

Start Up Business Course Locations

ABERDEEN

at:
Enterprise Business Centre
Admiral Court
Poyrnook Road
Aberdeen AB11 5QX
Tel: 01224 289725



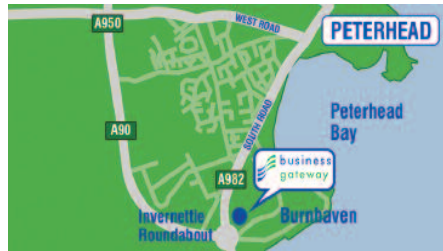
INVERURIE

at:
Crichiebank Business Centre
Mill Road,
Port Elphinstone,
Inverurie AB51 5NQ
Tel: 01224 289725



PETERHEAD

at:
Burnside Business Centre
Burnside Road,
Peterhead AB42 3AW
Tel: 01779 822002



All courses are delivered
FREE OF CHARGE

PRE BOOKING IS ESSENTIAL

Please advise us well in advance of any specific requirements

To book a place on any of the Business Gateway workshops

Call **01224 289725** or book online at
www.bgateway.com/events



Fully funded
workshops
for start up
businesses

July to September 2010

Aberdeen City
and Shire



Start Up Business Workshops

SUBJECT	DATE	DAY	TIME	VENUE
Start Up Awareness If you're thinking about, planning or starting your own business you will benefit from attending this awareness raising session.	01 July 2010	Thursday	09.30 - 13.00	Inverurie
	05 July 2010	Monday	09.30 - 13.00	Aberdeen
	07 July 2010	Wednesday	09.30 - 12.30	Peterhead
	16 July 2010	Friday	09.30 - 13.00	Aberdeen
	19 July 2010	Monday	13.00 - 16.30	Inverurie
	27 July 2010	Tuesday	13.00 - 16.30	Aberdeen
	04 August 2010	Wednesday	09.30 - 12.30	Peterhead
	07 August 2010	Saturday	09.30 - 13.00	Aberdeen
	11 August 2010	Wednesday	09.30 - 13.00	Inverurie
	16 August 2010	Monday	18.00 - 21.30	Aberdeen
	24 August 2010	Tuesday	09.30 - 12.30	Peterhead
	27 August 2010	Friday	09.30 - 13.00	Aberdeen
	31 August 2010	Tuesday	13.00 - 16.30	Inverurie
	08 September 2010	Wednesday	18.00 - 21.30	Aberdeen
	16 September 2010	Thursday	09.30 - 12.30	Peterhead
	16 September 2010	Thursday	13.00 - 16.30	Aberdeen
22 September 2010	Wednesday	09.30 - 13.00	Inverurie	
24 September 2010	Friday	09.30 - 13.00	Aberdeen	
30 September 2010	Thursday	13.00 - 16.30	Aberdeen	
Business Planning It is essential to have a realistic, working business plan when you're starting up a business. This workshop shows you how to create a robust business plan.	02 July 2010	Friday	09.30 - 13.00	Aberdeen
	06 July 2010	Tuesday	13.00 - 16.30	Inverurie
	07 July 2010	Wednesday	13.30 - 16.30	Peterhead
	21 July 2010	Wednesday	13.00 - 16.30	Aberdeen
	04 August 2010	Wednesday	13.30 - 16.30	Peterhead
	09 August 2010	Monday	09.30 - 13.00	Inverurie
	16 August 2010	Monday	09.30 - 13.00	Aberdeen
	24 August 2010	Tuesday	13.30 - 16.30	Peterhead
	26 August 2009	Thursday	18.00 - 21.30	Aberdeen
	14 September 2010	Tuesday	13.00 - 16.30	Inverurie
	16 September 2010	Thursday	13.30 - 16.30	Peterhead
17 September 2010	Friday	09.30 - 13.00	Aberdeen	
Resource Planning Good financial management is essential for running a successful business. This workshop will help you to:- manage a profit and loss account; produce a cash flow statement; understand the meaning of working capital; describe the main sources of finance; and understand the different legal structures of a business.	22 July 2010	Thursday	18.00 - 21.30	Aberdeen
	29 July 2010	Thursday	09.30 - 13.00	Inverurie
	17 August 2010	Tuesday	09.30 - 13.00	Aberdeen
	08 September 2010	Wednesday	09.30 - 13.00	Aberdeen
	21 September 2010	Tuesday	13.00 - 16.30	Inverurie
	28 September 2010	Tuesday	09.30 - 13.00	Aberdeen
Marketing Getting the marketing right for your business is crucial to its success. This workshop will help you to understand your competitors, identify your customers and understand the things you need to consider for effective marketing.	08 July 2010	Thursday	09.30 - 13.00	Inverurie
	13 July 2010	Tuesday	09.30 - 13.00	Aberdeen
	28 July 2010	Wednesday	13.00 - 16.30	Aberdeen
	13 August 2010	Friday	09.30 - 13.00	Inverurie
	18 August 2010	Wednesday	18.00 - 21.30	Aberdeen
	28 August 2010	Saturday	09.30 - 13.00	Aberdeen
	09 September 2010	Thursday	09.30 - 13.00	Aberdeen
	20 September 2010	Monday	13.00 - 16.30	Inverurie
27 September 2010	Monday	13.00 - 16.30	Aberdeen	

Start Up Business Workshops

SUBJECT	DATE	DAY	TIME	VENUE	
Women into Business If you're thinking of starting a business or have already started then the Women into Business Networking programme will help you through a series of practical business seminars and by providing access to business advisers and a network of like - minded people.	19 August 2010	Thursday	18.30 - 21.00	Aberdeen	
IT for Business Effective IT and Ebusiness adoption can significantly help companies operate more effectively and take advantage of new opportunities that may otherwise not exist.	07 July 2010	Wednesday	09.30 - 13.00	Aberdeen	
	17 August 2010	Tuesday	09.30 - 13.00	Inverurie	
	13 September 2010	Monday	09.30 - 13.00	Peterhead	
Book Keeping How to begin to manage your finances, a simple guide to understanding how to keep books.	09 July 2010	Friday	09.30 - 13.00	Peterhead	
	15 July 2010	Thursday	09.30 - 13.00	Aberdeen	
	20 July 2010	Tuesday	09.30 - 13.00	Inverurie	
	29 July 2010	Thursday	18.00 - 21.30	Aberdeen	
	19 August 2010	Thursday	13.00 - 16.30	Aberdeen	
	23 August 2010	Monday	09.30 - 13.00	Inverurie	
	27 August 2010	Friday	09.30 - 13.00	Peterhead	
	04 September 2010	Saturday	09.30 - 13.00	Aberdeen	
	23 September 2010	Thursday	09.30 - 13.00	Aberdeen	
	29 September 2010	Wednesday	18.00 - 21.30	Inverurie	
	How VAT Works We will give you the basics of how VAT works and help you get started. Suitable for Limited Companies, Sole Traders and Partnerships.	19 July 2010	Monday	09.30 - 12.00	Aberdeen
		16 August 2010	Monday	09.30 - 12.00	Peterhead
13 September 2010		Monday	09.30 - 12.00	Inverurie	
Newly Self Employed - The Basics Designed to help the newly self employed meet their obligations to HMRC when starting in business. Suitable for sole traders, partnerships only. NOT suitable for Limited Companies.	26 July 2010	Monday	09.30 - 12.00	Inverurie	
	09 August 2010	Monday	09.30 - 12.00	Aberdeen	
	06 September 2010	Monday	09.30 - 12.00	Peterhead	
Business Expenses and Capital Allowance for the Self Employed We will tell you what allowable business expenses are and how to work out your tax allowances for your equipment. This Course is NOT suitable for Limited Companies.	23 August 2010	Monday	09.30 - 12.00	Aberdeen	
Self Assessment Online We will guide you through registration for self assessment online, completion of the self employed pages of an online tax return and how to send the completed return online.	20 September 2010	Monday	09.30 - 12.00	Aberdeen	

New Business Start Training in 4 Steps

You want to be self employed but need to take the next step ...

1 Start Up Awareness Seminar

You know the basics but need a plan to co-ordinate these £ for your next steps...

2 Business Planning

How much will you have to spend £ what might you expect in sales?

3 Resource Planning

How will you let your customers know about your product/service?

4 Marketing & Market Research

Additional Skills

I.T. For Business

Bookkeeping

VAT

All courses are delivered FREE OF CHARGE