

# Promoting Enterprise in County Monaghan

## Training Course Schedule 2010

Monaghan County Enterprise Board is a local enterprise advisory and support organisation. It is, in effect, a one-stop shop for those thinking of starting a business or a source of enterprise advice and support for existing small firms.

### Contact Us:

#### **Monaghan County Enterprise Board**

Unit 9 M:TEK Building

Armagh Road

Monaghan

County Monaghan

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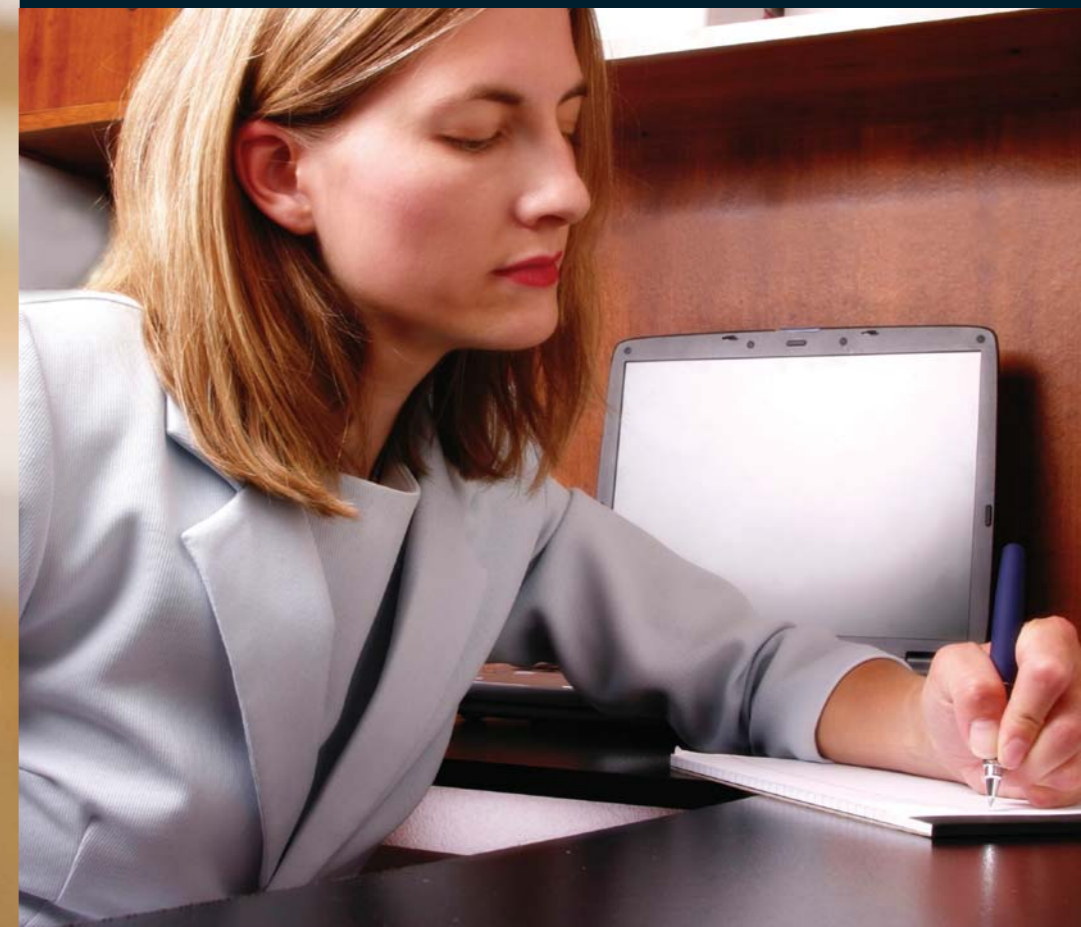
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Monaghan CEB is funded by the Irish Government and part financed by the European Union under the NDP 2007-2013



# Training Schedule 2010

## Start Your Own Business

This course is aimed at those preparing to set up or have recently set up in business to introduce them to the legal aspects of starting a business and gain basic skills in sales, marketing, finance and business planning.

Course 1 (Wed.)  
Weekly commencing  
10th February  
Course 2 (Wed.)  
Weekly commencing  
14th April  
6:30pm – 9:30pm  
Duration: 6 evening  
workshops  
€30  
(free to un-employed)

## Computerised Accounts for small businesses

Aimed at those setting up a computerised accounts package. To include the production of sales and purchase ledgers, credit control VAT and reporting.

Weekly commencing  
Thurs., 20th May  
6:30pm – 9:30pm  
3 evening workshops  
and  
3 on-site visits  
€100

## Safety Statements for the Small Business

Designed to provide participants with an overview of current health and safety legislation and to provide them with the knowledge and tools to prepare a safety statement.

Tues., 13th April &  
Wed., 14th April  
9:30am – 4:30pm  
2 days and 1 on-site  
visit  
€70

## Operations Management Programme

This is a Management Development Programme that aims to assist participants examine the business processes and systems to identify areas for improvement. It will help develop the skills required to introduce innovation in the management of operations within the business.

Commencing Thurs.,  
9th September  
2:00pm – 5:00pm  
4 half day workshops  
and 6 on-site visits  
€150

## Credit Control: How to get paid on time

This course will provide participants with the necessary skills to develop an effective credit management system to collect debts, introducing techniques to deal with non paying customers, handling new accounts, legal options and draft credit application forms.

Thurs., 18th & 25th  
March  
6:30pm – 9:30pm  
2 evening workshops  
€50

## Occupational First Aid

Aimed at those who are responsible for first aid in the organisation, covering all aspects of Occupational First Aid. Each participant to be fully certified on completion of the course.

Weekly commencing  
Thurs., 4th February  
9:30am – 4:30pm  
3 days  
€70

## Sales

This course will provide participants with an understanding of the key stages in the sales process and techniques to drive the business forward by increasing sales.

Wed., 12th & 19th  
May  
9:30am – 4:30pm  
2 days  
€50

## Internet Marketing: How to promote your business online

This course will provide owner managers with the skills to use their website to market and promote the business. It will also introduce selling on the internet and search engine optimisation.

Mon., 15th & 22nd  
March  
6:30pm – 9:30pm  
2 evening workshops  
1 on-site visit  
€70

## Advanced Computerised Accounts

This course is aimed at participants who have a basic working knowledge of an existing computerised package. The course will build on the basic skills to explore the advanced functionality of the package and access management information and reports.

Weekly commencing  
Tues., 16th March  
2:00pm – 5:00pm  
3 half day workshops  
and 3 on-site visits  
€100

## Marketing for the Small Business

Aimed at providing participants with the knowledge and skills to adopt an effective marketing strategy in the business. The course will cover market research, market segmentation, customer profile, marketing plans and advertising/promotional materials.

Weekly commencing  
Tues., 13th April  
6:30pm – 9:30pm  
4 evening workshops  
€70

## Ideas Generation for Self-Employment

This workshop will focus on finding and fine tuning a business idea with a view to setting up a small business. It will enable participants to understand the various opportunities and places to seek a business idea, through research, franchising and other options.

Thurs., 4th February  
6:30pm – 9:30pm  
1 evening Workshop  
€30

## Everything you need to know about Taxation & VAT

This course is ideal for the self-employed that wish to acquire practical knowledge of correct taxation procedures. On completion participants will understand different forms of taxation, deductible expenses and allowances and reliefs. It will help participants become aware of ways in which they can best manage the tax affairs of their business and ascertain if their current business systems meet tax obligations and make appropriate changes, if necessary.

Weekly commencing  
Thurs., 18th March  
2:00pm – 5:00pm  
3 half day workshops  
€50

## How to submit a winning tender

This workshop is aimed at addressing all areas of tendering, including where to find calls for tenders in particular business areas, how to get included on tender lists and most importantly, how to respond to tenders in such a way that participants are likely to win the contract.

Thurs., 13th May  
9:30am – 4:30pm  
1 full day workshop  
€30

Please note that all training will take place at M:TEK Building, Armagh Road, Monaghan  
To register your interest or to book a place, please contact **Briege** or **Sinead** on **047 71818** or email **briege@mceb.ie** – Dates and times are subject to change.