

# LEITH BUSINESS HUB

## Leith Business Hub, McDonald Road Library, 2 McDonald Road, Edinburgh. EH7 4LU.

Business Hub is a partnership between Business Gateway and Edinburgh City Libraries to provide practical and free business support in the McDonald Road Library.

**LIBRARIES MEAN BUSINESS.** You can take advantage of all the Library's facilities including its modern business book stock, computer access to directories, information databases and The Business Gateway Website. Free WiFi is available.

In addition the Hub can provide a range of additional business services:

### Advice & Support

Individual advice sessions with an experienced business adviser.  
Available by appointment.  
Telephone **0131 347 2820** to arrange.

### Information

Visit the library to access its wide range of printed and online resources to help you learn more about your business sector, market trends, company information and much more as well!

### Tools

The Business Gateway Website [www.bgateway.com](http://www.bgateway.com), supported by a telephone enquiry service on **0845 609 6611**, provides a further invaluable source of business information. Additionally by registering on the website you can access a number of enhanced services and online tools (e.g a Business action plan, regulation checklist and a "My Business" section where you can save files and return to them as you wish).



I want to take  
my business to  
the next level,  
but I need help  
getting there

All courses are delivered **FREE OF CHARGE**

Pre booking is essential

**0845 609 6611**  
[www.bgateway.com](http://www.bgateway.com)  
or visit your local office

Business Gateway services are delivered by Local Authorities, Scottish Enterprise and Scottish Government, with the support of associated partner organisations. Maximum call charge from BT landline is 3p per minute. Call costs from other networks may vary. Text costs vary depending on your mobile operator.

Workshops for growing businesses

**LEITH BUSINESS HUB**

**FEBRUARY - MARCH 2011**



business  
gateway

# Practical, No Nonsense, Effective.

**Leith Business Hub, McDonald Road Library,  
2 McDonald Road, Edinburgh. EH7 4LU.**

## Workshop Schedule: February & March 2011

**Marketing on a Shoestring**                      **Wednesday 23/02/11**    **5.30 – 8.00pm**

A basic introduction to marketing that focuses on low cost effective options that give real results.

**Mastering Selling Skills**                      **Wednesday 02/03/11**    **5.30 – 8.00pm**

This workshop will give you the knowledge and skills you need to improve your sales techniques.

**Basic Book keeping**                              **Wednesday 09/03/11**    **5.30 – 8.00pm**

An introduction to bookkeeping for small businesses including what records you need to keep, how to store information and simple, practical exercises.

**Time Management**                              **Wednesday 16/03/11**    **5.30 – 8.00pm**

This course gives you the knowledge and skills to manage your time effectively. During the workshop you will create a structured plan to help you make more effective and efficient use of your time.

**Social Media for Business**                      **Wednesday 23/03/11**    **5.30 – 8.00pm**

This workshop shows how you can use social networks to the best effect for your business as well as the pitfalls of not doing it right. The objective is to help you make informed choices about which social networks to engage with and how to evaluate the success of doing so.

**Networking Session**                              **Wednesday 30/03/11**    **5.30 – 8.00pm**

This event will provide you with the opportunity to network with like minded individuals in an informal setting. Advisers will be present to network and answer your specific questions. Get practical advice to enable you to start or grow your business.

These events are delivered in the Leith Business Hub.

Additionally these and other Business Gateway events for new and existing businesses are also available at Apex House, 99 Haymarket Terrace, Edinburgh, EH12 5HD and at other regular locations in Edinburgh & Lothian.

For details of all events and dates please check out the Business Gateway Website.  
[www.bgateway.com/events](http://www.bgateway.com/events)

Book online at [www.bgateway.com](http://www.bgateway.com)  
or  
Telephone: Local Number 0131 347 2820  
or  
email: [bglothian@bgateway.com](mailto:bglothian@bgateway.com)

Business Gateway Events at the Leith Business Hub are delivered in partnership with Edinburgh City Libraries  
[www.edinburgh.gov.uk/info/427/libraries](http://www.edinburgh.gov.uk/info/427/libraries)  
and  
[www.iloveleith.com](http://www.iloveleith.com)

To book your free place call **0845 609 6611**  
Check [www.bgateway.com](http://www.bgateway.com) for up-to-date listings  
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