

Business Skills Training Schedule



Train to Gain

September to December 2014



Oifig Fiontair Áitiúil
Local Enterprise Office

Oifig Fiontair Áitiúil Tiobraid Árann

Local Enterprise Office Tipperary

The Local Enterprise Office Tipperary is the First Stop Shop for anyone seeking information and support on starting or growing a business in Tipperary.

An initiative of the Action Plan for Jobs, Local Enterprise Offices (LEOs) are committed to delivering an enhanced and more integrated support service for the micro and small business sector in Ireland. Local Enterprise Office Tipperary offers a range of complementary supports to potential entrepreneurs and existing businesses. The supports include a first point of contact for all enterprise related enquiries in Tipperary where individuals can receive advice on the steps involved in setting up a business, to the provision of grants for feasibility studies, financial support for new and existing businesses and a range of soft supports such as enterprise training, management development and mentoring to entrepreneurs and businesses.

This booklet outlines the Local Enterprise Office Tipperary Autumn 2014 Training Programmes and Events

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> Getting Started

Business Advice and Information Service

One to one sessions for individuals hoping to start or develop a business are held throughout the county subject to demand. Meetings are by appointment only.
Clinic Locations include:

**Clonmel [weekly], Nenagh [weekly], Thurles [weekly] Tipperary Town [monthly],
Carrick on Suir [monthly]**

Please call to make an appointment

Free

Start Your Own Business – Horse & Jockey, Thurles

The programme runs over a 10 week period and covers all aspects of running your own business from market research and finance to eventual completion of a business plan.

Commencing Tues 23rd Sept 2014

[7-10pm] [10 x 3 hour sessions over consecutive Tues evenings].

Trainer: Rob Marr, Catalyst Consulting

€55

Start Your Own Business – Abbey Court Hotel, Nenagh

The programme runs over a 10 week period and covers all aspects of running your own business from market research and finance to eventual completion of a business plan.

Commencing Thurs 2nd Oct 2014

[7-10pm] [10 x 3 hour sessions over consecutive Thurs evenings].

Trainer: ACE Training Ltd

€55

Start Your Own Business – Clonmel

The programme runs over a 10 week period and covers all aspects of running your own business from market research and finance to eventual completion of a business plan.

Commencing Tues 7th Oct 2014

[7-10pm] [10 x 3 hour sessions over consecutive Tues evenings].

Trainer: Bridgewater Management

€55

> Money Matters – Financial Management

Basic Book-keeping – Clonmel

This course is designed to give participants a practical knowledge of bookkeeping and basic accounting. It covers all the major principles from the prime books & their purpose to completion of statutory tax forms.

Commencing Thurs 9th Oct 2014

[7-10pm] [4 x 3 hour sessions over consecutive Thurs evenings]

Trainer: Elaine Hyland

€30

Financial Management Advice – One to One Clinic – Clonmel & Nenagh

The financial advisor will discuss in a confidential manner any issues participants may be experiencing in relation to financial management such as cash flow, tax returns, costing & pricing and office management.

Thurs 23rd Oct & Tues 18th Nov 2014 [By appointment]

Consultant: Michael Byrnes

€10

Basic/Manual Book-keeping – Abbey Court Hotel, Nenagh

This course is designed to give participants a practical knowledge of bookkeeping and basic accounting. It covers all the major principles from the prime books & their purpose to completion of statutory tax forms.

Commencing Mon 3 Nov 2014 [7-10pm]

[4 x 3 hour sessions over consecutive evenings]

Trainer: Elaine Hyland

€30

> Marketing and Sales

Essential Marketing and Sales for New Businesses – Clonmel

These practical evening workshops are aimed at improving the marketing & selling techniques of participants. Each stage of the process, from selecting your market to closing the sale, is dealt with over a six week period.

Commencing Wed 15th Oct 2014 [7 –10pm] [6 x 3 hour sessions over consecutive Wed evenings]: Trainer: Terry Harmer, NLC Training

€50

> Business Networks in Tipperary

Local Enterprise Office Tipperary is supporting business networks throughout Tipperary.

The Networks offer owner managers an opportunity to meet each other and have focused discussions on issues of common interest with a view to problem solving for members.

Benefits of Network membership:

- *Enjoy a culture of learning, knowledge-sharing and support*
- *Learn from experienced entrepreneurs and other experts*
- *Explore innovative ideas and views*
- *Participate in lively debates and discussions*
- *Improve your skills in key management areas*
- *Generate new businesses contacts*

Owner Manager Network

The Owner Manager Network is a network that is open to all Owner Managers and their key employees in Tipperary. Meetings are held monthly at the Clonmel Park Hotel.

Wed 2nd Oct 2014 – 12.30pm -3pm

South Tipperary Women's Network

The network is a service dedicated to encouraging and fostering entrepreneurship amongst women in South Tipperary. The group meets on the first Wednesday of each month to provide an opportunity for networking and for a presentation on a business related topic.

First Wed of each month, 6.30pm – 9.30pm Park Hotel, Clonmel

Network North Tipperary

Network North Tipperary holds monthly meetings featuring a guest speaker who addresses topics important to women in both their professional or personal development. Following the speaker there is a networking opportunity for members with guests from other branches frequently invited to attend. The Network is a forum for established women in business or fledgling entrepreneurs, or those starting out on their career path, to develop professional and social contacts. Network Ireland hosts an annual National Conference and Awards ceremony. Monthly meetings alternate between Nenagh and Thurles.

The Subscription fee for 2014 is €130.

Membership is for 12 months from the date of joining.

Web: www.networknorthtipp.ie

Tipperary Green Business Network

Tipperary Green Business Network was established in 2012 to support green businesses market their products and services, harness job creation potential of the emerging green economy and in turn establish Tipperary as one of Ireland's greenest counties in Ireland. The network meets monthly.

For details on TGBN events contact: Kate Walsh, Coordinator,
tipperarygbn@gmail.com, Tel: 067 56676
Web: www.tipperarygbn.org

Tipperary Food Producers Network

Tipperary Producers Network is a community of businesses working in the food and beverage sector in County Tipperary. The network's objective is to represent, promote and showcase the best of Tipperary Food. Tipperary Food Producers Network hold regular networking opportunities including seminars and workshops and participate in regional, national and international food events under the Tipperary brand.

Web: www.tipperaryfoodproducers.com

> Managing Your Business

Women in Business Management Development Programme – Clonmel

The Women in Business Management Development programme is aimed at women entrepreneurs who now require assistance with updating and developing their skills. It is designed to help each participant maximise their effectiveness as a manager to successfully run their small business and identify and use their own strengths and abilities to seek out new opportunities to grow their business.

Commencing Tues 14th Oct 2014 (10am-1pm)

€50

Employment Legislation – One to One Clinics – Clonmel & Nenagh

This one to one clinic will offer advice and information to businesses on hiring and retaining staff, performance management, employment law and the development of an employee hand-book.

Wed 22nd Oct 2014 Clonmel [By appointment], Nenagh TBC.
Consultant: Fiona Brown Johnson

€10

Procurement & Tendering for Government Business

Local Enterprise Office Tipperary will host Public Procurement training seminars in Autumn 2014 subject to demand. The seminars will be targeted at companies with previous public sector tendering experience. The LEO will also subsidise the cost of attending Procurement Workshops for a limited number of qualifying Tipperary businesses interested in tendering for the first time.

Energy Saving Workshop in Conjunction with T.E.A.

An **Energy Reduction/Cost Saving Seminar** will be organised, subject to demand, for existing business owner/ managers from all business sectors who need to improve their bottom line through further cost savings in the area of energy usage. To register your interest in attending this seminar contact the Local Enterprise Office Tipperary. Location contingent on demand.

> Business Conferences

“Who To Talk To” Event

An initiative of Tipperary County Council in partnership with Enterprise Ireland, IDA, Teagasc, LIT Tipperary, Tipperary Education & Training Board, Local Development Companies, Department of Social Protection and Local Enterprise Office, designed to inspire and encourage individuals considering self employment in all sectors and to inform new and existing business promoters about supports available for business creation and development, featuring 40 information desks, keynote address, new business showcase, retail forum and funding workshops.

The key note address will be delivered by Sean O'Driscoll Group Chairman & CEO of Glen Dimplex Group at 4.00pm. At 6.00pm Bobby Kerr, Dragons' Den and Chairman Insomnia Coffee will discuss 'Re-energising the Retail Sector' and it is anticipated that this seminar and presentation on incentives available will appeal to Chambers and Business Associations in the County.

Wednesday 10 September 2014, LIT Campus, Thurles,
Time: 3.00 p.m. – 7.00 p.m. Admission:

Free

National Women's Enterprise Day

The National Women's Enterprise Day aims to inspire, activate and assist women across Ireland in running their own business. Further details on www.nwed.ie. The LEO will sponsor a limited number of Tipperary delegates.

22nd & 23rd Oct 2014, Galway Bay Hotel, Salthill

€100

> Information Technology

Trading Online Voucher Scheme for Small Irish Businesses

The Local Enterprise Office Tipperary are holding information events in Clonmel and Nenagh in September to provide information on the new Trading Online Voucher Scheme. The Scheme supports small Irish businesses to enhance their on-line trading presence with vouchers to the value of €2,500 available to qualifying SMEs. Eligibility criteria applies.

Clonmel Park Hotel, Wedy 17th Sept 7.30pm – 9.00pm
Abbey Court Hotel, Nenagh, Mon 22nd Sept, 7.30pm – 9.00pm

Free

Social Media for Beginners – Clonmel

This programme is aimed at business owner/managers who are new to the world of social media and wish to become adept at using the various social media tools to build an online brand.

20th & 28th Oct, 4th Nov 2014 10am-1pm
Trainer: Sandra Hennessy

€40

Advanced Social Media – Clonmel

This programme is a follow on from the social media for beginners programme. Participants will be exposed to different more advanced social-media tools such as recording short spoken audio conversations through Audioboo on a smartphone and uploading images to a communal Flickr group.

Commencing Tues 14th Oct 2014
[3 evenings] 6-8pm Trainer: Bernie Goldbach

€40

Developing a Search Engine Optimisation Strategy – Clonmel

The workshops will examine in detail how Google Ads work within the participating businesses websites and how to make them more effective and reduce costs. Google analytics will also be covered and participants will be shown how to work with report data, identify quality traffic to their website and track e-commerce activity.

Commencing Thur 23rd Oct 2014. [6 x half days] 9.30am-12.45pm
Trainer: Aisling Hurley

€50

Social Media Boot Camp – Nenagh

This practical 2 day workshop covers how to market your business effectively using Facebook, LinkedIn and Twitter. Participants must have a personal Facebook page prior to attending and participants are required to bring a wifi enabled laptop with them to the workshops.

Thurs 2nd & 9th October 2014, 2 x full days [09.30am – 4.30pm]

Trainer: Evan Mangan, The Marketing Crowd

€40

Getting Irish Business On Line (GIBO) – Nenagh

This practical half day workshop was developed by Google, Blacknight, An Post and the former County & City Enterprise Boards with the aim of taking the time, hassle and cost out of getting a website. If your business is in need of a website you will be assisted to develop a site over the course of a half day.

Wed 22nd October 2014 [10.00am – 1.00pm]

Trainer: Donncha Hughes

€25

> Promoting & Supporting Local Enterprise

Local Enterprise Office Tipperary operates schemes aimed at assisting through grants and refundable aid, the establishment of micro enterprises [less than ten employees] with the central objective of facilitating the creation and maintenance of sustainable jobs and the development of economic infrastructure at a local level.

The following supports are available:

- *Information about starting and running your business*
- *Business Skills Training*
- *Management skills development*
- *Financial Support Mentoring*
- *eCommerce initiatives*
- *Business Networks*

Showcase 2015

The Local Enterprise Office will also part fund a limited number of craft makers to exhibit at Showcase in the RDS, Dublin in January 2015 [www.showcaseireland.com]. Contact the Local Enterprise Office for more information.

> Booking

Booking On Line

You now have the option of registering your training programme on our website
www.localenterprise/tipperary.ie

Otherwise please complete the following registration form and return by post or call to our offices

Ballingarrane House, Cahir Rd., Clonmel Co. Tipperary – 052 6129466

Civic Offices, Limerick Rd., Nenagh, Co. Tipperary – 0761 06 5000

It is imperative that you register prior to commencement of training as Individuals who turn up without registering may not be accommodated on the Training programme.

Registration Form

Business Name

Address

.....

.....

Telephone.....Mobile.....

Email

Business Description

.....

.....

.....

Programme Name	Participants name	Age		Cost
		Under 25	Over 25	
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
Total Cost			





To avoid disappointment please register as soon as possible as places are limited.

BOOKING

- Places can be reserved only on receipt of payment in full.
- Those in receipt of unemployment benefit may qualify for reduced fees. Please contact the Local Enterprise Office for further information.
- In the event of a programme being undersubscribed it may be postponed or cancelled.

PAYMENT

- Payment can be made online through our website www.localenterprise.ie/tipperary or by completing the course booking form and presenting it at the Local Enterprise Office, Ballingarrane House, Clonmel or at the Cash Office, Tipperary County Council, Civic Offices, Limerick Road, Nenagh referencing your name and the course title.

FAILURE TO ATTEND

- Substitutions are acceptable at anytime up to the day before training commences. The substitute will receive all course material on behalf of the original delegate.
- In circumstances where the original attendee fails to attend and no substitute is appointed, seminar notes and material will be forwarded by post upon request, provided full payment has been received.

If you have any special needs or are a registered disabled person please let us know prior to starting your training. Leaflet is also available in LARGE PRINT



Ireland's EU Structural Funds
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Oifig Fiontair Áitiúil
Local Enterprise Office



Local Enterprise Office Tipperary

Ballingarrane House, Ballingarrane Science & Technology Park, Cahir Road, Clonmel
and Civic Offices, Limerick Road, Nenagh, Co. Tipperary

Tel. Clonmel: 052-6129466 **Nenagh:** 0761 06 5000

Web: www.localenterprise.ie/tipperary

Email: leo@tipperarycoco.ie