

Business Support Programme 2019

For Kildare's Early Years Services

For Owners and/or Managers



Motivating and Retaining Employees

20th July 2019
9.30am – 4.30pm

This one-day course focusses on the management of employees and creating a working environment in which they are content and keen to further the goals of the organisation, and see the rewards in doing so.

Cost: €30

Light lunch provided



Taxation

14th September 2019
9.30am – 4.30pm

This one-day course informs on:

- Key aspects of the taxes that small companies and self-employed traders encounter
- Self-assessment income tax (PAYE for Company Directors) VAT
- Employers roles and responsibilities to the revenue and their staff

The course deals with the basics and then shows how to create a set of books so that Form 11 and VAT3 returns can be made simply and without stress

Cost: €30

Light lunch provided



Effective Communication Skills

26th September 2019
7.00pm – 10.00pm

This short course enables participants to deal with the issue of getting their message across simply and effectively. The course deals with different conversations such as sales, disputes and negotiations.

Cost: €10

Light lunch provided



Budgeting and Cashflow Management

28th September 2019

9.30am – 4.30pm

Cash, or money in the bank is the grease that ensures that the cycle of business turns easily. This course introduces participants to the concept of cash flow planning and how to predict cash surpluses as well as shortfalls and how to deal with both in a professional and business-like manner.

Cost: €30

Light lunch provided



Performance Management

12th October 2019

9.30am – 4.30pm

This course is designed for the small business which needs to understand the best method of managing their staff to reach their full potential. The course covers performance management, KPI's and suitable rewards for exceeding the KPI's.

Cost: €30

Light lunch provided



Digital Marketing

2nd November 2019

9.30am – 4.30pm

Without a proper plan, digital marketing will not be effective. This course looks at how to put together a digital plan for your business that will create a roadmap to business success, by introducing the most up to date social media platforms with advice as to which are the most appropriate for early years services.

Cost: €30

Light lunch provided

Venue

All programmes are held at:

Kildare County Childcare Committee

Unit 21 Thompson Enterprise Centre

Clane Business Park

Clane, Co. Kildare.

W91 E6NY

Tel: 045 861307



BOOKINGS

Book online at:

<https://www.localenterprise.ie/Kildare/Training-Events/Online-Bookings/>

Or contact LEO Kildare on:

(045) 980 838

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