

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 Northamptonshire

Dates and Venues for Business Workshops September & October 2011

Location	Date	Time	Workshop
Northampton	Wed 7 Sept	9:30am – 4:30pm	Getting The Basics Right
Northampton	Thurs 15 Sept	9:30am – 4:30pm	Managing Money & Making a Profit
Northampton	Thurs 22 Sept	9:30am – 4:30pm	Finding & Keeping Customers
Northampton	Tue 27 Sept	9:30am – 4:30pm	Managing Money & Making a Profit
Northampton	Mon 3 Oct	9:30am – 4:30pm	Getting The Basics Right
Northampton	Fri 7 Oct	9:30am – 4:30pm	Managing Money & Making a Profit
Northampton	Fri 14 Oct	9:30am – 4:30pm	Finding & Keeping Customers
Other Workshops Nearby			
Stamford	Thurs 15 Sept	9:30am – 4:30pm	Getting the Basics Right
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	Thurs 13 Oct	9:30am – 4:30pm	Finding & Keeping Customers

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
Northampton	Northamptonshire Chamber of Commerce Opus House Anglia Way Moulton Park	NN3 6JA
Stamford	Stamford Arts Centre, 27 St Mary's Street, Stamford, Lincolnshire	PE9 2DL
Leicester	Phoenix Square, 4 Midland Street, Leicester	LE1 1TG

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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