

## 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](http://www.businesslink.gov.uk/eastmidlands)



# Workshop Training Diary

## getting your business started in Nottinghamshire

### Dates and Venues for Business Workshops September & October 2011

Location	Date	Time	Workshop
Mansfield	Tue 6 Sept	9:30am – 4:30pm	Getting The Basics Right
Workshop	Wed 7 Sept	9:30am – 4:30pm	Getting The Basics Right
Nottingham	Wed 7 Sept	9:30am – 4:30pm	Is it for me?
Mansfield	Fri 9 Sept	9:30am – 4:30pm	Managing Money & Making a Profit
Nottingham	Mon 12 Sept	9:30am – 4:30pm	Finding & Keeping Customers
Workshop	Wed 14 Sept	9:30am – 4:30pm	Finding & Keeping Customers
Nottingham	Thurs 15 Sept	9:30am – 4:30pm	Getting The Basics Right
Nottingham	Mon 19 Sept	9:30am – 4:30pm	Managing Money & Making a Profit
Mansfield	Wed 21 Sept	9:30am – 4:30pm	Finding & Keeping Customers
Mansfield	Mon 26 Sept	9:30am – 4:30pm	Running a Successful Business
Nottingham *	Wed 28 Sept	9:30am – 4:30pm	Running a Successful Business
Workshop	Thurs 29 Sept	9:30am – 4:30pm	Managing Money & Making a Profit
Nottingham *	Thurs 6 Oct	9:30am – 4:30pm	Getting The Basics Right
Mansfield	Thurs 13 Oct	9:30am – 4:30pm	Getting The Basics Right
Nottingham *	Fri 14 Oct	9:30am – 4:30pm	Finding & Keeping Customers
Workshop	Wed 19 Oct	9:30am – 4:30pm	Getting The Basics Right
Nottingham *	Thurs 20 Oct	9:30am – 4:30pm	Managing Money & Making a Profit
Nottingham *	Mon 24 Oct	9:30am – 4:30pm	Running a Successful Business
<b>Other Workshops Nearby</b>			
Derby (2)	Mon 19 Sept	9:30am – 4:30pm	Finding & Keeping Customers
Derby (2)	Wed 5 Oct	9:30am – 4:30pm	Getting The Basics Right
Chesterfield	Tue 11 Oct	9:30am – 4:30pm	Managing Money & Making a Profit

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
Nottingham	Enterprise House, Shipstones Business Centre, Northgate, New Basford	NG7 7FN
Nottingham *	Mercury House, Shipstones Business Centre, Northgate, New Basford	NG7 7FN
Mansfield	Mansfield i-Centre, Oakham Business Park, Hamilton Way, Mansfield	NG18 5BR
Worksop	Worksop Library, Memorial Ave, Worksop, Nottinghamshire	S80 2BP
Chesterfield	Commerce Centre, Canal Wharf, Chesterfield	S41 7NA
Derby (2)	Derwent Business Centre, Clarke Street, Derby	DE1 2BU

## 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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