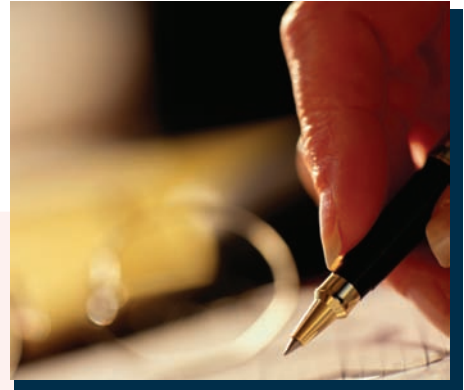




Cavan County
Enterprise Board

Training Courses
for Start - Up
and Small Businesses

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SAGE Computerised Accounts - Introduction



Aimed at: Aimed at new users of the SAGE package, the course should cover all the basics of the SAGE system, from basic installation and setup to invoicing.

Objectives: To enable participants to computerise their bookkeeping and management information systems using SAGE Accounting Software.

Contents:

1. Computerise manual accounting procedures
2. Enter transactions into the various modules
3. Reconcile bank accounts
4. Run a number of management reports on the performance of the business
5. Do VAT returns
6. Back up and store data correctly

Includes: Two on-site visits

Date: Commencing Tuesday September 1st, 2009
(4 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €75

Improve Your SAGE Skills



Aimed at: This course is aimed at those who have a basic working knowledge of SAGE. The course should build on the basic skills, exploring the functionality of the package and accessing management information on the package.

Objectives: To enable existing users of Sage Accounts Software to use the advanced functionality of the software.

Contents:

1. Process Recurring Entries
2. Process Prepayments and Accruals
3. Bad Debt / Write offs and Contra Entries
4. Cash Flow and Bank Reconciliation
5. Management Reports
6. VAT
7. Month Ends and Year Ends

Includes: One on-site visit

Date: Commencing Monday September 21st, 2009
(4 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €60

Basic Book Keeping



Aimed at: Owner/Managers commencing in business.

Objectives: The course will provide participants with a basic understanding of book keeping, taxation, VAT, financial statements and the skills to interpret financial information.

Contents:

1. Registration with Revenue
2. VAT
3. PAYE/PRSI
4. Setting Up & Maintaining Books & Records
5. Bank Reconciliation
6. Extracting Information from Accounts
7. Financial Analysis of Accounts

Date: Commencing Tuesday October 13th, 2009
(4 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €40

Taxation & Financial Management for Small Business



Aimed at: Owners/Managers/Key Personnel of small business.

Objectives: The course will focus on areas including tax effectiveness and savings, tax compliance (returns and payments), book keeping systems, cash flow and financial management practices.

Contents:

1. The Irish Tax System & Self Assessment
2. Maintaining Books & Records/Taxation
3. Employment & VAT Taxes
4. Income & Corporation Tax
5. Revenue & Operational Issues
6. Financial Management in Small Business

Date: Commencing Tuesday September 1st, 2009
(6 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €50

Practical Marketing for Small Business



Aimed at: Owners/Managers or staff with responsibility for marketing and promotion within the business.

Objectives: To provide participants with the necessary knowledge and techniques to promote and market their business, including acquiring skills on how to sell successfully.

Contents:

1. Introduction to Marketing
2. Market Research
3. Designing the Marketing Mix
4. Marketing & Promotion
5. Selling & Communication Skills

Includes: One on-site visit

Date: Commencing Monday September 14th, 2009
(6 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €60

Website Marketing & Optimisation



Aimed at: Owners/Managers of small business who would like to improve their business through enhancing their websites.

Objectives: Training will introduce participants to selling on the internet. Participants will learn how to achieve high rankings for their website, manage online ad campaigns and improve conversion rates.

Contents:

1. Understanding the Internet
2. Website Optimisation
3. Search Engine Optimisation
4. Pay per click ads, benefits & costs
5. Blogs & RSS
6. Content Management
7. Understanding Ecommerce

Includes: One on-site visit

Date: Commencing Thursday October 15th, 2009
(4 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €50

Costing & Pricing



Aimed at: Owner/Managers of small businesses

Objectives: Participants will understand how to cost their product/service and the link between costs and business viability.

Contents:

1. Calculate product/service cost
2. Establishing costing procedures
3. Understanding nature and behaviour of costs
4. Assessing pricing procedures
5. Pricing tactics

Date: Commencing Tuesday October 27th, 2009
(2 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €30

How to Get Paid on Time



Aimed at: Owner/Managers or accounts staff of small businesses who are responsible for credit control related issues.

Objectives: This course will provide participants with the necessary skills to effectively collect business debts as they fall due and how to deal with slow or non paying customers. It will also cover the handling of new accounts and the impact of credit control on cashflow.

Contents:

1. Addressing issues faced in a downturn
2. Highlighting ways of ensuring payment
3. Managing levels of credit
4. New customers, minimising credit risk
5. Compiling and using information to manage debtors

Includes: One on-site visit

Date: Commencing Tuesday October 13th, 2009
(2 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €30

Compliance with Health & Safety Legislation & Preparation of a Health & Safety Statement



Aimed at: Owner/Managers of small business or those responsible for compliance with health and safety legislation.

Objectives: Participants will be provided with a clear understanding of current health and safety legislation and instruction on how to prepare a health and safety statement.

Contents:

1. Current Safety Legislation
2. Safety Management
3. Practical Application of the Legislation and How to Write a H&S Statement

Includes: One on-site visit

Date: Commencing Wednesday October 7th, 2009
(3 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €40

Food Safety Management Systems for Small Business Food Operators



Aimed at: New small food business operators or those currently operating in the food business in all sectors.

Objectives: Participants will be provided with knowledge and awareness to fulfil legal requirements of current Irish and European food safety legislation and to demonstrate competency of the Food Safety Authority of Ireland Food Safety Training Level Two. All participants will receive a certificate of completion and there will be the option to undertake the Environmental Health Officers Association Primary Food Safety Examination.

- Contents:**
1. Introduction to Food Safety
 2. Essential Food Safety Law
 3. Food Contamination
 4. Food Delivery & Storage
 5. Food Production & Processing
 6. Control Records & Documents
 7. Personal Hygiene
 8. Layout & Design of Food Premises
 9. Pest Control Procedures
 10. Cleaning
 11. Introduction to FSMS & HACCP Principles

Includes: One on-site visit

Date: Commencing Thursday September 24th, 2009
(4 evening workshops)

Time: 7.00pm to 10.00pm **Cost:** €40

New Product & Service Development



Aimed at: Owner/small business owners who want to look at developing new products or services or individuals with a new business idea, and wish to assess its viability.

Objectives: This course will help participants focus on practical and achievable projects and begin the process of transforming ideas into new product development reality.

Contents:

1. New product development process
2. Idea generation
3. Sources of business ideas
4. Identifying achievable ideas
5. Fostering creativity
6. Making ideas real

Date: Commencing Wednesday September 16th, 2009
(1 Day)

Time: 9.30am to 5.00pm

Cost: €25

Start Your Own Business



Aimed at: Individuals thinking of starting a business or at the very early stage of start-up.

Contents:

1. Self Assessment/Starting Your Own Business
2. Legal Issues for Start ups
3. Preparing a business plan
4. Marketing for the Small Business
5. Researching the Market
6. Sales
7. Finance
8. Basic Bookkeeping

Includes: 1 individual consultation clinic

Date: Commencing Tuesday September 1st, 2009
(8 evening workshops)

Time: 7.00pm to 10.00pm

Cost: €50



Operations Management Development Programme

This programme will deal with the key issues affecting the successful operation of a business. It is designed to enhance the managerial capabilities and the management tools existing in a business. Some of the specific topics that will be covered are: Business Planning; Managing Work; Operational Reporting; Financial Management & Financial Control Systems; Performance Management; Profit Maximisation and Business Sustainability.

This will be achieved through interactive group workshops, on-site mentoring and work based assignments. This practical course allows for the critical evaluation of management skills and the planning and development of new methods. It will also encourage the application of strategic thinking to ensure sustainability of a business and networking and sharing of best practice with professional colleagues.

The benefits of participating in the programme will be strategic and profit focused business planning, more accurate demand forecasting, greater control of operations, more effective use of resources, increased productivity, reduction in unit costs and greater financial awareness.

Aimed at: Owners/Managers of established and recently formed businesses

Date: Commencing 2009, (to be confirmed)

Duration: 3 months, 4 half day group sessions and 6 on site sessions

Cost: €150

For Further Information please contact:

Ruth or Marcella,
Cavan County Enterprise Board,
Cavan Innovation & Technology Centre,
Dublin Road,
Cavan.

Phone: 049 4377200

Fax: 049 4377250

Email: info@cceb.ie

Website: www.cavanenterprise.ie

Please note that preference for places will be granted to micro-enterprises i.e. enterprises having no greater than 10 employees.

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.



Tech-Check is a programme where you can access independent expert advice on the most effective use of your existing technology as well as practical suggestions on how you can improve the efficiency of your business through better use of technology.

If you would like to book a Technology Check up please

contact James Fox on (049) 43 77200 or email jamesfox@cceb.ie.

Further details including application forms are available on www.cavanenterprise.ie



Business Name:

Business Description:

Participant Name 1:

Participant Name 2:

Address:

Business Tel:

Mobile:

Email:

Number of Employees:

Website:

Course Name(s):

If booking on a Start Your Own Business, please state nature of proposed new business:

Signed:

Date:

Print Name:

Position/Title:

DO YOU WISH TO BE INVOICED FOR THE DUE AMOUNT?

Please return this form with payment (cheques to be made payable to 'Cavan County Enterprise Board') to:

Cavan County Enterprise Board,
Cavan Innovation & Technology Centre,
Dublin Rd,
Cavan.

Tel.: 049 4377200
Fax: 049 4377250

NOTE: Places are limited on all courses and will be filled on a first come first served basis with priority granted to micro-enterprises (i.e. enterprises having no greater than 10 employees). With the exception of the start your own business programmes all courses are designed for owner/managers and employees of existing commercial enterprises in the county. No more than one participant from any one company can be accepted on an individual programme unless extra places become available.

TERMS & CONDITIONS

We reserve the right to alter, change or cancel the programme due to unforeseen circumstances.

Payment must be received before the start of any programme and written confirmation will be provided to those who have secured a place on a course.

**Cavan County Enterprise Board,
Cavan Innovation & Technology Centre,
Dublin Rd,
Cavan.**

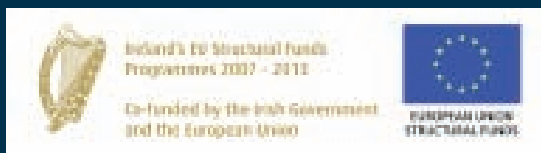
Tel.: 049 4377200

Fax: 049 4377250

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

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 Part financed by the European Union under the National Development Plan 2007-2013.