



Wicklow County
Enterprise Board

Training Courses for Small Business

Spring/Summer 2006

Wicklow County Enterprise Board
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PLEASE NOTE: Further details on all our services and on courses and seminars for 2006 can be viewed on www.wicklowceb.ie.

HOW TO BOOK: Choose which courses you wish to attend and complete and return the booking form with the appropriate fee. Places on Training Courses are limited, so early booking is advisable. Seminars are open to all, with no restriction on numbers.

SEMINARS (FREE OF CHARGE)

February Seminar

MAKING THE MOST OF PUBLIC RELATIONS

(1 EVENING)

Vere Wynne-Jones is one of the most experienced speakers, journalists and communications consultants working in Ireland. He has worked at the highest level in broadcasting, as a newsreader with RTÉ, a sports commentator and senior journalist. For eleven years, he was Director at Slattery Public Relations, Dublin. He currently lectures on public speaking, PR writing, journalism and works on a freelance broadcasting basis for RTÉ. Vere also has a passion for working with entrepreneurs, and brings a practical approach to PR, due to his work as a journalist and news editor. A very entertaining speaker, not to be missed!

Venue: Esplanade Hotel, Bray, Co. Wicklow

Date: Wed 1st February 2006

Time: 7.30 pm – 9.30pm

Fee: Free

April Seminar

THE WORK WE WERE BORN TO DO

(1 EVENING)

Nick Williams, entrepreneur and much sought after international guest speaker is a world expert on inspiration at work. For 15 years he has inspired tens of thousands of people to discover the work they were born to do, and become their own boss. Wicklow County Enterprise Board has invited Nick to travel from London to address budding and active entrepreneurs of County Wicklow. At this Seminar, Nick will lead attendees through the major principles of his book "The Work We Were Born To Do". Some of the areas covered will include: how to create your own work from the inside out, knowing your gifts and talents, how to integrate money with your heart's desire and how to enjoy being your own boss! (for more information on Nick Williams, see www.nick-williams.com)

Venue: Arklow Bay Hotel, Arklow, Co. Wicklow

Date: Thursday 6th April 2006

Time: 7.30pm – 9.30pm

Fee: Free

BUSINESS TRAINING COURSES

START YOUR OWN BUSINESS

The Business Plan, Selling your Product/Service, Market Research, Funding the Business, VAT and other Taxes, Financial Projections, Customer Service.

Venue: St. Kilian's Community School, Boghall Rd, Bray

Commences: Wednesday 25th January 2006

Time: 7.30pm – 9.30pm

Duration: 10 weeks

Fee: €90

Venue: Tinakilly House Hotel, Rathnew

Commences: Wednesday 22nd February 2006

Time: 7.00 pm – 9.30pm

Duration: 8 weeks

Fee: €90

Venue: Germaine's Hotel, Baltinglass

Commences: Wednesday 8th March 2006

Time: 7.00pm – 9.30pm

Duration: 8 weeks

Fee: €90

Venue: Glenview Hotel, Glen o' the Downs, Delgany

Dates: Saturday 13th, 20th & 27th May 2006

Time: 10.00 am – 5.00 pm

Duration: 3 Full Saturdays

Fee: €90

SELF ASSESSMENT TAX AND VAT RETURNS

(2 EVENINGS+MENTORING)

Self assessment: Important dates, Preliminary Tax, Records to be kept, Completing the tax return form, VAT registration, VAT rates, VAT returns. Includes one mentoring session per client.

Venue: Tinakilly House Hotel, Rathnew, Co. Wicklow

Dates: Wednesday 1st and 8th March 2006

Fee: €120

Time: 7.00pm – 10.00pm

Venue: Arklow Business Enterprise Centre, Kilbride Industrial Estate, Arklow

Dates: Thursday 4th and 11th May 2006

Fee: €120

Time: 7.00pm – 10.00pm

SALES AND MARKETING ON A SHOESTRING

(2 FULL DAYS/ 4 EVENINGS)

How to grab the attention of your target customers, Developing a Sales Sequence, Do's and Don'ts of Cold Calling, How to Promote your small business on a zero budget, Closing the Sale.

Venue: Esplanade Hotel, Bray

Dates: Thurs 16th, 23rd Feb, 2nd & 9th March 2006

Fee: €90

Time: 7.00pm – 10.00pm

Venue: Tulfarris House Hotel, Blessington

Dates: Sat 6th and 13th May 2006

Fee: €90

Time: 10.00am – 5.00pm

“NUTS & BOLTS” FINANCIAL MANAGEMENT**(4 EVENINGS)**

This course is aimed at participants with at least one year's experience of running their own business. It addresses some of the most common financial issues that owner/managers of small businesses struggle with, such as: costing & pricing, cashflow management, calculating gross and net margins, how to know if your business is profitable and prepared for growth, and understanding the language of accountants. Please note: this course does not deal in any great depth with taxation issues, but rather financial management.

Venue: Marriott Druids Glen Hotel, Newtownmountkennedy**Fee: €90****Dates: Mon 6th, 13th, 20th & 27th March 2006****Time: 7.00pm – 10.00pm****TIME MANAGEMENT****(1 FULL DAY+MENTORING)**

This Time Management course is designed specifically for small business owner/managers and will help participants to manage their time more effectively. The course will cover: setting goals and prioritising, knowing when to say 'no', decision making and delegation skills, identifying time savers and handling interruptions. Includes one mentoring session per client.

Venue: Glenview Hotel, Glen o'the Downs, Delgany**Fee: €90****Dates: Saturday 25th February 2006****Time: 10.00am – 4.00pm****“NEED TO KNOW” MANAGEMENT FOR CHILDCARE BUSINESSES*****(10 EVENINGS)**

Delivered in conjunction with Wicklow County Childcare Committee this course is designed for owner/managers of childcare facilities. Workshops include human resource management, recruitment and staff retention, developing a pricing structure, financial management, customer service, business planning, sales and marketing.

Venue: Esplanade Hotel, Bray**Fee: €90****Commences: Monday 13th February 2006****Time: 7.00pm – 10.00pm***** Please contact the office to complete a separate application form for this course.**

COMPUTERISED ACCOUNTS TRAINING COURSES

All computerised accounts courses take place in Wicklow County Enterprise Board's Computer Training Room, located at our offices at 1 Main Street, Wicklow Town.

SAGE INSTANT -SAGE LINE 50

(3 FULL DAYS)

This course covers all aspects of setting up a computerised accounting system from scratch, including the production of Sales Ledgers, Nominal Ledgers, Purchase Ledgers, Credit Control and VAT Management. It is recommended that participants have a basic understanding of bookkeeping principles.

Course 1: Mon 23rd, 30th Jan & 6th Feb 2006

Time : 9.30 a.m. – 4.45 p.m. Fee: €100

Course 2: Tues 24th, 31st Jan & 7th Feb 2006

Time: 9.30 a.m. – 4.45 p.m. Fee: €100

SAGE QUICKPAY (PAYROLL)

(1 FULL DAY)

This course covers the basic set up of the Quickpay system, showing you how to run your payroll on Quickpay and produce the necessary reports. It is recommended that participants have a basic understanding of bookkeeping principles and payroll.

Course 1: Wed 25th January 2006

Time : 9.30 a.m. – 4.45 p.m. Fee: €75

Course 2: Wed 1st February 2006

Time : 9.30 a.m. – 4.45 p.m. Fee: €75

SAGE INSTANT – REFRESHER

(2 FULL DAYS)

A Refresher course covering the supplier ledger, the customer ledger, setting up bank cash accounts, bank reconciliation, VAT, backing up data and restoring data.

Dates: Monday 3rd & 10th April 2006

Time: 9.30 a.m. – 4.45 p.m. Fee: €90

TAS BOOKS 2 BEGINNERS

(4 FULL DAYS)

This course is ideal for small business owner/managers who are either considering installing a TAS accounts system or who wish to refresh their basic TAS books skills. The course covers the sales ledger, the purchase ledger, bank accounts, invoicing, nominal ledger, profit and loss accounts, VAT returns and monthly reports. It is recommended that participants have a basic understanding of bookkeeping principles.

Dates: Thurs 16th, 23rd Feb & 2nd, 9th March 2006

9.30 a.m. – 4.45 p.m. Fee: €150

COMPUTERISED ACCOUNTS USING EXCEL

(1 FULL DAY)

This one full day course covers the set up of your accounts system using Excel, including the production of ledgers. It is recommended that participants have a basic understanding of bookkeeping principles.

Course 1: Thursday 23rd March 2006

Time: 9.30 a.m. – 4.30 p.m. Fee: €50

Course 2: Wednesday 10th May 2006

Time: 9.30 a.m. – 4.30 p.m. Fee: €50

COMPUTER TRAINING COURSES

The following courses take place at Wicklow County Enterprise Board's Computer Training Room at 1 Main Street, Wicklow Town.

WEB DESIGN – FRONT PAGE

(6 MORNINGS)

For business people who want to build a simple web site using Microsoft Frontpage. Participants will set up a domain name, produce web pages and publish a mini site. This is a basic course for people using Frontpage for the first time.

Dates: Wednesday 8th, 15th, 22nd February and 1st, 8th, 15th March 2006

Time : 10 a.m. – 1 p.m.

Fee: €100

WEB DESIGN –DREAMWEAVER

(6 MORNINGS)

For business people who want to build a simple web site using Dreamweaver. Participants will set up a domain name, produce web pages and publish a mini site. This is a basic course for people using Dreamweaver for the first time.

Dates: Tuesday 7th, 14th, 21st, 28th March and 4th, 11th April 2006

Time: 10 a.m. – 1 p.m.

Fee: €100

MAKE OUTLOOK WORK FOR YOU

(2 MORNINGS)

Participants will learn how to use Microsoft Outlook more effectively. This package is so much more than an e-mail tool. Learn how to manage contacts, schedule appointments, use the Task Pad, set reminders and integrate with mobile technology. Participants should have a good understanding of Microsoft Outlook before starting this course.

Dates: Tuesday 14th and 21st February 2006

Time: 10 a.m. – 1 p.m.

Fee: €60

DESKTOP PUBLISHING

(4 MORNINGS)

Participants will learn how to produce good quality business publications including letterheads, business cards, advertising flyers, and newsletters.

Dates: Tuesday 25th April 2nd and 9th , 16th May 2006

Time: 10 a.m. – 1 p.m.

Fee: €80

INTERNET, E-MAIL AND E-COMMERCE

(4 MORNINGS)

This course covers the basics of the Internet and E-Mail, assisting owner/managers in utilising these tools in the day to day management of the business. This course also looks at maximising your sales and marketing potential through use of the internet and e-commerce.

Dates: Thursday 27th April and 4th, 11th, 18th May 2006

Time: 10 a.m. – 1 p.m.

Fee: €80

Booking Form – Training Courses Spring / Summer 2006

Name of Business	Description of Business
Name of participant on course	No. of Employees
Job title	E-mail
Address	Telephone
	Age Under 25 <input type="checkbox"/> Over 25 <input type="checkbox"/>

Course Name	Fee	Please tick
Start Your own Business (Bray)	€90	
Start Your Own Business (Baltinglass)	€90	
Start Your Own Business (Rathnew)	€90	
Start Your Own Business (Glen o'the Downs)	€90	
Self Assessment Tax and VAT Returns (Rathnew)	€120	
Self Assessment Tax and VAT Returns (Arklow)	€120	
Sales and Marketing on a Shoestring (Bray)	€90	
Sales and Marketing on a Shoestring (Blessington)	€90	
“Nuts & Bolts” Financial Management	€90	
Time Management	€90	
“Need to Know” Management for Childcare Businesses*	€90	
Sage Instant – Sage Line 50 Course 1	€100	
Sage Instant – Sage Line 50 Course 2	€100	
Sage Quickpay Course 1	€75	
Sage Quickpay Course 2	€75	
Sage Instant – Sage Line 50 Refresher	€90	
TAS Books Beginners	€150	
Computerised Accounts Using Excel (Course 1)	€50	
Computerised Accounts Using Excel (Course 2)	€50	
Web Design – using Front Page	€100	
Web Design – using Dreamweaver	€100	
Make Outlook work for you	€60	
Desktop Publishing	€80	
Internet, E-mail and E-commerce	€80	

* You will be required to complete a separate application form to apply for a place on this programme, please contact the Board to obtain a copy.

I enclose a cheque for €_____ made payable to Wicklow County Enterprise Board, 1 Main Street, Wicklow.

A receipt will be issued for all payments. A full refund will be made only where courses are over subscribed or cancelled. An administration fee of 25% per course will be retained in the case of late cancellations. No refund applies to 'no-shows'.

Further details on all courses are available from:

Wicklow County Enterprise Board, 1 Main Street, Wicklow. E-mail: enterprise@wicklowceb.ie
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To find out more about our business support services,
ask for our information pack or visit our website at:
www.wicklowceb.ie



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