



## Training and Development Spring / Summer 2010

Carlow County Enterprise Board is here to help you start or grow your business with a range of practical supports including business skills, training courses, workshops and seminars, experienced business mentors, informal business networks, financial assistance and useful advice.

In the Board, we are determined that County Carlow businesses be at the leading edge. We are, therefore, offering a suite of training programmes from 'Start Your Own Business' to 'Management Development'. The following are some of the courses we are running during 2010.

If there is a course you require for starting or developing your business and it's not listed below please contact us on [enterprise@carlow-ceb.com](mailto:enterprise@carlow-ceb.com) or by calling 059 9130880. For details of upcoming networking events and conferences, why not subscribe to our mailing list by e-mailing your contact details to [enterprise@carlow-ceb.com](mailto:enterprise@carlow-ceb.com) or by logging onto [www.carlow-ceb.com](http://www.carlow-ceb.com)

Join us on **facebook** by searching Carlow Enterprise on [www.facebook.com](http://www.facebook.com)

Course Name	Duration	Employed Rate	Unemployed Rate	Dates
Start Your Own Business Course	3 Saturdays	€100.00	€50.00	Starts: 30/01/10 Ends: 13/02/10
Start Your Own Business Course	3 Saturdays	€100.00	€50.00	Starts: 27/02/10 Ends: 13/03/10
Start Your Own Business Course	3 Thursdays	€100.00	€50.00	Starts: 18/03/10 Ends: 01/04/10
Bookkeeping & Taxation for Small Businesses	5 Wednesday Evenings*	€75.00	€50.00	Starts: 03/03/10 Ends: 07/04/10 * Except St. Patrick's Day
Bookkeeping & Taxation for Small Businesses	3 Wednesdays	€75.00	€50.00	Starts: 07/04/10 Ends: 21/04/10
Manual & Computerised Payroll (FETAC)	10 Wednesday Evenings	€100.00	€50.00	Starts: 24/02/10 Ends: 05/05/10 * Except St. Patrick's Day
Manual & Computerised Accounts (FETAC)	10 Tuesday Evenings	€100.00	€50.00	Starts: 16/02/10 Ends: 27/04/10
Blogging for Small Businesses	1 Day	€50.00	€25.00	23/02/10
Sales Training (Products) for SMEs	1 Day	€50.00	€25.00	05/05/10
Understanding Your Bank's Approach to Lending	1/2 Day Seminar	€25.00	FOC	16/03/10
Understanding Credit Control & Cash Collection	1/2 Day Seminar	€25.00	FOC	23/03/10
Health & Safety Training for Owner Managers	1/2 Day Seminar	€25.00	FOC	15/04/10
From Innovation to Market - Product & IP	1/2 Day Seminar	€25.00	FOC	22/04/10
From Innovation to Market - How to bring a new service to market	1/2 Day Seminar	€25.00	FOC	12/05/10
Using Facebook & Twitter to Promote Your Business	1/2 Day Seminar	€25.00	FOC	08/06/10
Occupational First Aid in association with Catherine Byrne Health & Safety Training & South East Heart Savers	3 Days	€180.00	€180.00	<b>COURSE 1</b> - Starts: 09/02/10 Ends: 11/02/10
	3 Mondays	€180.00	€180.00	<b>COURSE 2</b> - Starts: 01/02/10 Ends: 15/02/10
Manual Handling Instructors Course in association with Catherine Byrne Health & Safety	5 Days	€600.00	€600.00	16/02/10, 17/02/10, 24/02/10, 25/02/10, 03/03/10
AED Training Course for Business Users	1/2 Day	FOC	FOC	02/02/10
1/2 Day: 9.30am - 1.00pm		Days: 9.30am - 4.30pm		Evenings: 7.00pm - 10.00pm



**Are you looking for a new location for your business 2010?**



Are you considering starting or expanding your business in 2010 and require office space and support? Enterprise House Phase II opening 2010, for an application form e-mail [enterprise@carlow-ceb.com](mailto:enterprise@carlow-ceb.com) or call 059 9130880.



## Booking Form

### Programme Title & Date:

<b>Programme Title &amp; Date:</b>			
<b>First name:</b>		<b>Surname:</b>	
<b>Full postal address:</b>		<b>Telephone number(s)</b>	<b>Landline:</b>
			<b>Mobile:</b>
		<b>E-mail:*</b>	
			<small>*Please note your e-mail will be added to our mailing list to keep you up to date with future CEB Events.</small>
<b>Company name (if applicable):</b>		<b>Do you have any special requirements?</b>	
<b>I enclose €:</b>		<b>Please return completed booking form to:</b>	Carlow County Enterprise Board, Enterprise House, O'Brien Road, Carlow.
<b>Signature:</b>			

- Cash / Cheques / Postal Order / Bank Draft accepted
- Course commencement is subject to sufficient numbers

- Courses places are limited early booking is advised
- Course places reserved only on receipt of full course fee

