



Cavan County
Enterprise Board

Training Courses
for Start-Up
and Small Businesses

Spring 2007

Contents

<i>Course</i>	<i>Page</i>
Improve Your SAGE Skills	3
SAGE Quick Pay	3
TAS Books Computerised Accounts	3
Improve Your Computer Skills	3
Preparing a Health & Safety Statement	3
Taxation for Small Business	3
Self Assessment & VAT Returns	4
Pricing & Costing	4
Legal Issues for Small Business	4
Cash Collection for Small Business	4
Start Your Own Business	4
Start Your Own Business (Women Specific)	4
Managing People	5
Doing Your Own Market Research	5
Developing a Marketing Plan for Your Business	5
Selling Your Product on the Internet	5
New Product Development	5
Cultural Diversity in the Workplace	5
Stress Management	5
Introduction to CAD	5
Management Development Programmes	6

Please note that preference for places will be granted to small business i.e. Less than 10 employees



For Further Information please contact:

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Promoting Enterprise in County Cavan

Cavan County Enterprise Board was established by the Irish Government in 1993 to promote enterprise and assist the development of small business.

Cavan County Enterprise Board offers a range of supports including financial assistance, business training, mentoring, advice and information to start up and existing businesses.

Improve Your SAGE Skills

Aimed at: Owner/Managers or the person responsible for the Accounts within the Business.

Objectives: To enable participants to build on their basic skills, exploring the functionality of the package and accessing management information. Participants must have a basic working knowledge of SAGE.

Contents:

1. Recurring Entries
2. Prepayments & Accruals
3. Bad Debts/Write Offs/Contra Entries
4. Cash Flow & Bank Reconciliation
5. Management Reports
6. VAT
7. Month & Year Ends

Includes: One mentoring visit
Date: January 2007 (4 workshops)
Time: 7.00pm to 10.00pm
Cost: €60 per company

TAS Books Computerised Accounts

Aimed at: Owner/Managers or the person responsible for the Accounts within the business.

Objectives: To ensure participants have the basic skills to implement TAS Books Computerised Accounts within their business.

Contents:

1. Installation & Software set up
2. Transaction entry
3. Bank Reconciliations
4. Management Reports
5. Invoices/Credit Notes/Statements
6. Back Up

Includes: Two mentoring visits
Date: January 2007 (4 workshops)
Time: 7.00pm to 10.00pm
Cost: €75 per company

Preparing a Health & Safety Statement

Aimed at: This course is aimed at those who are responsible for compliance with Health & Safety legislation within the business.

Objectives: To provide participants with the knowledge and tools to complete a Health & Safety Statement for their business.

Contents:

1. Occupational Health & Safety Legislation
2. Hazard Identification & Assessment
3. Preparation of Health & Safety statement

Includes: One mentoring visit
Date: February 2007 (4 workshops)
Time: 7.00pm to 10.00pm
Cost: €60 per company

Sage Quick Pay

Aimed at: Aimed at new users of the SAGE Quick pay/ the person responsible for payroll.

Objectives: The course will cover all the basics of the programme from basic installation to running payroll and producing reports.

Contents:

1. Set up & Installation
2. Security & User Controls
3. Employee Records
4. Weekly/Monthly Payroll
5. Payroll Reports
6. Year End Payroll

Includes: Lunch
Date: February 2007 (1 day)
Time: 9.30am to 5.00pm
Cost: €25 per person

Improve Your Computer Skills

Aimed at: Aimed at those with basic computer skills who wish to explore MS Word, MS Excel and MS Access in greater detail.

Objectives: To provide participants with more in-depth understanding of the functions & features of MS Word, MS Excel & MS Access.

Contents:

1. Document/Workbook/Database Design
2. Data Entry
3. Basic Calculations
4. Formatting Documents
5. Changing Layouts
6. Printing

Date: January 2007 (6 workshops)
Time: 7.00pm to 10.00pm
Cost: €50 per person

Taxation for Your Business

Aimed at: Owner/Managers of Small Businesses.

Objectives: To assist key personnel to understand the Irish tax system, payments, obligations and entitlements.

Contents:

1. The Irish Tax System
2. Revenue & Employers
3. Obligations
4. PRSI & PAYE
5. VAT
6. Personal & Business
7. Tax Reliefs
8. Online Returns & Supports

Date: January 2007 (6 workshops)
Time: 7.00pm to 10.00pm
Cost: €40 per person

Self Assessment & VAT Returns

- Aimed at:** Owners/Managers or dedicated finance/accounts staff of small businesses.
- Objectives:** This course will ensure participants have a competency in administering books and completing forms & returns.
- Contents:**
1. Registering for VAT – legal requirements
 2. Return requirements
 3. VAT explained
 4. Refunds/Claims
 5. Making Payments
 6. Self Assessment
 7. Tax Returns
 8. Important Dates & Records
- Date:** March 2007 (1 Day)
Time: 9.30am to 5.30pm
Cost: €25 per person

Legal Issues for Small Business

- Aimed at:** Small business owners or those starting up in business.
- Objectives:** To assist participants in dealing with legal issues such as employment law, corporate law and corporate governance issues, which affect small business operations.
- Contents:** It will help owner/managers to handle legal issues – employment law, corporate law, company governance issues which affect small business operations.
- Includes:** One mentoring visit
Date: February 2007 (4 evening workshops)
Time: 7.00pm to 10.00pm
Cost: €40 per person

Start Your Own Business

- Aimed at:** Individuals thinking of starting a business or at the very early stage of start-up.
- Contents:**
1. Choosing a legal structure
 2. Registering a business name
 3. Bank accounts
 4. Taxation & VAT
 5. Accounting options and MIS systems
 6. Finance
 7. General management issues
 8. Problem solving
 9. Business planning
 10. Marketing & Sales
- Date:** January & March 2007 (8 workshops)
Time: 7.00pm to 10.00pm
Cost: €25 per person

Pricing & Costing

- Aimed at:** Owner Managers of Small Businesses.
- Objectives:** To inform participants how to calculate product or service cost.
- Contents:** Calculating product or service cost establishing costing procedures, understanding the nature and behaviour of costs, being cost aware, developing a pricing procedure
- Date:** March 2007 (3 workshops)
Time: 7.00pm to 10.00pm
Cost: €30 per person

Cash Collection for Small Business

- Aimed at:** Aimed at owners/managers or dedicated finance/accounts staff of small businesses.
- Objectives:** To provide participants with the necessary skills to collect business debts and implement effective procedures.
- Contents:** Risk assessment, establishing credit policy & credit control procedures, minimising bad debts, different methods and options for recovering debt.
- Includes:** One mentoring visit
Date: March 2007 (2 workshops)
Time: 7.00pm to 10.00pm
Cost: €30 per person

Start Your Own Business (Women Specific)

- Aimed at:** Women thinking of starting a business or at the very early stage of start-up.
- Contents:**
1. Choosing a legal structure
 2. Registering a business name
 3. Bank accounts
 4. Taxation & VAT
 5. Accounting options and MIS systems
 6. Finance
 7. General management issues
 8. Problem solving
 9. Business plan
 10. Marketing & sales
 11. Childcare
 12. Work/Life balance
 13. Approaching banks and sourcing finance
- Date:** January 2007 (8 workshops)
Time: 7.00pm to 10.00pm
Cost: €25 per person

Managing People

Aimed at: Individuals starting or currently running their own business.

Objectives: To assist participants to effectively manage staff.

Contents:

1. Recruitment & Selection
2. Motivation
3. Leadership skills
4. Performance Management
5. Legislative issues

Date: February 2007 (4 evening workshops)
Time: 7.00pm to 10.00pm
Cost: €40 per person

Develop a Marketing Plan

Aimed at: Owner/Managers of small business.

Objectives: To provide business owners and new business start ups with a marketing plan for their business.

Contents:

1. Market research
2. Marketing media
3. Marketing strategy
4. Marketing techniques

Includes: Two mentoring visits
Date: April 2007 (6 workshops)
Time: 7.00pm to 10.00pm
Cost: €50 per person

New Product Development

Aimed at: Aimed at individuals thinking of starting a business or currently in business.

Contents:

1. Techniques for idea generation
2. Idea evaluation
3. Market analysis
4. Starting a business

Date: February 2007 (4 workshops)
Time: 7.00pm to 10.00pm
Cost: €30 per person

Stress Management

Aimed at: Individuals wishing to develop and enhance their stress management skills and improve their personal effectiveness.

Contents:

1. Causes of Stress
2. Coping Strategies
3. Stress in the Workplace
4. Action Planning

Includes: Lunch
Date: April 2007 (1 day)
Time: 9.30am to 5.00pm
Cost: €25 per person

Doing Your Own Market Research

Aimed at: Individuals with a new business idea.

Objectives: To enable participants to conduct their own market research by understanding the market research process.

Contents:

1. Introduction to market research
2. Areas to research and sources
3. Interpreting the information
4. Presenting the data

Date: February 2007 (3 workshops)
Time: 7.00pm to 10.00pm
Cost: €30 per person

Selling Your Product on the Internet

Aimed at: Owner/Managers of small business.

Objectives: To introduce participants to selling on the internet.

Contents:

1. Ecommerce websites
2. Open source Ecommerce software,
3. Merchant accounts
4. Costs and opportunities,
5. How to market your website

Note: This training does not include website software training

Includes: One mentoring visit
Date: March 2007 (4 workshops)
Time: 7.00pm to 10.00pm
Cost: €40 per person

Cultural Diversity in the Workplace

Aimed at: Owner/Managers of small business.

Objectives: To raise awareness of cultural diversity and equip participants with cross cultural communication skills and knowledge.

Contents:

1. Stereotypes
2. Prejudice and Racism
3. Diversity and Culture
4. Equality Legislation
5. Managing Diversity

Date: April 2007 (1 workshop)
Time: 7.00pm to 10.00pm

Introduction to CAD

Aimed at: Users of Auto CAD in their workplace.

Contents:

1. Introduction to Cad
2. Set Up
3. Basic Drawings

Date: February 2006
Time: 7.00pm to 10.00pm
Cost: €50

Management Development Programmes

Course Title: Women in Business Management Development Programme

Course Content:

The programme is designed to allow you to:

- Develop and grow your existing business.
- Evaluate and improve your skills in all aspects of managing the business.

The focus of the programme is on ensuring that you are planning your business for growth by implementing appropriate management systems and procedures to ensure that you are taking a strategic approach to the development of your business and new markets. The programme will enhance the managerial capabilities and the management tools existing within the business. The programme will encourage the application of strategic thinking to ensure the sustainability and growth of the business.

The programme will be delivered through:

- 14 Group workshops (evening)
- 3 Onsite mentoring sessions to facilitate busy owner managers of SME's. The topics for these sessions will be flexible to meet individual business needs
- Group Mentoring Sessions – breakout groups from the main group where the problems specific to your business can be addressed

Course Title: Improving Management Skills for Small Business Managers

Course Content:

Managing Self

1. Managers role and responsibilities
2. Impact of Changes in the wider world on the organisation and the manager
3. Company structure and the influence of culture on decision making and work methods

Managing People

1. Employee Motivation
2. Techniques for Effective Delegation
3. Develop and manage High Performance Teams

Managing Customers

1. Identifying customer expectations
2. Increasing efficiency
3. Examining outputs and quality

Managing Information

1. Problem Solving and Decision Making - effective approaches
2. Recording storing and retrieving information
3. Effective Communication - informing, persuading, influencing

Managing Resources

1. Analysing financial information
2. Understanding financial accounts - Profit and Loss Accounts
3. Controlling Costs and resources Stress & Time Management

Duration: 3 Months – a mixture of workshops and one to one mentoring sessions

Course Title: Family Business Matters

Course Content:

The programme is designed to deal with the key issues affecting the successful operation of a small family business through a mix of six on-site mentoring visits and four interactive group workshops. This practical programme allows the owners of small family businesses to critically evaluate business processes and plans and try out new management methods under the guidance of experienced mentors. Topics covered include financial planning, taxation, pricing and legal issues. The programme includes six mentoring visits as personal family issues are different for each business and are easier to deal with in one to one sessions. **Duration:** 4 Afternoon workshops and 6 in company visits

Course Title: Operations Management

Course Content:

The programme is designed to deal with the key issues affecting the successful operation of a business through a mix of six on-site mentoring and four interactive group workshops.

This practical programme allows the owner/manager to critically evaluate business processes and plans and try out new methods under the guidance of an experienced mentor. The programme encourages businesses to maximise potential use of resources and thereby increase profits. The benefits of programme participation for your business include:-

- More accurate demand forecasting
- Greater control of operations
- Increased productivity
- Reduction in unit costs
- Greater financial awareness
- Improved customer service

* Management Development Programmes will run subject to demand



Business Name:.....

Contact Name:.....

Business Description:.....

Mobile:.....

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Email:.....

Address:

Signature:.....

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Please indicate courses below

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SAGE Quick Pay

TAS Books Computerised Accounts

Improve Your Computer Skills

Preparing a Health & Safety Statement

Taxation for Small Business

Self Assessment & VAT

Pricing & Costing

Legal Issues for Small Business

Cash Collection for Small Business

Start Your Own Business

Start Your Own Business (Women Specific)

Managing People

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Selling Your Product on the Internet

New Product Development

Cultural Diversity in the Workplace

Stress Management

Introduction to CAD

Women In Business Management Development

Improving your Management Skills

Family Business Matters

Operations Management



Please return this form to:

Cavan County Enterprise Board,
Cavan Innovation & Technology Centre,
Dublin Road,
Cavan,
Co. Cavan
Fax: 049 4377250

Please note all training will take place at Cavan Innovation & Technology Centre, Dublin Road, Cavan,
unless otherwise stated.

All training is subject to change.

For more information on Cavan County Enterprise Board please log on to
www.cavanenterprise.ie



Cavan County Enterprise Board is funded by the Irish Government and
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2000 – 2006