workshop covers various topics including employing people, compliance and business ideas.
Managing Money & Making a Profit	This workshop is for people fully committed to starting a business or running an early stage business (up to 6 months).	Finance is the key to this workshop and differentiates between the various types of finance. The workshop also looks at the subjects of financial planning, bookkeeping and cash flow and credit control.
Finding & Keeping Customers	This workshop is for people fully committed to starting a business or running an early stage business (up to 6 months).	It is important that anyone looking to start their own business understands their market i.e. what their customers want and who their competitors are. This workshop covers these important areas. This workshop also looks at how you could reach your customers, the positioning and price of your offer and how the internet could be a valuable sales tool.
Running a Successful Business	This workshop is for people fully committed to starting a business or running an early stage business (up to 6 months).	This workshop covers a number of topics key to running a successful business. It covers how to employ people and getting the best out of them. Another important area for consideration is that of ensuring that your business has the right skill sets to develop and grow your business. Other topics covered include time management and understanding systems and processes.

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